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# CONSTITUTION

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ASSOCIATED STUDENTS ORGANIZATION  
OF EL CAMINO COLLEGE

**ADOPTED:** MAY 23, 1974

**AMENDED:** DECEMBER 10, 1975; MAY 12, 1976; DECEMBER 9, 1976; MAY 5, 1977; JANUARY 24, 1980; JULY 22, 1982; MAY 2, 1984; MAY 10, 1985; MAY 22, 1987; MAY 27, 1988; MAY 13, 1994; MARCH 25, 1996; OCTOBER 1997; MAY 7, 2001; SEPTEMBER 26, 2002; MAY 27, 2004; MAY 19, 2005 (Rev. 7/7/05); MAY 18, 2007 (Rev. 8/21/07); SEPTEMBER 20, 2012; MAY, 14, 2013; APRIL 8, 2016; June 13, 2017; AUGUST 9, 2018; MAY 22, 2020; MAY 11, 2022; JULY 31, 2023; **APRIL 19, 2024**

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## 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, Inter-Club Council and Appointees.

### Section 3 - Quorum

A quorum necessary to conduct any ASO business shall be defined as fifty percent plus one (50%+1) of seated voting members of the body having jurisdiction.

### Section 4 - Open Meetings

All meetings of the ASO will be open to the public except when permissible by the California Ralph M. Brown Act.

### Section 5 - Term of Office

Terms of Office for members of the Executive Cabinet (with exception of the Student Trustee), Senators, Inter-Club Council officers, Justices and all of their appointees, shall commence eight (8) calendar days following the official last day of Spring Semester and ending seven (7) calendar days following the official last day of Spring Semester the following year.

## 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, Director of External Affairs, Director of Human Resources, Director of Public Relations, 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. Must regularly attend all Executive Cabinet meetings, Senate meetings, and ASO sanctioned events;
- C. Uphold and abide by the ASO Constitution and By-Laws;
- D. Serve as a member or co-chair on at least three (3) ASO Committees;
- E. Serve on at least one (1) Campus Committee.

### 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 Executive Cabinet Members, Senators, Division Council Members, Commissioners, Appointees, 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;
7. To serve as a member of the Finance Committee and act as Chair in the absence of the Director of Finance and Commissioner of Finance;
8. To assign all Executive Cabinet Members as co-chairs of ASO Committees;
9. To provide leadership and direction for the Executive Cabinet.

**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 assume the office of the President in the absence, incapacitation, or resignation of the President;
4. To prepare the Senate agenda at least 72 hours in advance. (Refer to California Government Code, Section 54954.2a);
5. Shall assist the President in the staffing of ASO and Shared Governance committees;
6. Shall maintain a file of all committee minutes, membership, and business;
7. Shall assist in the management and communication of all activities within ASO weekly via email.

**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 including but not limited to: overseeing Division Senator office hours, Division Council-related events, ensuring activated Division Councils have Division Council meetings, Division Councils are meeting with their division deans;
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.
5. To serve as Chairperson of the Senate in the absence of the Vice-President.
6. To provide leadership and direction for the Senators including but not limited to: coordinating consistent communication with Senators, ensuring Senators are communicating with Division Councils, overseeing Senator office hours, and directing Senator-related activities.

**E. Director of Student Services**

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;
4. 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. Director of External Affairs**

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 Student Organization and the Statewide Student Organization;
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 provide the ASO with current information concerning all Region 7 and statewide issues;
6. To serve as acting President in the absence, incapacitation, or resignation of the President, Vice President, Director of Finance, and Director of Academic Affairs, and Director of Student Services;
7. To be a direct liaison between ASO and the college's Director of Governmental Relations.

**G. Director of Human Resources**

1. To serve as ASO's chief human resource manager, working to ensure its inclusion and productivity;
2. To manage the recruitment and interview of all students seeking appointment into ASO;
3. To receive and review all applications for appointment in ASO;
4. To orient all new officers into their new position after appointment;

5. To assess the productivity of each unit of ASO and present a report to the President at the middle and end of each semester, including any recommended appointments or removals;
6. To act as a liaison to students seeking internships specific to major;
7. To represent the ASB on any hiring/screening committee, grade change panel, grievance panel or discipline panel;
8. To serve as acting President in the absence, incapacitation, or resignation of the President, Vice President, Director of Finance, Director of Academic Affairs, Director of Student Services, and Director of External Affairs;
9. To take attendance for all members of the ASO and publicly display said attendance.

**H. Director of Public Relations**

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;
6. 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, Director of External Affairs, and Director of Human Resources.

**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 hold regular office hours for at least 2 hours every week of a major semester (Fall and Spring);
4. 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, Director of External Affairs, Director of Human Resources and, Director of Public Relations., and Director of Equity, Diversity, and Inclusion.

**J. Director of Equity, Diversity, and Inclusion**

1. To serve as Co-chair of the Student's Unity Network;
2. To attend all Student's Unity Network meetings;
3. To promote all student equity sponsored events to the ASO Senate meetings, standing committees and campus committees;
4. To represent the ASO on those matters related to diversity, equity, and inclusion at El Camino College;
5. 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, Director of External Affairs, Director of Human Resources, Director of Public Relations, and Student Trustee.

**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, Vice 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. Any member of the ASO Executive Cabinet 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 unless that exceeds the member's term limit of three years or six semesters;

- 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).
- E. Each and every position in ASO shall have a term limit of three years or six semesters, after which the individual cannot run, apply, or be selected for a position in ASO. If the member's term expires while they're still serving in their position, they must step down from the position by submitting a resignation letter and cannot seek re-election. Failure to submit a resignation letter will result in the removal of the member from ASO.

**Section 9 - Special Committees**

- A. The Hiring Committee shall be composed of the President, Vice President, Director of Human Resource and the Commissioner of the Human Resources;
  - 1. If one or more of the positions remains vacant, the President may select an Executive Cabinet member to fill in until the position is filled;
  - 2. The Hiring Committee has the authority to appoint the ASO members with the simple majority vote of the Senate;
  - 3. Members of the Hiring Committee shall not decide on the appointment of a member if there is a conflict of interest;
  - 4. Members of the Hiring Committee cannot take money or other forms of bribery in exchange for a member's appointment.
- B. Conference Selection Committee
  - 1. The Conference selection committee shall only be composed of: Director of External Affairs, any two members of the Senate chosen by the Director of External Affairs and the Advisors of the ASO may have an advisory vote,
  - 2. Conference selection must require an application and an open interview;
  - 3. Final selection must be approved by the senate.

**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.

**Section 4 - Responsibilities of Senators**

- A. To serve as their division's student advocate receiving complaints, suggestions, comments, and other input;
- B. Must regularly attend all Senate meetings and ASO sanctioned events;
- C. Uphold and abide by the ASO Constitution and By-Laws;
- D. Serve as a member on at least two (2) ASO committees.

**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 appointments of Executive Cabinet Members, Senators, Division Council Members, Commissioners, Appointees, Court Justices, and salaried employees of the ASO for approval by a two-thirds (2/3)-majority vote of the Senate members present.



**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;
- D. Division Council Members in the case of an absence or vacancy of a corresponding Division Senator;
- E. Commissioners to Executive Cabinet Members in the case of an absence or vacancy of an Executive Cabinet Member.

**ARTICLE IV. DIVISION COUNCIL**

**Section 1 - Responsibilities of Division Council**

- A. Must attend all Senate meetings and ASO sanctioned events;
- B. Serve as a member on at least one committee;
- C. Uphold and abide by the ASO Constitution and By-Laws.

**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: Has a total membership of no less than three (3) members (this may include the division Senators);

- A. Has a total membership of no less than three (3) 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;
- B. Serve as an Ex-Officio member of the ASO Policy Committee;
- C. Uphold and abide by the ASO Constitution, By-Laws, Ralph M. Brown Act, and Robert’s Rules of Order;
- D. Must regularly attend all Senate meetings and ASO sanctioned events;
- E. Oversee the removal process to ensure ethical procedure;
- F. Review the Constitution annually and present any amendments to the Policy/Advocacy Committee;
- G. Ensure all ASO meetings follow Parliamentary Procedure and the Brown Act;
- H. Educate all ASO members on Parliamentary Procedure;
- I. The court will vote to appoint the Chief Justice with the approval of 3 out of 5 Court Justices. If the Court does not have the approval of 3 out of 5 Court Justices to make such appointment, the President will appoint the Chief Justice, by a two-thirds (2/3) majority vote of the senate present.

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

Upon confirmation of a two-thirds (2/3) majority vote of the ASO Senate present; the ASO President shall appoint up to and not exceeding at one time 5 Court Justices to serve a one (1) year term; Terms shall begin either in the Fall semester and end in the Spring semester or begin in the Spring semester and end in the Fall semester.

**Section 7- Responsibilities of Chief Justices**

- A. Serve as the chair of the ASO Court;
- B. Must hold at least one (1) Court meeting on the first week of the month during the regular semester;
- C. To provide leadership and direction to fellow Court Justices including but not limited to responsibilities of Justices (CONSTITUTIONAL REF. - ARTICLE V, SECTION 5, SUBSECTION A-I);
- D. Must have been a Court Justice for at least one (1) semester prior to appointment;
- E. Recommend serving as Co-chair of the ASO Policy and Advocacy Committee.

**ARTICLE VI. APPOINTEES AND COMMISSIONERS**

**Section 1 – Appointment**

The ASO President shall have the power to appoint, subject to confirmation by a two-thirds (2/3)-majority vote of the Senate present, any member of the ASB to assist the ASO in as a Commissioner to the various Executive departments and a Student-At-Large to the Finance Committee.

**Section 2 – Qualifications of Commissioners and Appointees**

All individuals holding office as a Commissioner or Appointee 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 3 – Responsibilities of Commissioners and Appointees**

**A. Commissioner of Finance**

- 1. Shall attend all Senate meetings;
- 2. Shall attend all Finance Committee meetings and serve as chair in the absence of the Director of Finance;

3. Shall vote in Senate and Executive Cabinet meetings in the absence of the Director of Finance;
4. Shall attend any Campus Committees delegated by the Director of Finance;
5. Shall perform any duties delegated by the Director of Finance;

**B. Commissioner of Student Services**

1. Shall attend all Senate meetings;
2. Shall vote in Senate and Executive Cabinet meetings in the absence of the Director of Student Services;
3. Shall attend any Campus Committees delegated by the Director of Student Services;
4. Shall perform any duties delegated by the Director of Student Services;
5. Must be a member of one (1) ASO Committee.

**C. Commissioner of Equity, Diversity, and Inclusion**

1. Shall attend all Senate meetings;
2. Shall vote in Senate and Executive Cabinet meetings in the absence of the Director of Equity, Diversity, and Inclusion;
2. Shall attend any campus committees delegated by the Director of Equity, Diversity, and Inclusion;
3. Shall perform any duties delegated by the Director of Equity, Diversity, and Inclusion;
4. Must be a member of one (1) ASO Standing Committee, and Students' Unity Network

**D. Commissioner of Public Relations**

1. Shall attend all Senate meetings;
2. Shall vote in Senate and Executive Cabinet meetings in the absence of the Director of Public Relations;
3. Shall attend any Campus Committees delegated by the Director of Public Relations;
4. Shall perform any duties delegated by the Director of Public Relations;
5. Must be a member of Publicity Committee.

**E. Commissioner of Human Resources**

1. Shall attend all Senate meetings;
2. Shall vote in Senate and Executive Cabinet meetings in the absence of the Director of Human Resources;
3. Shall perform any duties delegated by the Director of Human Resources;
4. Must be a member of one (1) ASO Committee.

**F. Commissioner of Academic Affairs**

1. Shall attend all Senate meetings;
2. Shall vote in Senate and Executive Cabinet meetings in the absence of the Director of Academic Affairs;
3. Shall attend any Campus Committees delegated by the Director of Academic Affairs ;
4. Shall perform any duties delegated by the Director of Academic Affairs;
5. Must be a member of (1) ASO Standing Committee.

**G. Commissioner of External Affairs**

1. Shall attend all Senate meetings;
2. Shall vote in Senate and Executive Cabinet meetings in the absence of the Director of External Affairs;
3. Shall attend any Campus Committees delegated by the Director of External Affairs ;
4. Shall perform any duties delegated by the Director of External Affairs;
5. Must be a member of the Policy and Advocacy Committee

**H. Student-At-Large to the Finance Committee**

1. Shall not be currently serving in an ASO position;
2. Through their participation, they shall provide general student input to the ASO Finance Committee as a voting member.

**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 seated voting members 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.

**Section 3 - Finance Committee Membership**

The ASO Finance Committee shall hereby consist of:

**Voting Members:** ASO Director of Finance, ASO President, 2 ASO members appointed by the ASO President, ICC Director of Finance, El Camino College Business Manager, and Student-At-Large.

**Alternate Voting Members:** ASO Commissioner of Finance, ASO Vice President, ASO Advisors, ICC President, and Appointee by ECC Business Manager

**Support Membership:** El Camino College Accounting Technician, ASO Student Trustee, and ICC Commissioner of Finance.

**Advisory Vote\*:** SDO Director of Student Development

**\*Note:** Advisory Vote will only serve as a tie-breaker vote in case of a tie in voting, and it shall not be utilized otherwise.

**Section 4 - Fiscal Procedures and Policies**

Rules regarding funding requests must be kept on file with the Student Development Office. All fiscal procedures, guidelines, and policies will be consistent with the accounting procedures and internal controls of the Fiscal Crisis & Management Assistance Team (FCMAT) manual ([www.fcmat.org](http://www.fcmat.org)) with the exception of deviations noted in the ASO Constitution and Bylaws, El Camino College Administrative Procedures, and El Camino College Board Policies.

- A. The student body and ASO Funded Programs must adhere to requirements outlined by this constitution;
- B. At least 35% of the ASO Funded Programs Budget shall be allocated to the Associated Students Organization.

**Section 5 - Salaries**

Salaries shall not exceed the previous year’s original budget allocation plus the current year’s Cost Of Living Adjustment (COLA) in the amount consistent with the El Camino College District COLA allocation without the approval of the ASO Senate.

- A. Budget transfers or increases to salary accounts must be approved through The ASO Finance Committee and the Senate;
- B. Unallowable salary expenses include but are not limited to:
  - 1. Salaries that are the responsibility of the district;
  - 2. District expenses that arise from budget cuts;
- C. Salaries will be defined as a fixed regular payment, typically paid on a monthly or biweekly basis but often expressed as an annual sum, made by an employer to an employee.

EL CAMINO COLLEGE **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.

**ARTICLE XV. CONFLICTS OF INTEREST**

**Section 1 - Conflict of Interest**

In an effort to avoid potential conflicts of interest, and ensure the efficiency of members in regards to service to constituents and ECC:

- A. Members of ASO shall not simultaneously hold more than one position in ASO.
- B. One (1) person shall not hold the title of ASO President and ICC President simultaneously nor shall they be allowed to run in elections for ASO President and ICC President for the same year.
- C. Executive Cabinet Members of ASO shall not hold any Cabinet-level position within ICC in the same year nor shall they be allowed to run in elections for ASO Cabinet and ICC Cabinet for the same year.
  - a) Temporary/Interim roles due to vacancy are exempt from this policy, with the expectation that the Interim role will be vacated upon a successful appointment that follows this policy.
- D. ASO President shall not hold a presidential or treasurer role in student clubs and/or organizations, and shall not hold any leadership position in ASO-funded programs while serving in their position as ASO President.
- E. ASO Director of Finance shall not hold a presidential or treasurer role in student clubs and/or organizations, and shall not hold any leadership position in ASO-funded programs while serving in their position as ASO Director of Finance.