

The logo for the Associated Students Organization (ASO) at El Camino College. It features the letters 'ASO' in a large, bold, blue font on the left. To the right, the words 'ASSOCIATED STUDENTS ORGANIZATION' are stacked in a smaller, blue, sans-serif font. Below this, the words 'Associated Students Organization' and 'El Camino College' are written in a black, serif font. The entire logo is centered on the page.

By-Laws
Associated Students Organization
El Camino College

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The by-laws of the Associated Students Organization are ratified by the ASO Senate and organized by the ASO Constitution into the following sections:

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The by-laws of the Associated Students Organization outline the internal policies and procedures for the organization and its members. The ASO Constitution requires ASO and its members to follow all by-laws ratified by the Senate. ASO by-laws must not conflict with any article, section, or clause of the ASO Constitution to be enforceable.

Some sections may lack by-laws as no additional policies have needed to be outlined within their scope.

These by-laws were last modified **May 23rd, 2024**, by the ASO Senate.

The by-laws of the Associated Students Organization of El Camino College follow:

ASO SPECIAL INTERNAL ENTITIES *(Approved on December 12, 2002. Revised on April 25, 2024)***Section 1 – Definitions**

- A. An ASO Special Internal Entity (SIE) shall be non-terminating sub-organizations of ASO, with funding and oversight from ASO, delegated specified responsibilities of ASO to fulfill needs of El Camino College Students.

Section 2 – Authority and Responsibilities of Special Internal Entities

- A. SIEs shall adopt constitutions, by-laws, charters, etc., which adhere to, and do not conflict with the ASO Constitution and the ASO By-Laws. Any document pertaining to an SIE that does not adhere to the ASO Constitution and the ASO By-Laws shall be considered invalid and unenforceable.
- B. SIEs shall regularly send a representative to give public updates regarding respective SIE activity to the ASO Senate and ASO Cabinet.
1. In addition, SIEs shall provide ASO Cabinet with a cumulative report on SIE activity at the end of every semester. This report shall highlight, but is not limited to, activities throughout the semester, use of funds, and any and all structural changes. Additional report requirements may be added at the discretion of ASO Cabinet.
- C. ASO Cabinet shall regularly provide SIEs detailed progress reports, detailing perceived successes and areas of concern.
1. ASO Cabinet shall additionally enforce SIE compliance with the ASO Constitution and ASO Bylaws, through, but not limited to, advisement and enforcement of SIE structural and behavioral changes, if and when necessary.
- D. Upon request from ASO Cabinet, ASO shall be granted transparency into any SIE meeting, action, or activity, financial or otherwise.
- E. SIEs shall act on behalf of ASO; SIE membership shall not by default constitute ASO membership.

Section 3 – ASO Special Internal Entities

- A. The Special Internal Entities of ASO follow:
1. Inter-Club Council (ICC) shall be established to facilitate the exchange of ideas and information among campus clubs and organizations and to coordinate those activities and projects which enhance these clubs' operations and effectiveness.
2. The Council on Advancing and Unifying Student Equity (CAUSE) shall be established to empower campus based, student facing organizations to act on issues related, but not limited to, promoting equity through funding initiatives or projects.

Section 4 – Formal Establishment and Dissolution of Special Internal Entities

- A. Additional SIEs may only be formally established through updates to these bylaws.
- B. An SIE may only be formally dissolved, being made indefinitely inactive, through updates to these bylaws.
- C. Updates to this by-law shall not constitute the resetting or restarting of prior existing SIEs unless directly stated or in the event an SIE is formally dissolved.

002 – MEMBER CODE OF CONDUCT *(Approved April 25, 2024)***Section 1 – Definitions**

- A. Official Meetings shall be defined as any meeting taking place with the purpose of officially representing students at the campus level, such as Senate Meetings, Campus Committees and Division Meetings.
- B. Campus Events shall be defined as any event taking place with the purpose of officially serving and representing the student body at the campus level, which includes but is not limited to ASO-Sanctioned Events.
- C. External Events shall be defined as any event taking place with the purpose of officially representing the El Camino College student body as Associated Student Organization Members outside the campus level, which includes but is not limited to conferences.

- D. Associated Student Organization Members shall be defined as anyone holding a position within ASO, comprising Cabinet Members, including Directors, Commissioners and Student Trustee, Senators, Division Council Members, and Justices.
- E. El Camino College Students (ECC Students) shall be defined as any individual currently enrolled as a part-time or full-time student at El Camino College
- F. El Camino College Faculty (ECC Faculty) shall be defined as any individual, whether full-time or part-time, who teaches any number of courses at El Camino College.
- G. El Camino College Administrators (Administrators) shall be defined as any individual who holds a position in the college's areas for Academic Affairs, Administrative Services, Human Resources, and Student Services.
- H. Board of Trustees shall be defined as all members who compose the El Camino Board of Trustees.
- I. External parties shall be defined as any individual, institution or entity that does not fit the aforementioned definitions and include but are not limited to the public, companies, or public/private agencies.

Section 2 – Definition, Enforcement, & Authority Title

- A. The Official ASO Code of Conduct is composed of all subsections of Section 2 of this bylaw. These sections shall be enforced by the ASO Director of Human Resources. The succeeding sections shall not be violated by any ASO Member and shall be held up by all ASO Members.
 - 1. By joining and participating in ASO, ASO Members agree to abide by these sections.
- B. Violation of the ASO Code of Conduct shall be grounds for disciplinary action in accordance with the ASO Bylaws commonly referred to as “Policy and Procedures for Disciplinary Actions” and “Suspension of A.S.O. Members.”
 - 1. The former of the two bylaws grants ASO the authority to establish and enforce an official Code of Conduct.

Subsection 2.1. Official Meeting Etiquette

- A. All ASO members must follow Robert's Rules of Order or the stated parliamentary procedure of the given meeting, as well as the flow of debate set by the meeting's chair to the best of their respective ability.
- B. No direct comments towards other members shall be allowed during debate; all comments must be directed towards the meeting's chair.
- C. If two or more ASO members disagree during debate, they must all respect each other's dissenting opinions.
- D. All ASO members must be respectful of the time allocated for discussion, and the time allotted to them for comment.
- E. All ASO members must show courtesy to external parties present during Senate Meetings by attentively listening and keeping the meeting's quorum.
- F. All ASO members shall appropriately utilize the meeting's established voting procedure which includes:
 - 1. Avoiding the abuse of abstention during Senate, Cabinet, and Committee votes; unless an ASO Member:
 - i. Has a conflict of interest with the voting item under consideration.
 - ii. Has not been present for a considerable portion of the time allocated to debate the agenda item.

Subsection 2.2. Dress Code

- A. ASO Members shall wear ASO Attire to all Campus Events where they participate in an official capacity.
 - 1. ASO Attire shall be defined as clothes with the official ASO logo on them, including but not limited to the ASO sweater and ASO Polo.
- B. ASO Members shall wear appropriate attire to all official meetings, in addition to any other events the member may be attending in an official capacity.
 - 1. Appropriate Attire shall be defined as clothing that is reasonable and respectful for a given scenario where an ASO member is serving in an official capacity and in an event where ASO Attire is not required.
- C. ASO Members shall dress in accordance with guidelines set by external event organizers when attending such in an official capacity.

Subsection 2.3. Language

- A. ASO Members shall use respectful language, lacking profanity; they must communicate effectively when talking to other ASO Members, ECC Faculty, Administrators, and the Board of Trustees.
- B. ASO Members shall be respectful when communicating with their respective constituents and/or the general ECC student body.

- C. ASO Members are expected to avoid the use of language promoting, condoning, or consisting of slander of fellow members, ECC students, and any other individual.

Subsection 2.4. Behavior

- A. All ASO Members are expected to follow lawful behavior at all time and place; they must maintain lawful conduct when officially representing the student body both on campus grounds and in external activities and/or interactions.
 - 1. Lawful conduct shall be defined as behavior in compliance with El Camino Administrative Procedure 5500 of the Standards of Student Conduct, local ordinances, state laws and federal statutes.
- B. All ASO Members are expected to respect all property at spaces they gather in, whether collectively or individually, on campus or external to it; respecting property and spaces includes but is not limited to:
 - 1. Assuring cleanliness during and after use of the given space.
 - 2. Respecting other individual's or entity's property.
 - 3. Following all additional rules established to the use of the space.

Subsection 2.5. Ethics

- A. All ASO Members are expected to follow the standards set in this bylaw in their respective duties as ASO Members, which includes but is not limited to:
 - 1. Being honest.
 - 2. Being fair and equitable.
 - 3. Being truthful.
- B. All ASO Members are expected to avoid unethical conduct that includes but is not limited to:
 - 1. Abuse of powers or privileges given.
 - 2. Breach of confidentiality concerning official organizational business.
- C. All ASO Members are expected to avoid any conflict of interest in their duties as student representatives, which include but are not limited to:
 - 1. Conflict of Interest shall be defined as position(s)/obligation(s) that interfere with the impartial judgement of an ASO Member's duties.
 - 2. Being mindful and transparent of any financial and/or personal ties to external parties while being a student representative, especially at the time of voting or discussing a voting item

003 - ASO COMMITTEES *(Approved on November 4, 2004. Last Revised May 23, 2024)*

Section 1 – ASO Standing Committees

Subsection 1.1. Establishment of ASO Standing Committees

- A. Standing Committees are non-terminating committees that meet year round to discuss matters pertaining to the Senate and the ASO. Each Standing Committee addresses all topics that relate to that Committee.
- B. Standing Committees shall be comprised of ASO members and in some cases, college personnel. Standing Committees are chaired by members of the Senate. All Standing Committees shall have at least one chair. Membership in Standing Committees shall terminate at the end of each academic year.
- C. Majority shall be the minimum vote needed to pass all legislation in committees.
- D. A Standing Committee shall be established if it meets the criteria of subsection A and if its purpose has not been covered or clarified by the constitution. A Standing Committee will be activated once it is ratified by the Senate and its leadership, powers and purpose is defined within this by-law.
- E. All ASO Standing Committees, and their respective scope and responsibilities, are as follows:
- F. All ASO Standing Committees are as follows:
 - a. **ASO Finance Committee.** The Finance Committee shall be chaired by the director of Finance and shall address all matters pertaining to the budget and finance of ASO. The Finance Committee is governed by board policy.
 - i. Finance Committee membership shall be restricted to the members allotted to the committee according to the ASO Constitution.
 - b. **ASO Finance Task Force.** Finance Taskforce will disseminate clear and concise summarizations from every Finance Committee meeting to the Senate.
 - c. **ASO Benefits Pass Committee.** Benefits Pass will focus on advertising and expanding the perks of the ASO Benefits Pass.

- d. **ASO External Affairs Committee.** External Affairs shall be chaired by the Director of External Affairs and shall focus on creating and acting upon a local government lobbying action plan. External affairs shall send delegations to speak with city government officials, state legislators, and any other local government to lobby on behalf of El Camino Students.
- e. **ASO Internal Policy Committee.** The Internal Policy committee shall be the sole committee producing policies regarding the internal structure of ASO, while also continually reviewing ASO Bylaws for outdated or ambiguous language, or errors.
- f. **ASO Resolutions Committee.** Resolutions Committee shall be chaired by the Director of EDI and shall serve as the primary advocate for the organization, taking the lead on addressing the issues facing our student body through written resolutions. Resolutions Committee shall be the committee where all ASO Resolutions originate or are collaborated on before being presented to the Senate.
- g. **ASO Constitutional Review Committee.** Constitutional Review Committee shall be chaired by the ASO Chief Justice and shall focus on reviewing the ASO Constitution for outdated or ambiguous language, or errors and suggest amendments for the yearly election cycle. Amendments must be drafted and passed by this committee prior to being presented to the Senate for approval.
- h. **ASO Publicity Committee.** Publicity Committee shall be chaired by the Director of Public Relations and shall manage official ASO social media accounts and manage content creation for said platforms. Production and posting of official ASO content shall be under the discretion of this committee.
- i. **ASO Digital Design Committee.** Digital Design Committee shall lead the creation of official ASO digital assets, promotional flyers, banners, and posters for the organization.
- j. **ASO Photography Committee.** Photography committee shall have designated photographers attend ASO and campus events. Photography Committee shall maintain and manage a data base of all photos by all photographers.
- k. **ASO Logistics Committee.** Logistics Committee shall act as the working group of ASO, handling any and all physical matters, such as but not limited to hanging flyers and pasting posters to sandwich boards.
- l. **ASO Activities Committees.** Activities Committee shall brainstorm, plan, and execute advocacy-based events that promote retention, engagement, and multiculturalism across campus. All proposed events will be brought to the senate for approval.
- m. **ASO Data Committee.** Data Committee shall be in charge of collection and compilation of data from ASO events to help the organization make more informed decisions. Creation of entry and exit surveys for ASO events shall fall under the responsibility of this committee. All data collected by Data Committee shall be made available to ASO members through senate reports.
- n. **ASO Strategic Visions Committee.** Strategic Visions Committee shall draft and publish a mission and vision statement for ASO. Mission and vision statements must first be presented to cabinet and senate for approval before publishing. Mission and vision statements must resemble commonly held beliefs from members of the ASO.

Subsection 1.2. ASO Standing Committee Membership & Chairs

- A. ASO Standing Committees shall be open to any member of ASO unless otherwise stated in this bylaw or in the ASO Constitution.
- B. ASO Standing Committees shall be chaired by any member of ASO unless otherwise stated in this bylaw or in the ASO Constitution, with the consent of the President.
 - a. Only in the event a chair designated by these bylaws and their alternative member is unable to attend a committee meeting may an individual not mentioned in these bylaws or in the constitution assume the position of Chair temporarily.
- C. ASO Standing Committee membership shall be capped at a maximum of eight individuals per committee, unless otherwise stated in these bylaws or in the ASO Constitution; adjustable if ASO members are not able to fulfill their constitutional committee membership requirement in light of all committees being maxxed out.

- a. If ASO members are not able to fulfill their committee requirements, based off of their respective role within the organization, the maximum number of individuals per committee shall be increased at the discretion of the ASO Cabinet.
- D. The Chairs of all committees, with the consent of the President, shall have the power to establish subcommittees to do focused work on a specific topic or concern.
 - a. The President reserves the right to propose the establishment of a special committee to the senate, to fulfill the responsibilities that a proposed subcommittee might have fulfilled.
- E. In the event of a prolonged vacancy within the leadership of any committee, the ASO President shall appoint an officer to fill that position.
- F. Chairs may vote in all motions.

Subsection 1.3. Inactive Standing Committees

- A. An Inactive Standing Committee shall be defined as an ASO Standing Committee with one or less active members.
- B. Cabinet solely reserves the right to determine the inactivity of committees per these bylaws, whose determination shall be readily shared with the Senate.
- C. Cabinet shall reactivate any inactive standing committees upon the request of more than one prospective member.
 - a. All committees shall be deemed reactivated at the start of every academic year.

Section 2 – ASO Special Committees

- A. A Special Committee (or, ad-hoc committee) is a committee that is formed to address a specific issue or a certain problem. After a resolution has been reached, the Special Committee shall be adjourned.
- B. Special Committees may be assembled by the President with Senate approval.
- C. Special Committees shall be comprised and chaired by members of the ASB.
- D. Chairs of Special Committees shall be appointed by the President with Senate approval. Each Special Committee shall have at least one Chair.
- E. The Elections and Special Elections Committees shall follow the guidelines in By-Law 703 and 704, respectfully. Although these committees are both Special Committees, the nature of their business differs from that of traditional Special Committees.

Section 3 – Committee Reports

- A. Each ASO standing and special committee shall submit a Committee Report every week to be presented to the Senate detailing progress on committee projects and objectives.
 - a. Committee reports are to act as a vital communication item to all ASO members regarding the various committees’ activities, projects, and objectives, to clear up possible confusion, limit redundancy, and increase organization clarity.
 - b. Constitutionally established special committees such as Hiring Committee and Conference Selection Committee are encouraged to submit reports to summarize recent activity when appropriate.
- B. Committee Reports shall be submitted to the ASO Vice President, who shall compile all committee reports and attach them to the Senate agenda for Senate members to read.
 - a. The Vice President retains discretion in how these reports are to be collected, formatted, presented, and specific criteria to be met.
- C. Committee Reports shall be quickly summarized by each committee’s chair, or designee, during the time allotted to do such in Senate.
 - a. Alike, if a constitutionally established Special Committee submits a report, the respective chair shall verbally summarize the report to the Senate.
- D. ASO Cabinet shall review all reports weekly and give feedback to committees on perceived successes and areas of improvement.
- E. The responsibility of submitting Committee Reports shall fall on the Chairs of the Committees. Failure to submit reports may result in the removal from chairpersonship, at the discretion of the President – in line with this by-law – or other action as referenced in Section 900-999 of these by-laws.

Section 4 - Campus Committees and ASO

- A. The sole purpose as the ASO is to be the representative and advocate for the Student Body to the El Camino College Administration. Therefore, it is imperative that all Campus Committees be given the attention of the Senate.
- B. A Campus Committee is comprised of campus officials, faculty members, union members, and members of the student body. One student is delegated by the Senate to serve on that committee.
- C. The delegated student committee member shall be a member of ASB and shall be appointed to serve by the President and ratified by the Senate. The voting status of the student delegate shall be determined by the procedures of the campus committee.
- D. In the event that the delegate cannot make a meeting, they shall have appointed alternates to sit in their place. An alternate or alternates shall be appointed by the President and ratified by the Senate.
- E. In the event that the delegate and their alternate(s) cannot make a meeting, the President shall have the power to appoint any member of ASB to sit on that committee as a voting member for that meeting only.
- F. Any delegate shall have the power to create an Advisory Committee as a counterpart to the Campus Committee to serve on. This does not require any appointment or Senate ratification.

BY-LAWS 100-199

ARTICLE II - EXECUTIVE CABINET

100 - DUTIES OF THE EXECUTIVE CABINET (*Approved on December 12, 2002. Revised on April 21, 2005 and May 18, 2007*)

(*Approved on December 12, 2002; Revised on November 10, 2005, Section 3 to take effect on Feb. 11, 2006*)

(CONSTITUTIONAL REF. – SECTION 4)

Section 1 - Duties Outside of the ASO

- A. To act as a liaison between the ASO and appropriate administrative officers of the college.
- B. To represent the ASB on appropriate campus committees and organizations or to appoint a delegate, subject to the approval of the Executive Cabinet.
- C. To chair and facilitate the actions of appropriate internal ASO committees.
- D. To be open to all opinions expressed by the ASB and ASO and to accurately report these opinions to their specific campus committee.

Section 2 - Duties Inside of the ASO

- A. To assume the responsibilities for discharging other obligations conferred by the ASO.
- B. To provide leadership and guidance to the ASO in their specific area of authority.
- C. To assign duties to appropriate officers, Senate members, and appointees, unless overruled by the Executive Council.
- D. To perform appropriately designated duties.

Section 3 – Duties in Committees (*This section went into effect on February 11, 2006*)

- A. To serve actively on at least two Administrative or ASO Committees as assigned.
 - a. Committees may be ASO Standing, ASO Special or Administrative Committees.
- B. Committee placement will be assigned by the President. Positions to a particular committee may be requested; however, the appointments will be left to the President’s discretion.
- C. Petitioning
 - a. Any member that has a reason to not attend a particular committee may petition up to three times to be reassigned to another committee; all petitions must be submitted in writing to the President. The petition must include the reason for the reassignment, and the committee the person wishes to join.
 - b. No member of the Executive Cabinet may be exempt from attending at least two committees, but alternate placement may be petitioned for.

- c. If the petition is denied by the President, a formal appeal may be requested. a. The Senate can accept the appeal with a majority vote.

101 - QUALIFICATIONS OF THE EXECUTIVE OFFICERS *(Approved on December 12, 2002)*

(CONSTITUTIONAL REF. – SECTION 6)

The Student Trustee must “be a legal resident of California at the time of election and during the time of service on the Board.” (Board Policy #2015)

102 – INTERPRETATION OF ARTICLE II, SECTION 6, PART D *(Approved April 21, 2005)*

(CONSTITUTIONAL REF. – SECTION 6, PART D)

Section 1 – “One Semester”

- A. One Semester shall be defined as the equivalent number of weeks in the fall and/or spring semesters as determined by the college’s academic calendar.

Section 2 – “Participation”

- A. A member shall be considered a participating member from the first day of their term until the last day of their term.

103 – CLARIFICATION OF ARTICLE II, SECTION 8 *(Approved March 22, 2007)* (CONSTITUTIONAL REF. – SECTION 8 – approved at the ASO Election and took effect on May 18, 2007)

Pertaining to the term of office of the Executive Cabinet, the Student Trustee and the ASO President shall be limited to serving only once in their respective positions if elected through the general election in the spring of each academic year; furthermore, the individual will be considered ineligible immediately following the beginning of their term of office, but disqualification only applies to those that take office at the beginning of the fiscal term following the general elections held in the spring semester of each academic year.

BY-LAWS 200-299 ARTICLE III - SENATE

200 - RESPONSIBILITIES OF SENATORS *(Approved on December 12, 2002 and Revised on*

November 10, 2005)

(CONSTITUTIONAL REF. – SECTION 4)

Section 1 - Duties in Division Council Meetings

- A. To attend the meetings of the ASO and to serve as Chair or Vice-Chair of their respective Division Councils.
B. To act as spokesperson and to voice the concerns, opinions, and suggestions of their Division Councils and students in their division to the ASO and the Administration.
C. To accurately report the actions taken by the Senate, Executive Cabinet, or Administration to their Division Council in a timely and proficient manner.

Section 2 - Duties in Division Meetings

- A. To be a liaison between the ASO and their Division Dean.
B. To attend their respective Division meeting in conjunction with the faculty and administration. If necessary, the Senator may also appoint a delegate, upon approval of the Executive Cabinet, to attend in his/her place.

201 – CONSENT CALENDAR *(Approved March 1, 2024)*

Section 1 – Purpose

- A. The purpose of an ASO Consent Calendar shall be to make Senate meetings more concise and efficient with the rapid adoption of items, which should not need to be discussed.

Section 2 – Definitions

- A. A Consent Calendar shall be understood as a Senate Agenda Item, immediately following the closure of Public Comment, comprised of multiple items, which upon the unanimous consent of the Senate shall all pass en masse. There shall be no discussion time allotted to the adoption of the Consent Calendar.

Section 3 – Contents

- A. The ASO Consent Calendar shall include, but is not limited to, the following:
 - a. Approval of the Minutes
 - b. Approval of the Agenda
 - c. All ASO finance items less than or equal to the valuation of \$500, with an itemized budget attached to the Senate agenda.
 - d. Ratification of new ASO Members, per bylaw commonly referred to as the ASO Hiring Policy
 - e. Amendments to bylaws which do not consist of any meaningful change, and which only address grammatical or language errors, updating outdated language, or addressing wording inconsistencies within or across multiple bylaws.
- B. The Chair of the Senate holds ultimate discretion in determining additional items to place on the Consent Calendar.

Section 4 – Striking Items

- A. Any item shall be struck from the Consent Calendar upon the request of any senate member, with only one exception which shall be implemented at the discretion of the Chair of the Senate:
 - a. Objections to a Consent Calendar item shall not be recognized if it is apparent that the objecting member is not read-up on the item's content; contingent on the senate agenda being made available in a timely fashion prior to the Senate being called to order in accordance with the Ralph M. Brown Act of 1953. In this scenario, upon the objection of a second member, the item shall be struck from the consent calendar.
- B. An item struck from the Consent Calendar shall be considered separately, immediately following the consideration of the Consent Calendar.
 - b. Struck items must be considered before the adjournment of the Senate.
 - c. Struck items must be allotted an appropriate amount of time for discussion, being no less than five minutes per item struck.

202 – SENATE MEMBER OF THE MONTH *(Approved May 23, 2024)*

Section 1: Definition

- A. Senate member of the month is an individual who is recognized based on their outstanding dedication, leadership skills, and collaboration.

Section 2: Eligibility

- A. All ASO members are eligible with the exception of ASO cabinet members, not including commissioners.
 - a. Cabinet members, like all members of ASO senate, retain voting power to nominate one member of the Senate

Section 3: Nomination, Selection, and recognition process

Subsection 3.1. Nomination

- A. Nominations will occur at the first senate meeting of every month of the academic year.
- B. Nominations must be submitted in writing at the end of the Senate meeting and shall be collected by the Chair of the Senate.

Subsection 3.2. Selection

- A. ASO Cabinet is to review and evaluate the votes for all eligible nominees.
 - a. Cabinet must tally up the written nominations and find the three members with the highest number of nominations.
 - b. Cabinet must select one out of the three top nominees to be member of the month based on the following criteria:
 - i. Demonstrated leadership;
 - ii. Commitment to ASO;
 - iii. Visible Collaboration.

Subsection 3.3. Recognition

- A. The Chair of the Senate must announce to the Senate who the selected member is no later than the third senate meeting of the month, unless for emergency reasons.
- B. The selected member of the month will receive a certificate in recognition of their outstanding contribution.

BY-LAWS 300-399 ARTICLE IV - DIVISION COUNCILS

300 - QUALIFICATIONS FOR THE DIVISION COUNCIL MEMBERSHIP *(Approved December 12, 2002)*

(CONSTITUTIONAL REF. – SECTION 3E)

Any additional requirements for membership shall be set by the Division Council itself. This shall be done by a two-thirds majority vote of the members present provided a quorum is reached.

301 - DIVISION COUNCIL CHAIRPERSON *(Approved on December 12, 2002)*

(CONSTITUTIONAL REF. – SECTION 5A)

The Senatorial candidate who received the most votes in the previous general or special election shall be the Chairperson of the division council. If, however, there is a vacancy of office, the council shall elect, from its membership, a Chairperson who will fill such a vacancy. In the case of a tie between two Senatorial candidates, each receiving the same top number of votes, the ASO President shall have the power to select one of the two to be the Chairperson of the Division Council. The other shall serve as Vice Chairperson.

302 - DIVISION COUNCIL VICE CHAIRPERSON *(Approved on December 12, 2002)*

(CONSTITUTIONAL REF. – SECTION 6A)

The Senatorial candidate that receives the second largest number of votes in the Spring election shall serve as Vice Chairperson of the Division Council. If, however, there is a vacancy of office the college shall elect, from its membership, a vice chairperson to fill such a vacancy.

303 - DUTIES OF THE DIVISION COUNCIL MEMBERSHIP *(Approved on December 12, 2002)*

(CONSTITUTIONAL REF. – SECTION 7B)

The Duties of the Division Council shall include, but shall not be limited to, the following:

- A. To act as a spokesperson, on the behalf of their Division Council, to the ASO Senate and other appropriate organizations.
- B. To assign appropriate duties to appropriate officers, Division Council members, and appointees of the Division Councils.
- C. To assume the responsibilities for discharging other obligations conferred by the Division Council.

304 - OPEN MEETINGS *(Approved on December 12, 2002)*

(CONSTITUTIONAL REF. – SECTION 8)

All meetings of the Division Council shall be open to the public except insofar as they deal with the confirmation, dismissal, or censure of officers, commissioners, and other appointees.

305 - POWERS OF THE DIVISION COUNCIL *(Approved on December 12, 2002)*

The Powers of the Division Council shall include, but shall not be limited to, the following:

- A. To adopt a budget appropriating money for its own use (as recommended by the ASO Finance Committee).
- B. To approve Division Council programs and expenditures by a majority vote (quorum being present).
- C. To obtain whatever supplies and facilities required to perform its function effectively.
- D. To create other positions, and appoint other officers, as deemed necessary.

306 - QUORUM *(Approved on December 12, 2002)*

A quorum necessary to conduct Division Council business shall consist of three (3) members or a majority of the total membership, whichever is larger. In the event that a quorum is not present, the Division Council shall transact business as a Committee of the Whole, pending final ratification at a general meeting with a quorum present.

307 - VOTING RIGHTS *(Approved on December 12, 2002)*

All proposals submitted to the Division Council must be submitted by members thereof and unless otherwise specified herein, shall be enacted by a majority of those present and voting. Any other action shall be ruled out of order. All Division Council members shall have the right to make motions, second motions, and vote on the business of their Division Council.

BY-LAWS 700-799 ARTICLE VIII – GENERAL ELECTIONS

700 - REGULATION OF ELECTORAL PROCESS *(Approved on December 12, 2002)*

The Senate may enact regulations governing campaigns for, and elections to, all positions representing the ASO of El Camino College. The Senate may also enact regulations governing the procedures for voting on amendments to, and revisions of, the ASO Constitution. The process shall be overseen by the ASO Election Committee, composed of a Commissioner of Elections (Chairperson), non-candidate members of the ASO, and Advisers from the Student Development Office (ad hoc, non-voting members). The committee shall have the power to set all procedures concerning the elections of the ASO representatives

701 - EXECUTIVE CABINET CANDIDATES *(Approved on December 12, 2002)*

All Candidates for any position in the Executive Cabinet shall submit a petition, which consists of a minimum of 50 signatures, to the ASO Election Committee.

702 - SENATORIAL CANDIDATES *(Approved on December 12, 2002)*

Senatorial candidates shall submit a petition, which consists of a minimum of 25 signatures, to the ASO Election Committee.

703 - ASO ELECTIONS COMMITTEE *(Approved on September 30, 2004)*

Section 1 - The Elections Committee shall be responsible for overseeing ASO elections, making sure all procedures are followed properly.

Section 2 - No member of the Elections Committee shall be allowed to participate in, or endorse any campaign.

Section 3 - The Elections Committee shall have the authority to establish rules and guidelines governing elections.

Section 4 - The Election Committee Chair(s) and membership shall be appointed and ratified by the Senate by the third week of the spring semester. The Committee Chairperson(s) may recommend additional members to the President as needed.

Section 5 - The Elections Committee shall make all required paperwork available to candidates at least five weeks prior to the first day of elections.

Section 6 - The Elections Committee shall allow at least one week of campaigning for candidates prior to the first day of polling.

Section 7 - Shall attempt to notify, in writing, any candidate who has been disqualified stating the reasons for the disqualification within 24 hours of the decision.

Section 8 - Any disqualified candidate may consult the Elections Committee by making an appointment with the Elections Committee Chairperson(s). The candidate will have a hearing where they will be given an opportunity to present any extenuating circumstances that would otherwise make them eligible.

Section 9 - All grievances must be submitted in writing to the Election Committee. The Election Committee shall review grievances in a reasonable and timely manner and take action as deemed necessary.

704 - SPECIAL ELECTIONS & THE ASO SPECIAL ELECTIONS COMMITTEE *(Approved on October 21, 2004)*

Section 1 - The President may call for a special election upon majority vote of the Senate to fill vacant positions in the Senate or Executive Cabinet.

Section 2 - The Chairs of the Special Elections Committee shall be appointed by the President.

Section 3 - The Special Elections Committee shall operate under a calendar to be developed by the committee and approved by the Senate.

Section 4 - The Special Elections Committee shall be responsible for overseeing ASO special elections, making sure all procedures are followed.

Section 5 - No member of the Special Elections Committee shall be allowed to participate in, or endorse any campaign.

Section 6 - The Special Elections Committee shall have the authority to establish rules and guidelines governing elections.

Section 7 - Any disqualified candidate may consult the Special Elections Committee by making an appointment with the Special Elections Committee Chairperson(s). The candidate will have a hearing where they will be given an opportunity to present any extenuating circumstances that would otherwise make them eligible.

Section 8 - All grievances must be submitted in writing to the Special Election Committee. The Special Election Committee shall review grievances in a reasonable and timely manner and take action as deemed necessary.

BY-LAWS 800-899 ARTICLE IX – VACANCY OF OFFICE

800 - ABSENCE OF THE PRESIDENT *(Approved on December 12, 2002)*
(CONSTITUTIONAL REF. - SECTION 1)

In the case where an ASO President has been elected, but for some reason cannot fulfill his/her duties, the Senate shall have the power to rule the President in "Absence." A "President's Absence" shall be defined as a condition that exists for at least one of the following reasons:

- A. Death or complete incapacity of the President.
- B. Resignation from the President from office.

- C. Removal of the President from office.
- D. Prolonged Absence (this shall be defined as absences in succession, without any written notification).

801 – ASO HIRING POLICY *(Approved on March 7, 2024)*

Section 1 – Purpose

- A. The utilization of a hiring policy for filling in vacancies in the Cabinet, Senate and/or Court which aims to create an efficient system that ensures both the continuity of representation of the student body as well as the correct functioning of the Associated Student Organization (ASO).

Section 2 – Defining Vacancies

- A. A vacancy in the Cabinet, Senate or Court shall be defined as an empty position caused by internal or external circumstances during a given semester that requires filling.

Section 3 – Vacancy Filling Protocol

- A. The protocol shall be carried out by the current Hiring Committee in the given academic term the vacancy is present.

Subsection 3.1. General Applications

- A. When a vacancy is present, the Associated Student Organization shall open applications for the general student body with the supervision of the Director of Human Resources in consultation with the Hiring Committee. This application period shall last no longer than two calendar weeks.
- B. Any students applying for vacant positions must go through an interview carried out by the Hiring Committee scheduled at the soonest possible date to their initial application submission.
- C. After two calendar weeks pass, and/or enough candidates are approved by the Hiring Committee, they will be presented in the next possible Senate meeting, where their ratification must be set in the Consent Calendar.
 - A. In the event ratification is struck from the Consent Calendar, a ratification presentation of each candidate must follow an orderly protocol, which follows:
 - A. Appointment candidates must give a speech of no longer than 3 minutes addressing the Senate on why they are best fit for the position.
 - B. The Human Resources Director, in representation of the Hiring Committee, will give a speech of no longer than 3 minutes explaining why they believe it is the Associated Student Organization’s best interest to ratify the presented candidate.
 - C. The Senate will allot a ten minute period to deliberate on candidate’s ratification.
 - a. Time extensions for said deliberation shall not exceed five minutes.

Subsection 3.2. Overdue Ratification

- A. In the case where the Senate fails to ratify candidates in more than 2 Senate Meetings, the applicant will be conclusively rejected for the vacant position.

Section 4 – Lack of Applicants

- A. In the scenario of there not being applicants approved by the Hiring Committee for 6 weeks, the Cabinet has the power to directly appoint an acting-member without the need of ratification from the Senate.

BY-LAWS 900-999 ARTICLE X - EXPULSION

900 - POLICY AND PROCEDURES FOR DISCIPLINARY ACTIONS *(Approved on December 12, 2002)*

A member that is found tending to injure the good name of ASO, disturb its well-being, or hamper it in its work is subject to disciplinary measures taken by the ASO.

Section 1 - General Principles

A. Rights of ASO

Since an assembly has the right to prescribe and enforce its standards for membership, it has a right to investigate the character and actions of its members as may be necessary to this enforcement.

B. Rights of the Accused

- a. A member's right to due process shall never be violated. The accused shall be informed of the charge and given time to prepare adequate defense, to appear and defend him/herself, and to be fairly treated.
- b. Neither the ASO, nor any member, has the right to make public any information obtained through such investigation, unless required by law. If it becomes common knowledge within the ASO, it shall not be revealed to any non-member. Consequently, a trial must be held in closed session, and the introduction and consideration of all resolutions leading up to the trial also shall take place in the absence of non-members.

Section 2 - Resignation Before Charges Are Preferred

It is usually best for all concerned to offer the member the opportunity to resign quietly before charges are preferred. However, the ASO has no obligation to suggest or accept such a resignation at any stage of the case, even if it is submitted on the offender's own initiative. Nonetheless, resignation should only be denied if such action would hamper just compensation to the offended party(ies).

Section 3 - Confidential Investigation by Committee

- A. A member should, in a closed session, offer a written resolution to appoint an investigation committee of five members, selected for known integrity and good judgment. For the protection of parties that may be innocent, the first resolution should avoid details as much as possible and shall not prefer charges against the accused.
- B. Either, the President, upon confirmation of the Senate, shall appoint committee members; or they shall be elected, by ballot, after preliminary nominations have been made. Committee members shall be selected by whichever method is preferable by majority consent of the Senate.
- C. Although the investigation committee has no power to require the accused or any other relevant parties to appear before it, it shall exhaust all reasonable efforts to quietly conduct a complete investigation, making an effort to learn all relevant facts.
- D. Upon a majority vote of the investigation committee, they shall come to a conclusion either exonerating the accused or preferring specific charges.

Section 4 - Report Of Resolutions Either Exonerating The Accused Or Preferring Specific

Charges

- A. If after the investigation the committee's opinion is favorable to the accused the accused, it should prepare and report a resolution exonerating him. However, if the committee, from its investigations, finds substance to the accusations and cannot resolve the matter satisfactorily in any other way, it should make a report, in writing, outlining the course of its investigation and preferring specific charges. Every committee member that agrees with the resolution shall sign this document.
- B. Upon a majority vote of the Senate, an appropriate date, time, and location shall be established for the court trail.
- C. The accused shall be given no less than two weeks after the vote was taken to prepare his/her defense.

Section 5 - Court Trial

- A. A Court trial shall be held to confirm or deny the charges that the member is accused of.
- B. After the ASO adopts resolutions ordering trial before the ASO Court, the Administrative Assistant shall immediately send, by registered mail, a letter notifying the accused of the date, hour, and place of the trial. The letter shall contain an exact copy of the charge(s) and specifications with the date of their adoption, and directing him to appear as cited.
- C. The Court trial shall be conducted as stated by the constitution and by-laws governing courtroom procedure.

Section 6 - ASO Review of Court Trial Findings and Imposition Of Punishments

- A. The ASO Court shall report its decision to ASO during a closed Senate meeting where the accused is present. The report shall be prepared in writing and should include, to the extent possible without disclosing confidential information, a summary for the basis of Court ' s findings.
- B. If the accused is found guilty, the Court shall also recommend penalties for the consideration of the Senate.
- C. The accused shall then be permitted, with council if he/ she prefers, to make his arguments against the case.
- D. The Court shall be given an opportunity to present a statement in rebuttal, with equal consideration of time.
- E. The accused, and any nonmembers acting as defense council, shall be asked to leave. During this time, the ASO can decline to impose any penalty, notwithstanding the Court's recommendation; or it can reduce the recommended penalty; but it cannot increase the penalty. A penalty may be imposed by a simple majority vote of the Senate. However, expulsion of the member requires two- thirds consent.

901 – SUSPENSION OF A.S.O. MEMBERS *(Approved on April 22, 2004)*

All members who have not fulfilled the minimum requirements to serve on the ASO in accordance with the Constitution and By-Laws shall have all privileges revoked and membership shall be suspended until the individual is able to fulfill their minimum requirements.

If a member is prolonged in their suspension, such member is eligible for expulsion upon a 2/3-majority vote of the Senate pursuant to the ASO Constitution, Article X, Section 2.

The Elections Committee and ASO Advisors shall review on a case by case basis and decide on whether previously removed, dismissed, or expelled members of ASO should be allowed to participate in elections. The Elections Committee and ASO Advisors reserve the right to withhold such cases from entering elections depending on severity.

902 – ACCOUNTABILITY POLICY *(Approved February 15, 2024, Last Revised May 23, 2024)*

Section 1 – Defining Meetings and Sanctioned Events

- A. Official ASO meetings are defined as Executive Cabinet Meetings, Senate Meetings, ASO Committees, and El Camino College Campus Committees.
- B. Sanctioned Events are events, per the constitution, that require all members to attend. Procedures and policies regarding sanctioned events are outlined in ASO By-Law 1301 – ASO Sanctioned Events.
- C. Officers of the ASO will be held accountable for attendance to all campus committees that they are required to participate in.
- D. Officers will be held accountable for extra committees that they choose to participate in if it goes beyond the requirements listed in the constitution. Extra committees are defined as campus committees and ASO committees.

Section 2 – Authority to Enforce Attendance Policy

- A. The Director of Human Resources will enforce this policy.
- B. The Director of Human Resources will reference all meeting minutes, event sign-in sheets, and any relevant documents to track attendance of the ASO.
- C. Committee chairs will be required to take attendance for all meetings and submit their committee attendance to the Director of Human Resources for reference.

Section 3 – Tardiness and Absences of the Associated Students Organization

Subsection 3.1. Tardiness

- A. Any officer who misses more than 25% (15 minutes or more of a 1-hour meeting or event shift) of a meeting without notifying the Director of Human Resources will accrue one (1) unexcused absence.
- B. Any member who is recognized as tardy three times to events or meetings will accrue one (1) unexcused absence.
- C. Officers who plan on being tardy must notify the Director of Human Resources within a reasonable time frame left to the discretion of the Director.

- D. Officers who are often recognized as tardy without notifying the Director of Human Resources in a timely and reasonable manner within the 25% threshold will gain an unexcused absence.

Subsection 3.2. Excused Absences

- A. Excused absences constitute any absences that is verifiable academic, familial, medical, employment, or other reasons determined by the Director of Human Resources and a professional from the Student Development Office that is reported 72 hours in advance including weekends.
- B. The accumulation of excused absences shall be left to the discretion of the Director of Human Resources along with the advisement of professionals from the Student Development Office.
- C. An official notice of absence shall be accepted in the form of an email to the ASO President, ASO Vice President, ASO Director of Human Resources, ASO Advisor detailing reason for absence and date of absence, and other details required at the discretion of the Director of Human Resources.
 - a. Committee Chairs shall also be emailed regarding absences from any ASO Standing or Special Committee.

Subsection 3.3. Unexcused Absences

- A. An unexcused absence is defined as any absence that is not reported to the Director of HR within 72 hours and/or is not a verifiable academic, familial, medical, employment, or other reason deemed acceptable by the Director of Human Resources and professionals from the Student Development Office.
 - a. An informal check-in with the officer will occur after the first (1) unexcused absence with the Director of Human Resources.
 - b. In the case that there is a second unexcused absence a formal check-in will take place between the officer and the Director of Human Resources, President, Vice President, and SDO Professional.
 - c. A third unexcused absence will result in a final notice notifying the officer that they are subject to removal at the next Senate Meeting

Section 4 – Procedure for Removal

- A. The procedure for removal will be referenced in Article 10, Section 1 of the ASO Constitution, in addition to ASO By-Law 900 and ASO By-Law 901.

Section 5 – Membership Meeting Attendance

- A. All officers of the Associated Students Organization are mandated to attend all meetings and events in a timely manner.
 - a. All members are required to attend the committees they have chosen to sign up for and that are required of them in their respective positions per the constitution and the bylaw commonly referred to as “ASO Committees”.
 - b. All members are required to attend all ASO Sanctioned Events, per bylaw under the same name, and sign up.
 - c. All members of the senate are required to attend all Senate Meetings.

Subsection 5.1. Additional Attendance Responsibilities of Cabinet

- A. The Executive Cabinet is expected to attend all Executive Cabinet meetings in a timely order.

Subsection 5.2. Additional Attendance Responsibilities of Senators

- A. Senators must hold and attend their respective Division Council Meetings in a timely and consistent manner.

Subsection 5.3. Additional Attendance Responsibilities of Commissioners

- A. Commissioners are responsible for attending all Executive Cabinet Meetings in a timely manner in the expected absence of their director.
- B. Commissioners are expected to attend all Senate meetings in a timely manner regardless of if their director has an expected absence.

- C. Commissioners are responsible to attend all ECC Campus Committees that have been reasonably delegated to them in a timely manner by their director.

Subsection 5.4. Additional Attendance Responsibilities of Division Council

Members

- A. Division Council Members are expected to attend all Division Council Meetings held by their senators in a timely manner.

Subsection 5.5. Additional Attendance Responsibilities of Justices

- A. Must attend all Court Meetings established under the Chief Justice.

BY-LAWS 1100-1199 FUNDING AND FINANCE

1100 - ASO FINANCE POLICIES *(Approved on June 4, 2020)*

Section 1 - Refund Policies

Students can only receive a full refund for the ASO Sticker and Student Representation Fee (SRF) within the first two weeks of the semester.

- A. In the event of special circumstances, pandemics, or natural disasters, the ASO Executive Cabinet will hold an emergency meeting to decide on making a recommendation to the ASO Senate to set an emergency refund policy.

1101 – ASO Stipends *(Approved April 25, 2024)*

Section 1 – ASO Stipend Purpose

- A. Stipends are considered an effective way of ensuring accountability by position for the Associated Students Organization.
- B. Stipends are a form of scholarship that are merit-based, but non-restrictive to spending only on academic items.
- C. Stipends are permitted, per California Ed Code, Section 66016.3 - *Rights of students to serve in student government and receive grants, scholarships fee waivers, or reimbursement for expenses.*

Section 2 – ASO Stipend Accounting Procedure

- A. ASO Stipends will be paid from the Associated Students Organization Fund 72 – Revenue from Student Representation Fee.
 - 1. This is permitted via California Community Colleges Chancellor’s Office Memorandum ESS 22-300-006 (May 3, 2022).
- B. Stipends will be paid out each semester (Fall and Spring) after the final class of the semester period, or earlier at the discretion of the Advisor of the ASO.
- C. Stipends will be submitted for all qualified students (see below) by the Student Development Office to the Fiscal Office of El Camino College.
- D. Stipends are considered taxable income by the Internal Revenue Service, only at a threshold of over \$600.00 per year.
- E. Stipends will not be paid out to any, and all, members of ASO (or any other student paid from Fund 72) if one or more of the following apply:
 - 1. Funding for Fund 72 drops 50% or more from the previous year.
 - 2. Full-Time Equivalency Student Enrollment (FTES) falls over 20% from a previous year-over-year comparison.
 - 3. Upon consultation with the Director of External Affairs, the President, the Director of Student Development and the ASO Advisor, it is deemed that the operational goals for Fund 72 don’t allow for stipends in a given year.
 - i. For this to apply, a 2/3 vote of the voting majority of senate will be required.

Section 3 – ASO Stipend Amounts

- A. ASO Stipend amounts, per semester, are as follows:
 - a. ASO Cabinet-Level Position - \$350
 - b. Senator - \$250
 - c. Commissioner and Division Council Member and Justices - \$150

Section 4 – ASO Stipend Evaluation Process

- A. At the end of each semester, the Advisor of ASO will distribute a self-evaluation to each member and request a full attendance report from the Director of Human Resources and the ASO Administrative Assistant.
- B. Upon receiving the reports, the Student Activities Advisors of Student Development and the Director of Student Development will determine all stipend amounts for each member.
- C. Evaluation processes will be made public to the Senate and approved by them before implementation for the current academic year.
- D. Stipends can be deducted at the discretion of the advisors based on a holistic evaluation as submitted.
- E. Stipends will also be prorated based on ASO Start Date.
 - a. For this process, the ASO Start Date in any given year will be the start date of office after election, typically the first Monday after El Camino College Commencement of any given year.

Section 5 – Application of Stipend Process to Special Internal Entities

- A. In specific circumstances, ASO Special Internal Entities, as listed and defined in *ASO By-Law 001-Special Internal Entities*, may also request stipends from the Fund 72 account.
 - a. Note that all previous processes detailed above will also apply to ASO Special Internal Entities, specifically in sections 2 through 4.
 - b. Stipends may be equal to, but may not exceed, ASO Stipend amounts listed above.
 - c. Stipends requested by ASO Special Internal Entities must be detailed, presented, and voted on, during the annual budgeting request processes those SIEs, and passed by the Finance Committee and Senate, prior to any ratification of an annual stipend process for these entities.
 - d. Passage in one year of stipends does not constitute or guarantee passage in a future year.

1102 – ASO FUNDED PROGRAMS *(Approved April 25, 2024)*

Section 1 – Definitions

- A. ASO Funded Programs will be defined as any El Camino College Campus Department or Special Internal Entity that receives funding from the Associated Students Organization.

Section 2 – Authority and Purpose

- A. Associated Students Organization Funding originated from Board Policy and *Administrative Procedure 5420 Associated Students Finance* which permits the Associated Students Organization to oversee the Associated Student Body Fund 71. The purpose of ASO Funded Programs is to invest in El Camino College student organizations and departments that will enhance the student experience at the institution.

Section 3 – Determination of Funds

- A. At the beginning of every fiscal year the leadership of the ASO, advisors, and ECC Business Professionals create the budget for the fiscal year and allocates a certain percentage of Fund 71 for ASO Funded Programs.

Section 4 – Fiscal Authority

- A. The ASO Finance Committee will approve a preliminary budget that must be ratified by 2/3 in the ASO Senate.
- B. The disbursement of funds from Fund 71 will be aligned with the policies and procedures set forth by California Education Code, Fiscal Crisis & Management Assistance Team (FCMAT), Constitution of the Associated Students Organization, and the El Camino Community College District.
- C. The ASO Director of Finance is responsible for notifying all the approved applicants that they will receive ASO Funding.
- D. The ASO Director of Finance with assistance from the Student Development Office is the steward of all ASO Funding allocations.
- E. Programs are eligible to request more funding with the condition that the requested funds must be used before the end of the fiscal year.

- F. At the end of every fiscal year, money left unused by ASO Funded Programs will be returned to Fund 71 for the next fiscal year.

Section 5 – Eligibility for ASO Funding

- A. Any El Camino College department that provides a direct benefit to students shall be eligible to become an ASO Funded Program.
- B. Any Associated Students Organization Special Internal Entity (SIE) that directly benefits the students shall be considered eligible for an ASO Funded Program.
 - 1. The status, purpose, and existence of Special Internal Entities (SIEs) shall be outlined in *ASO Bylaw 001 – Special Internal Entities*.
- C. Any student club at El Camino College is ineligible to become an ASO Funded Program
 - 1. Student clubs at El Camino College are eligible to receive funding from the Inter-Club Council and must refer to their policies and procedures.

Section 6 – Applying For ASO Funded Programs

Subsection 6.1. Application Timeline

- A. Applicants will have three weeks to submit their proposal before the end of the fiscal year.
- B. The three-week deadline will be established at the discretion of the ASO Director of Finance and the Student Activities Advisor.

Subsection 6.2. Application Process

- A. All applicants must submit a proposal to the ASO Director of Finance, Student Activities Advisor, and Director of the Student Development Office in order to be reviewed by the ASO Finance Committee
 - 1. Applicants must also include itemized budgets, and if they're a current ASO Funded Program they must submit any promotional material for events.
- B. Proposals will not be recognized if:
 - 1. The applicant submits their proposal after the submission date.
 - 2. The applicant submits an incomplete proposal to the ASO Director of Finance.
- C. Applicants or a designee are expected to attend the ASO Finance Committee to explain their proposal to the Committee.
 - 1. Failure to show will result in immediate denial of requested funds.
 - 2. Applicants are expected to contact the ASO Director of Finance and notify the committee if they cannot appear in front of the committee.

Subsection 6.3. Criteria for Funding

- A. Student Participation
 - 1. The number of El Camino College Students active in the SIE or campus department; and
 - 2. The number of members active in planning, developing, coordinating, and implementation of the proposed activity.
- B. Completed Proposal
 - 1. Be filled out completely and thoroughly – including, but not limited to:
 - i. Adequate descriptions and goals of event;
 - ii. Complete, detailed, and thorough description of expenses; and
 - iii. Budgets must be correctly added.
 - 2. Contain complete, detailed, and thorough backup documentation to include but not limited to:
 - i. Bio of speaker, performer, or conference/travel schedule;
 - ii. Cost estimates (provide as much detail as possible); and
 - iii. Correspondences and Support items.
 - 3. Appropriate quotes submitted for each item.
- C. Financial Dependency: Extent reliance on grant funds versus obtaining alternative funding or use of self-generated funds.
 - 1. Co-sponsorships;
 - 2. Active collaborative efforts/sponsorships from other campus departments;
 - 3. Involvement in fundraising, dues, and other self-generated funding.
- D. Presentation
 - 1. The applicants must be knowledgeable of the activity and adequately answered questions of the ASO Finance Committee; and

2. The representatives of the applicants should have professionally presented the proposal to the ASO Finance Committee. Use of PowerPoint or other visual aids is recommended.
- E. Cost Mitigation
1. The funds requested must be in range similar to other speakers/performers;
 2. All expenses must be in range of items used in similar events; and
 3. Budget items cannot be requested for items that could or should be donated, free, provided by other sources, or obtained at a lower cost.
- F. Uniqueness
1. The event should not duplicate an event already held in the current semester unless proper justification is provided explaining the need for a similar event; and
 2. Format of event must be unusual and unique events are highly encouraged.
- G. Event Management
1. The event must be open to all ECC students;
 2. Adequacy of facilities and venue;
 3. Scheduling of venue through appropriate campus department;
 4. Other relative logistical requirements (Consult with the Student Development Office and Associated Students Organization for planning details that might include consultation with other campus departments, ECC Facilities, etc.); and
 5. An estimated attendance figure is required.
- H. Collaborative Events
1. The existence of events that are funded in-part or in-full by other programs will limit the amount an applicant can receive.
- I. Promotion
1. Advertising and promotion plan must be submitted with proposal that will include the description and method of advertising and extent of advertising; and
 2. Promotion efforts should attempt to reach the entire campus.
- J. History
1. The following will be taken into consideration:
 - i. Prior management of funds;
 - ii. Completion of an event survey;
 - iii. Success of past events;
 - iv. Discussed and seek assistant from the ASO Director of Finance or Student Activities Advisor prior to submission; and
 - v. Events have met the organization's goal for the event.

Subsection 6.4. Appeals Process

- A. Appeals are limited to the process of receiving funds itself. Amounts in the General Funding Conditions are not subject to appeal and thus must be followed by the Department. Applicants must submit a letter of appeal to the ASO Director of Finance and Student Activities Advisor within five (5) instructional days of the date of receiving the Notification Letter. The letter of appeal must include the specific condition(s) being questioned.
- B. The ASO Finance Committee will deliver a preliminary decision that will move to the ASO Senate for Final Approval
- C. The ASO Senate reserves the right to not entertain appeals and any decisions made on appeals is final.

BY-LAWS 1300-1399 MISCELLANEOUS

1300 – SANCTIONED EVENTS *(Approved February 15, 2024, Last Revised May 23, 2024)*

Section 1 – Purpose

- A. The utilization of a Sanctioned Events policy for all Associated Students Organization (ASO) events will establish the rules and expectations of ASO members in their service to sanctioned events, in addition to providing the Senate clear procedures on how to ratify events as ASO Sanctioned Events.

Section 2 – Defining Sanctioned Events

- A. Sanctioned Events are constituted as ASO organized events or events in collaboration with campus partners that are submitted to, voted on, and ratified by the Senate.
- B. The purpose of determining ASO Sanctioned Events is only to determine when ASO members are required to attend events, in accordance with the Constitution, and does not determine whether an event is supported by ASO, financially or otherwise.
 - a. The Senate will vote on funding for an event and sanctioning an event separately.

Section 3 – Requirement for Submission

- A. Any Sanctioned Event submission must provide a detailed Shift Need Break-Down. The Shift Need Break-Down should:
 - a. Be shown in the form of a presentation in front of the Senate and include all the following, presented by primary event coordinator or proxy:
 - i. Purpose of event
 - ii. List of Needed Stations (i.e. check-in, check-out)
 - A. Description and responsibilities of each station will be included as detailed as possible.
 - iii. Event date, time, and location, including individual Shift Times
 - iv. A total number of workers needed
 - v. A total number of hours needed
 - vi. A full sign-up sheet ready to be filled in by ASO members, to be made available to every member immediately after ratification.
 - b. Be included in the Senate agenda for members to read individually
- B. Any Sanctioned Event submission and presentation to the senate shall take place at minimum 10 days, including weekends, prior to the event date.

Section 4 – Ratification of Events

- A. An event, after submission and presentation to the Senate, will be deemed ASO Sanctioned once voted in favor of by a majority of the Senate.

Section 5 – ASO Member Attendance

- A. 2. Each ASO member will be required to put in the same amount of time, regardless of position within ASO; this number of hours should be made apparent during the submission presentation.

Section 6 – Attendance & Disciplinary Actions

- A. Policy regarding mandatory attendance, absences, and disciplinary actions shall be in reference to the ASO Accountability Policy.

1301 – CENTRAL RECORD KEEPING SYSTEM *(Approved March 7, 2024)*

Section 1 – Purpose

- A. The utilization of a Central Record-Keeping System will define protocols for managing Associated Students Organization (ASO) data and documents to ensure the preservation of historical records for future reference.

Section 2 – Access

- A. A minimum of five officers, including the President, Vice President, Administrative Assistant, Advisor, and at least one additional officer, must be granted access to viewing and editing permissions of the Central Record-Keeping System.
- B. All officers of the ASO are granted access to viewing permissions of the Central Record-Keeping system with the exception to the Human Resources subsection as defined in Article 5, sections (a) (b), and (c).
- C. The Administrative Assistant and at least one additional officer granted access to editing permissions are responsible for regularly maintaining accuracy and accessibility of the Central Record-Keeping System.

Section 3 – Document Filing Framework

- A. Documents belonging to the Central Record-Keeping System are defined as all documents produced by the ASO, related to the ASO, and all other materials deemed important for future reference. All documents must be stored on a cloud-based storage solution.
- B. The Central Record-Keeping consists of five (5) primary sections (folders). The three (3) sections are as follows: (1) Committees, (2) Sanctioned Events, (3) Senate, (4) Cabinet, and (5) Human Resources. Each

section will consist of further subsections as detailed in Articles 4, 5 6, and 7. A graphical representation of the primary sections and all required subsections can be found in the attached supplemental.

- C. Additional subsections may be created as deemed necessary by the Administrative Assistant to ensure proper organization of files.

Section 4 – Committees

- A. All committees must maintain a subsection titled “Agendas” to file agendas as necessary.
- B. All committees must maintain a subsection titled “Minutes” to file minutes as necessary
- C. Committees may establish additional subsections as deemed necessary by the Chair of the Committee to ensure proper organization of files.

Section 5 – Human Resources

- A. The Human Resources section must maintain a subsection for attendance that will contain either (1) all committee and meeting attendance records, (2) a master attendance list, or (3) both. All officers of the ASO are granted access to viewing permissions of this subsection.
- B. The Human Resources section must maintain a subsection for Hiring that will contain all documents and data related to the ASO hiring process.
- C. The Human Resources section must maintain a subsection for Member Files. Only the President, Vice President, Director of Human Resources, Commissioner(s) of Human Resources, and Advisors are granted access to viewing permissions of this subsection.

Section 6 – Senate and Cabinet

- A. The Senate and Cabinet section must maintain a subsection titled “Agendas” to file agendas.
- B. The Senate and Cabinet section must maintain a subsection titled “Minutes” to file minutes.
- C. The Senate and Cabinet section must maintain a subsection titled “Miscellaneous” to file all miscellaneous documents.
- D. The Senate and Cabinet section may establish additional subsections as deemed necessary by the President, Vice President, or Administrative Assistant to ensure proper organization of files.

Section 7 – Events and Conferences

Subsection 7.1. Events

- A. The Events section consists of all ASO sanctioned events, campus events assisted by the ASO, ASO-invited campus events, and external conferences attended by the ASO.

Subsection 7.2. Requirements for all Event Folders

- A. All events must maintain a subsection of all Publicity used for the event. Photos, flyers, posters, and other media must be stored digitally.
- B. All events must maintain a finance subsection with a further subsection for all related budgets.
- C. All events must maintain a subsection for any other miscellaneous materials related to the event.

Subsection 7.3. Requirements for Conference Folders

- A. Any conference must maintain a subsection of budgets related to the conference.
- B. Any conference must also maintain a subsection for miscellaneous items such as conference notes, reflections, and presentations from members of the ASO who attend the conference.