

ASG Spring 2024 Local Election Schedule

Term of Office: July 1, 2024 - June 30, 2025

Local Application Deadline	Friday, March 22, 2024 4:00pm	Drop off completed packet to Office of Student Life 2nd floor - Student Union
Candidates Election Code Review (MANDATORY MEETING*)	Wednesday, March 27, 2024 12:30pm	Location: Student Union, 2 nd Floor Conference Room
IMPORTANT: Students are NOT allowed to publicize/campaign prior to April 8, 2024		
Campaigning	April 8 – May 5, 2024	Online and/or onsite
Candidates' Forum	Thursday, April 18 th at 12:30pm	Online (Zoom)
Elections	VOTE ONLINE Monday, April 29 th to Sunday, May 5, 2024	Online Vote Net Platform

***Must attend Election Code Review meeting for campaigning guidelines. Failure to attend will make the applicant ineligible.**

AVAILABLE POSITIONS:

- President
- Vice-President
- Executive of Finance
- Executive of Clubs
- Executive of Outreach
- Executive of Activities & Planning
- Executive of Administration
- Senator of Finance (2)
- Senator of Clubs (2)
- Senator of Outreach (2)
- Senator of Activities (2)
- Senator of Administration (2)

Eligibility Requirements per Administrative Procedure (AP) 5411:

- The candidate or officer must be a currently paid member of ASG, at LACC and have successfully completed no more than 80 degree-applicable units in the District.
- The candidate may seek only **one** campus officer within the District.
- The candidate or officer must not be on academic or progress probation, as defined by LACCD AP 4255. The candidate must have and maintain a cumulative and current GPA of at least 2.0 in the units completed at all the colleges in the District. Current means the most recently completed semester or session.
- At the time of election, or appointment, and throughout the term of office, the candidate or officer must be actively enrolled in, and: A) must successfully complete a minimum of five (5) units per semester; OR B) be enrolled in an adult education program (noncredit program only); or C) is a disabled student (must be a verified disability by the Office of Special Programs and Services) and be enrolled in coursework as prescribed in their educational plan.



Guideline to Complete Online Application

Before submitting your application for LACC Associated Student Government, review this list.

- ☐ You have read the application packet and understand the **Required Qualifications for Student Government**.
- ☐ You have reviewed the **ASG Bylaws** which detail the responsibilities for each officer and senator.
- ☐ You have reviewed the **ASG Constitution** to familiarize yourself with LACC's Student Government.
- ☐ You understand the days and times that you must be available for the position you are applying for.
- ☐ Have a copy of your **unofficial transcript**, which will help you answer some of the questions on the application. To get your unofficial transcript, go to MyCollege.laccd.edu and click the **Academic Records** tab.
- ☐ Have the following items ready to submit. **(1)** Personal Statement, (Maximum 300-words), that addresses, A. Why you want to serve on the LACC student government board. B. What you expect to accomplish. C. States your qualifications. D. Indicates why students should vote for you. **(2)** Candidate Photo (headshot) which will be used during the campaign.

IMPORTANT NOTE:

Deadline to submit the local election application is

Friday, March 22, 2024 at 4:00pm.

**All candidates MUST be present for the MANDATORY
Election Code Meeting on March 27, 2024 at 12pm.**

Questions? Contact Dean Juan Alvarez alvarejf@lacitycollege.edu

**CONSTITUTION
OF THE
LOS ANGELES CITY COLLEGE
ASSOCIATED STUDENT GOVERNMENT**

PREAMBLE

We, the students of Los Angeles City College, in order to better define the powers and responsibilities of our student government; to promote an effective system of government for the students; to promote, initiate and coordinate educational and social activities for the students at Los Angeles City College; to supplement and complement formal education on campus; to fairly represent student interest, needs, and welfare within the College community; to recognize, represent, and support the diversity of needs and views of students at the College; to provide for the expression of student opinion and interests to the community at large on issues affecting student life; to provide a physical and social environment in which to achieve the above objectives in accordance with the educational and cultural standards of the College; to promote the general educational welfare and to enhance the Academic benefits offered by the State of California do hereby affirm this Constitution of the Associated Student Government of Los Angeles City College.

ARTICLE I. THE ASSOCIATED STUDENT GOVERNMENT

SECTION A. Name: The name of this organization shall be the Associated Student Government of Los Angeles City College, hereafter referred to as the ASG.

SECTION B. Purpose: The purpose of the ASG shall be to:

1. Promote and advocate for students' rights;
2. Promote and conduct student activities and services that support the diverse cultural, social, and educational needs of the students attending LACC;
3. Promote educational advancement;
4. Encourage greater student involvement on campus;
5. Provide resources and guidelines for student organizations;
6. Promote and protect the student Bill of Rights, amendment to the LACC ASG Constitution;
7. Promote a positive public image and enhance the campus environment.

SECTION C. Membership: The membership of the ASG shall consist of all registered students at LACC who have paid the ASG membership fee for the term.

SECTION D. Term: The term shall be identified as the current semester, such as Fall or Spring, or intersession, such as Winter or Summer.

SECTION E. **Membership Fee:** The membership fee shall be \$7 for the Fall and Spring semesters, and \$3 for intersessions, such as Winter and Summer.

ARTICLE II. ORGANIZATIONAL STRUCTURE

SECTION A. **Purpose:** The ASG Senate Board, Finance Committee, Club Council, and Ad Hoc Committees are established as the bodies to which the powers and responsibilities of self-government are delegated by the students, in accordance with the established policies of applicable governing boards or authorities.

SECTION B. **Function:** The ASG Senate Board's legislative function shall include: receiving and acting, if required, upon all requests and reports from committees, officers and campus representatives; planning and sponsoring activities on campus for the welfare of the students and the college community; advocating for the general welfare of the student body at Los Angeles City College; and the Executives shall perform and carry out all executive and administrative functions for the organization.

SECTION C. **Organizational structure:** The ASG Senate Board shall be composed of seven (7) Executives and ten (10) Senators for a total of seventeen (17) ASG members, and one (1) Advisor.

1. Executives (Executive Board):

- a. President
- b. Vice President
- c. Executive of Finance
- d. Executive of Clubs
- e. Executive of Administration
- f. Executive of Activities
- g. Executive of Outreach

2. Student Senators:

There shall be a maximum of ten (10) ASG Senators.

The Senator positions will be as follows:

Two (2) Senators of Finance
Two (2) Senators of Clubs
Two (2) Senators of Administration
Two (2) Senators of Activities
Two (2) Senators of Outreach

3. Advisor:

- a. The advisor will be the ASG Advisor/Chief Student Services Officer, or designee.

SECTION D.

Voting: The President shall only vote in case of a tie. All other ASG board members shall have the power to vote on all questions. Quorum for the ASG Senate Board shall consist of a majority of the ASG board; neither attendance by proxy nor vote by proxy shall be recognized. The only exemption would be the chair of the Finance Committee and the ASG Advisor.

SECTION E.

Finance Committee:

1. **Purpose:** The purpose of the Finance Committee is to prepare and implement the ASG budget, as required by the Los Angeles Community College District, hereafter abbreviated as LACCD, Administrative Regulations.
2. **Composition:** Pursuant to LACCD Administrative Regulations, the Finance Committee shall consist of:
 - a. The ASG Executive of Finance, who shall act as the Chair of the Committee.
 - b. The ASG President
 - c. Both Senators of Finance
 - d. The Executive of Administration
 - e. The ASG Advisor or designee
 - f. One faculty member appointed by the President of the College each year
 - g. The College Fiscal Administrator or a designee from the Business Office serving as a non-voting member.

SECTION G.

Club Council:

1. **Purpose:** The purpose of the Club Council (CC) is to plan events for clubs, to provide support for club activities, and to provide approved clubs a voice within the ASG. The CC is chaired by and represented in the ASG Senate Board by the ASG Executive of Clubs.
2. **Composition:**
 - a. The ASG Executive of Clubs shall serve as the Chairperson of the CC.
 - b. The CC shall consist of one (1) authorized representative from each chartered club on campus.
 - c. The College's Chief Student Services Officer or ASG Advisor or designee shall serve as the committee's advisor.
 - d. Every semester the CC shall elect its executive board from its members to help the ASG Executive of Clubs:
 - i. The CC Vice-Chairperson. They shall carry the duties of the chairperson in the event the chairperson is absent

or vacant. They shall carry the duties of the Secretary in the event the Secretary is absent or vacant.

- ii. The CC Secretary. They shall keep all CC meetings minutes and shall maintain records of all approved items so that members of the public may have easy access to such records.
- iii. The CC Chairperson shall also serve as the CC Treasurer. They shall keep track of all expenses approved by the CC. They shall work with the ASG Executive of Finances to maintain updated records of the CC line item and to provide clubs with information in regards to funding request procedures.

ARTICLE III. EXECUTIVE BOARD MEMBERS OF THE ASSOCIATED STUDENT GOVERNMENT

SECTION A. Responsibilities and Duties:

1. Executive Officers

a. President. The ASG President shall:

- i. Preside at all meetings of the ASG Senate.
- ii. Act as the official representative of the students of LACC.
- iii. Serve as the first authorized student signatory of check request forms for expenditure of student funds.
- iv. Serve on the ASG Finance Committee and on the LACCD Student Affairs Committee.
- v. Attend all assigned participatory governance meetings.
- vi. Fulfill specific responsibilities as delineated in the LACC ASG Bylaws and other functions as delegated by the ASG Senate Board.

b. Vice President. The ASG Executive Vice President shall:

- i. Succeed to the office of ASG President in the event of a vacancy, pursuant to Article III, Section C, before the expiration of the term.
- ii. Act as the ASG President in the event of a temporary absence of the ASG President. At such times, the ASG Vice President can exercise powers delegated to the ASG President.
- iii. Serve at the request of the ASG President as the official representative on any commission, committee, College/District related committee or organization.

- iv. Serve as the second authorized student signatory of check request forms for expenditure of student funds.
- v. Attend all assigned participatory governance meetings.
- vi. Fulfill specific duties as delineated in the ASG Bylaws and other functions as delegated by the ASG Senate Board.

c. Executive of Finance. The Executive of Finance shall:

- i. Preside at all meetings of the ASG Finance Committee
- ii. Provide current records of LACC ASG expenditures and accounts.
- iii. Manage ASG funding requests and provide all required documents to the Business Office designee.
- iv. Ensure that all financial transactions are in accordance with all applicable regulations.
- v. Serve at the request of the ASG President as the official representative on any commission, committee, College/District related committee or organization.
- vi. Attend all assigned participatory governance meetings.
- vii. Fulfill specific duties as delineated in the ASG Bylaws and other functions as delegated by the Student Senate Board.

d. Executive of Clubs. The ASG Executive of Clubs shall:

- i. Preside at all meetings of the Club Council.
- ii. Promote the establishment of clubs and encourage campus life.
- iii. Assist the ASG President and ASG Senate Board in coordinating advocacy efforts on behalf of student interests while ensuring that the ASG Senate Board members understand the issues being advocated by ASG sponsored clubs.
- iv. Serve at the request of the ASG President as the official representative on any commission, committee, College/District related committee or organization.
- v. Attend all assigned participatory governance meetings.
- vi. Fulfill specific duties as delineated in the LACC ASG Bylaws and other functions as delegated by the ASG Senate Board.

e. Executive of Administration. The ASG Executive of Administration shall:

- i. Produce all of the minutes of the ASG Senate Board meetings and the ASG Finance Committee meetings.
- ii. Maintain records of all minutes as approved by the ASG Senate and the ASG Finance Committee.

- iii. Attend all assigned participatory governance meetings.
- iv. Post the agendas for both the ASG Senate and ASG Finance meetings with input from the chair(s).
- v. Fulfill specific duties as delineated in the ASG Bylaws and other functions as delegated by the ASG Senate Board.
- vi. Study and learn parliamentary procedure as described by Robert's Rules of Order, ASG Constitution, ASG Bylaws, and LACCD regulations.
- vii. Participate in all ASG Senate and Finance Committee meetings functioning as the Parliamentarian.
- viii. Facilitate a parliamentarian procedure training for the ASG Board at least once a semester.

f. Executive of Activities. The ASG Executive of Activities shall:

- i. Plan and implement student activities, including, but not limited to:
 - a. Welcome Week
 - b. Cultural Diversity Day
 - c. Disability Awareness Day
 - d. Constitution Day
 - e. Black History Month
 - f. Hispanic Heritage Month
 - g. Armenian Genocide Recognition
 - h. Asian Pacific Islander Month
 - i. Women's Celebration Month
 - j. LGBTQ Celebration
 - k. Health Fair
- ii. Keep an updated calendar of events
- iii. Coordinate volunteers to help ASG initiatives
- iv. Promote a positive image of ASG
- v. Attend all assigned participatory governance meetings.
- vi. Fulfill specific duties as delineated in the ASG Bylaws and other functions as delegated by the ASG Senate Board.

g. Executive of Outreach. The ASG Executive of Outreach shall:

- i. Be responsible for the ASG Help Desk operations.
 - a. Distribute and maintain ASG membership benefits.
 - b. Conduct hiring of ASG Student Ambassadors.
 - c. Responsible for the supervision of the Student Ambassador Program.
- ii. Provide the Collegian information about events and pertinent actions taken by the ASG Senate Board.
- iii. Keep current with issues and activities of local, regional, and state student organizations.
- iv. Promote and facilitate all ASG social media.
- v. Maintain the ASG webpage.

- vi. Manage and maintain Resource Center.
- vii. Attend all assigned participatory governance meetings.
- viii. Fulfill specific duties as delineated in the ASG Bylaws and other functions as delegated by the ASG Senate Board.

2. **Senators**, as listed in Article II, Section C, shall:

- a. Be accountable to the students they represent.
- b. Attend all scheduled ASG Senate Board meetings.
- c. Attend all assigned participatory governance meetings.
- d. Present student issues and concerns to the ASG Senate Board.
- e. Fulfill specific duties as delineated in the ASG Bylaws and other functions as delegated by the ASG Senate Board.

SECTION B. **Accountability:** All Executives and Senators of the ASG must swear by taking oath to respect and follow the ASG code of conduct. Executives and Senators of the ASG infringing such vow may be impeached and eventually removed from office as described on Article VIII.

SECTION C. **Vacancies:**

1. A vacancy shall occur when any Executive or Senator of the ASG resigns, has been removed from office, has lost membership in the ASG, or become otherwise ineligible for office as provided in this Constitution and Bylaws, in accordance with LACCD regulations.
2. In the event a vacancy occurs in the ASG Senate Board, excluding the Presidency, the ASG Executive Board will interview applicants and forward their recommendations to the ASG Senate Board for appointment with a majority vote of the ASG Senate Board.
3. In the event that a vacancy occurs in the Presidency, the order of succession shall be the following:
 - a. Vice President
 - b. Executive of Finance
 - c. Executive of Clubs
 - d. Executive of Administration
 - e. Executive of Activities
 - f. Executive of Outreach
 - g. A Senator by nomination of the ASG Senate Board.
4. The new ASG President shall call an ASG Senate Board meeting. During this meeting, her/his position as President shall be approved by the ASG Senate Board with a majority vote. In the event the new President is not approved by the ASG Senate Board, during the same

meeting the order of succession will continue until the new President is appointed by a majority vote of the ASG Senate Board. If the ASG Senate Board is unable to agree on a new president during the meeting, a special election will be held. The chair of the ASG Senate Board meetings during this process shall be the next person in the order of succession.

ARTICLE IV. EXECUTIVE AND SENATOR ELIGIBILITY

SECTION A. All ASG Executives and Senators are required to meet and maintain LACCD eligibility requirements, as mandated in LACCD Administrative Regulations.

SECTION B. Club representatives in the Club Council are not required to meet LACCD Administrative Regulations eligibility requirements.

SECTION C. No member of the ASG Senate Board shall run for or be appointed to an office which s/he is ineligible to hold for its full term as described in LACCD Administrative Regulation S-9, 2 a and b.

ARTICLE V. RULES OF ORDER

The ASG is governed by:

1. The California Education Code, Sections 76060-76067
2. The Ralph M. Brown Act
3. LACCD Board Rules
4. LACCD Administrative Regulations
5. LACC Rules and Regulations
6. LACC ASG Constitution and Bylaws
7. Robert's Rules of Order

ARTICLE VI. ELECTIONS

SECTION A. All Executives and Senators of the ASG, listed in Article II, Section C, shall be filled by fair and open elections.

SECTION B. Student elections shall be held in accordance with LACCD Administrative Regulations and the Bylaws in the spring semester of each year.

SECTION C. All elected Executives and Senators of the ASG shall be installed at the beginning of the term in which they were elected, pursuant to LACCD regulations, and shall serve one year, or until they resign or are removed from office.

SECTION D. **Election Committee:** The function of the Election Committee shall be to execute all ASG elections and to ensure that the student body is as informed as reasonably possible about the election, to design the means of

holding the election and report its plan to the ASG Senate Board, and to conduct a free and fair election.

1. The ASG Election Committee shall consist of at least three non-candidates LACC ASG students.
2. The ASG Advisor shall serve as the committee's advisor.

ARTICLE VII. COMPENSATION

SECTION A. Stipends: LACC ASG officers who have fulfilled the responsibilities of their offices may be eligible to receive stipends during their term in office.

1. Standards of Compensation:
 - a. The ASG Executives may request a \$400 stipend every 4 to 5 semester weeks upon proof of participation during those same 4 to 5 semester weeks to at least five (5) LACC ASG Senate or committee meetings and at least one (1) campus/shared governance committee. The maximum number of stipends per person per semester is three (3).
 - b. The ASG Senators may request a \$200 stipend every 4 to 5 semester weeks upon proof of participation during those same 4 to 5 semester weeks to at least three (3) LACC ASG Senator committee meetings and at least one (1) campus/shared governance committee. The maximum number of stipends per person per semester is three (3).
2. Determination of Eligibility:

Officers and senators who have verified committee attendance and documentation confirming the fulfillment of their responsibilities may request and receive the period stipend automatically by requesting a check in the standard check request form procedure currently in place. The minimum documentation required is:

 - a. Proof of Senate and Committee(s) attendance
 - b. Officer's and senator's office hours as posted
 - c. Stipend Payment Limitations:
 - i. The payment of stipends will be waived for the fall semester if by November 1 less than 20% of the students' population paid for the LACC ASG membership fee. Also, the payment of stipends will be waived for the spring semester if by April 1 less than 20% of the students' population paid for the LACC ASG membership fee.

- ii. ASG members must present their requests before the last day of the semester.

ARTICLE VIII. IMPEACHMENT

SECTION A. All ASG Executives and Senators are subject to impeachment and removal from office after having three (3) unexcused absences from ASG Senate Board or committee meetings within one semester. Senators and Executives are automatically impeached, removed from office and posted on the next available ASG Senate Board meeting agenda for reappointment. At that time the Executive or Senator may explain the reasons as to why they could not attend those meetings. It will require a majority vote of the ASG Senate Board to reappoint the impeached Senator or Executive.

SECTION B. Any ASG member may request that the, ASG President, the ASG Executive of Administration, or the LACC Disciplinarian investigate an Executive or Senator's breach of the ASG governing documents. The ASG President or Executive of Administration may request an investigation, but not conduct the investigation they are requesting. The accused party must be notified of the investigation by the investigator. If the individual charged with the investigation (ASG President, the ASG Executive of Administration or Disciplinarian) concludes that the accusations are a clear violation based on the preponderance of evidence, the Executive or Senator charged with such alleged improper conduct must be posted as an agenda item on the following ASG Senate Board meeting, stating the Executive or Senator's name and the words "impeachment hearing." The ASG Senate Board may charge the impeached Executive or Senator with violations of the ASG governing documents through a majority vote. The Senate vote is final and the Executive or Senator is immediately removed from office.

SECTION C. Impeachment guidelines:

1. **Presumption of Innocence.** It is presumed that an Executive or Senators charged with a violation of the ASG governing documents is not guilty of said violations until a majority of the Senate votes otherwise, as described in Article VIII Section B.
2. The conduct process works best when students and staff collaboratively come to an informal resolution of cases. A student may choose not to participate in the resolution of their case. When the impeachment hearing is held in an Executive or Senator's absence, the decisions of the Senate will have the same force and effect as if the Executive or Senator had been present. The impeached Executive or Senator may also choose to remain silent during any portion of the conduct process and no inference will be drawn from their silence.
3. There is no appeal of the ASG Senate Board's decision to remove an

Executive or Senator; however, the Executive or Senator charged with infringements of the ASG governing documents can ask the ASG President or Dean of Student Services or his/her designee to be reappointed. The ASG Senate Board has the ultimate power to re-appoint an Executive or Senator previously impeached, following the procedure of appointment.

ARTICLE IX. BYLAWS

SECTION A. The ASG Senate Board shall propose and adopt amendments to the Bylaws of the ASG as it shall deem necessary, by concurrence of two-thirds (2/3) of the voting members of the ASG Senate Board.

ARTICLE X. CONSTITUTIONAL AMENDMENTS

SECTION A. Proposal:

Amendments to the ASG Constitution must be presented by one of the two following methods:

1. Proposed amendments that receive two-thirds (2/3) approval in the ASG Senate meeting shall be placed on the ballot for election of the student body.
2. A petition for a proposed amendment, signed by fifty percent (50%) of the total number of voters in the most recent ASG general election, may be presented to the ASG President and the proposed amendment shall be placed on the ballot during the next general election.

SECTION B. Enactment: Once a proposed amendment is placed on the general ballot, a two-thirds (2/3) approval of actual votes cast, excluding abstentions, is required for enactment. Amendments, if passed, shall go into effect during the following year.

Approved by ASBG Board 3/27/03
Approved at General Election 4/8-9/03
Approved by the ASO Student Senate: 4/18/07
Approved at General Election 4/24-25/07
Approved at General Election 4/27-28/10
Approved at General Election 2012
Approved at General Election 2017
Approved at Special Election on 5/31/18

BYLAWS

Of the

Associated Students Government

Of

Los Angeles City College

We, the students of Los Angeles City College, in order to better define the powers and responsibilities of our student government, to promote an effective system of government for the students, and to promote educational and social activities for the students at Los Angeles City College, do establish these Bylaws in support of the Constitution of the Associated Students of Los Angeles City College, hereinafter referred to as LACC.

ARTICLE I. ELIGIBILITY TO PARTICIPATE IN THE ASSOCIATED STUDENTS

GOVERNMENT SENATE

SECTION A. Definition:

In the context of these Bylaws, the term Officer means both Associated Students Government, henceforth abbreviated as ASG, Executive Officers and Student Senators.

SECTION B. Eligibility:

In order to hold an elective office, or an appointive office which requires confirmation by the Student Senate shall be dependent upon:

1. Eligibility to participate in activities of the ASG.
2. A registered and enrolled student at Los Angeles City College. A registered and enrolled student shall be defined by the Los Angeles Community College District, henceforth abbreviated as LACCD, Administrative Regulations.
3. It is the responsibility of each and every ASG Officer to maintain eligibility to hold office as required by LACCD Administrative Regulations and maintain awareness of his/her own eligibility.
4. If a student is enrolled in, maintains or completes less than the units approved by the LACCD Administrative Regulations, then (S)he is ineligible to hold elective or appointive office and then student shall immediately notify in writing the Office of Student Services, ASG Advisor, and ASG President.

SECTION C. Eligibility Verification:

1. The Office of Student Services shall have responsibility for verification of the eligibility of elected and appointed student government officials in accordance with the requirements of Bylaws' Article I, Section B.
2. The ASG Advisor shall regularly verify officers' eligibility, at a minimum of three times per semester.
3. An Officer shall be notified by the ASG Advisor and/or ASG President of their ineligibility, and their rights as an officer shall be terminated immediately. The ASG Advisor shall notify the ASG President of the loss of eligibility.

4. Any student found ineligible according to the requirements in Article I of the Bylaws shall be automatically removed from office if the ASG Advisor is not provided with adequate documentation to demonstrate compliance with the criteria stipulated within five (5) school days of notification to the Student Senate. The office shall be filled according to the Constitution and Bylaws, as soon as possible.

SECTION D. Information on Appointments:

1. The ASG office shall maintain a complete list of positions to which students are elected and/or appointed.
2. The list shall include a short descriptive paragraph of the responsibilities of each position and its duration.
3. Elected or Appointed Senators titles are giving to them by the President, and must be approved by the board

SECTION E. Search:

1. Before the end of each school year, all positions for which it is anticipated appointments may be advertised, by the ASG President and/or with his/her approval, in a manner readily accessible to all students.
2. Applications may also be solicited through other means, including direct contact, notices in departmental offices, and by seeking recommendations from knowledgeable persons, including but not limited to the Student Senate.

3. All positions not posted by the end of the school year must be posted once again on or after the first day of the following school year.

SECTION F. Approval:

1. The Student Senate shall question and review all applicants nominated by the ASG elections committee for Student Senate confirmation.
2. Each applicant shall be questioned individually. Following the questioning of the applicant (s) there shall be a general discussion and a vote.
3. The ASG election committee shall obtain a written application from each applicant.
4. The ASG Advisor shall ensure that applicants meet all eligibility requirements outlined in the Constitution and Bylaws.

SECTION G. Forfeiture of Positions:

1. Any ASG Officer who is absent, unexcused from three meetings in a semester will be impeached, and placed on the next Student Senate's agenda for reappointment
Excused absences include, but are not limited to:
 - a. Illness accompanied by a letter from physician.
 - b. Other commitment related to the Student Senate which requires the attendance of the officer for formal operations of business
 - c. Extenuating personal circumstances.

d. The ASG President has the authority and discretion to determine whether or not other Officers' absences may be excused or not.

2. Any ASG Officer who is absent five unexcused or excused absences in a year shall be automatically impeached, and their Student Senate position forfeited.

SECTION H. Resignation:

1. Resignations of officers must be in writing or emailed. Resignations shall become effective immediately upon receipt by the ASG President.

2. The ASG Advisor and Student Senate shall be notified of all resignations and provided with a copy of the written resignation.

SECTION I. Oath of Office:

Each newly elected or appointed Student Senate officer shall take the following oath immediately after installation:

"I, ("Officer's name"), do hereby affirm that I will support the Constitution and Bylaws of the Associated Students Government of Los Angeles City College, and that I will, to the best of my ability, promote, maintain, and enhance the Associated Students Government and campus community and environment of Los Angeles City College."

SECTION J. Discrimination:

The Student Senate shall not support or affiliate with any organization which legally discriminates on the basis of: ethnicity, color, national origin, ancestry, religion, creed,

gender, sex (except as exempt from Title IX), pregnancy, marital status, medical condition (cancer related), sexual orientation, age, disability, socio-economic status, or veteran's status.

ARTICLE II. OFFICERS OF THE ASSOCIATED STUDENTS GOVERNMENT

SECTION A. Executive Officers:

President

1. Shall be responsible for all executive functions of the student government and shall be responsible for carrying out all orders, sanctions, and resolutions as effectively as possible.
2. Shall act as the official representative of the students of LACC, and shall represent them, or appoint a designee, to all college-wide committees within his/her respective capacity.
3. Shall preside at all meetings of the Student Senate; and shall prepare the agenda for the Student Senate meetings, in association with the ASG Secretary per Article III Section E subsection IV of the ASG Constitution and in accordance with Brown Act requirements and in consultation with the ASG Advisor; have the authority to call Special meetings of the Student Senate, in accordance with the Brown Act regulations.

4. Shall represent positions endorsed by the Student Senate, and serve as the liaison between the college administration, faculty and students; and shall plan and present annual goals to the Student Senate.

5. Shall be the authorized student signatory for expenditure of student funds.

6. Shall oversee the ASG Office and all affiliated service offices

7. Shall have the power to make appointments to fill vacant Executive Officer and Student Senate positions, with recommendations from the election committee and confirmation by a two-thirds (2/3) vote of the Student Senate.

8. Shall serve on the ASG Finance Committee.

9. Shall serve on the LACCD Student Affairs Committee; and shall serve on the following LACC committees: Bond Oversight Committees, Student Services Council, Shared Governance and Shared Governance Budget Committees.

10. Shall cast the deciding vote in the case of a tie, or where his/her vote will affect the result of a two-thirds (2/3) vote.

11. Shall have the power of veto of any vote taken by the Student Senate. Presidential vetoes must be made in writing and notification emailed to every Student Senate officers, and to the ASG Advisor, within seventy-two (72) hours of the initial Student Senate action.

12. Shall maintain good communication between officers, and foster input from officers, students and ASG Advisor.

13. Shall perform other duties as assigned by the Student Senate.

Executive Vice President (EVP)

1. Shall succeed to the position of ASG President if the office becomes vacant before the expiration of the term.

2. Shall, in the absence of the ASG President, assume all the responsibilities and powers of the President's office. When acting as Chair of the Student Senate, the EVP shall retain his/her vote.

3. Shall assist the ASG President in planning and implementing ASG goals and events.

4. Shall assume the duties of the Vice President of Finance or Vice President of Clubs in the absence of said Vice Presidents.

5. Shall serve on the LACC Shared Governance and Shared Governance Planning Committees.

6. Shall Chair the Joint Council meetings and provide support to program coordinators

7. Be on the committee to interview and appoint support staff applicant(s)8. Supervise the Support Staff program

9. Shall plan, coordinate and carry out the Book Grant program each Fall and Spring semester, as funding is approved, and in consultation with the ASG President.

10. Shall perform other duties as assigned by the ASG President or Student Senate.

Vice President, Finance (VP, Finance)

1. Shall address areas of financial concern to the Student Senate. The VP of Finance shall be responsible to investigate and/or research any appropriate area of financial concern to the students.

2. Shall preside at all meetings of the ASG Finance committee; and prepare the agenda for the ASG Finance meetings in association with the ASG Secretary per Article III Section E subsection IV of the ASG Constitution, and in consultation with the ASG Advisor and the ASG President; have the authority to call Special meetings of the ASG Finance Committee in accordance with Brown Act requirements.

3. Shall make recommendations to the ASG Finance committee and Student Senate on investing funds and expanding miscellaneous income.

4. Shall maintain accurate and current records of ASG expenditures and accounts.

5. Shall prepare and present regular budget reports to the Student Senate; prepare and present the year-end report to the Student Senate by May 15th; and shall prepare the proposed budget for the upcoming year, in consultation with the ASG Advisor ASG President, and Business Enterprise within the time frame set by LACCD regulations.

6. Shall perform other duties as assigned by the ASG President or Student Senate.

Vice President, Clubs (VP, Clubs)

1. Shall coordinate the ASG Club Council, and preside at all meetings.
2. Shall coordinate the club chartering process each semester.
3. Shall promote the establishment of clubs and encourage campus life.
4. Shall coordinate and implement at least one (1) Club Rush activities each semester.
5. Shall facilitate club funding requests to the Student Senate.
6. Shall represent the Student Senate, within his/her respective capacity, to all ASG sponsored organizations; and shall serve as the liaison for the student clubs with the college administration, faculty and staff.
7. Shall be responsible for informing student advocacy groups of any or all legislation that would specifically pertain to such groups. Further, it shall be the responsibility of the VP of Clubs to maintain general awareness of the ideologies and concerns of such student advocacy groups, where this involvement does not inappropriately duplicate the responsibilities of other Officers according to the ASG Constitution and Bylaws.
8. Shall assist with club events that require college approval.
9. Shall assist the ASG President in facilitating good relations between Student Senate officers and student organizations.
10. Shall perform other duties as assigned by the ASG President or Student Senate.

SECTION B. Senators:

Senator for Media and Publicity

1. Shall promote, facilitate all social media for the ASG, including but not limited to Facebook, Twitter, and Instagram.
2. Shall design and maintain the LACC ASG website.
3. Shall supervise and design the printing of posters, Flyers and other promotional materials for ASG.
4. Collaborate with the Senator for Public Relations to ensure all recorded events are promoted through social media.
5. Strongly recommend they attend the Technology steering committee meetings Shall perform all other duties as assigned by the ASG President or Student Senate

Senator of ASG Membership Services

1. Responsible for SAC operations
 - a. Distribution of ASG membership benefits
 - b. Maintaining SAC benefit inventory
 - c. Works in collaboration with Business Enterprise to complete purchase orders
 - d. Sits on hiring committee for SAC personnel
2. Responsible for promotion and management of the support Staff program with the EVP
 - a. Sits on the committee to interview and appoint support staff applicants

- b. Responsible for training and professional development of support staff members in conjunction with the board
- 3. Strongly recommended that they attend the staff and organization development committee meetings
- 4. Shall perform all other duties as assigned by the ASG President or Student Senate

Safety, Healthy & Wellness

- 1. Shall coordinate and promote Safety, Health & Wellness among the LACC student body including but not limited to:
 - a. Coordinate health & wellness workshops in conjunction with the Senator of Activities and Planning
 - b. Work in conjunction with ASG Advisor and host the annual health fair
- 2. Shall serve as the liaison between the Health Center and life Skills Center
- 3. Strongly recommended that they attend the Workforce Environment Committee and Facilities Planning committee
- 4. Shall foster relationships with community services and organizations
- 5. Shall perform other duties as assigned by the ASG President or Student Senate.

Activities and Planning

1. 1. coordinate activities and events with Programming Board including but not limited
 - a. Welcome Week
 - b. Constitution day
 - c. Cultural diversity day
 - d. Student with Disabilities awareness
 - e. Earth day
 - f. Graduation
 - g. Deans tea
2. Creation and promotion of calendar of events (digital & hard copy), in conjunction with the senator of media and publicity
3. Assist with creation and evaluation of Student Learning Outcomes at all ASG sponsored events
4. Shall attend Student Learning Outcome Committee and the Strategic Planning committee
5. Shall perform all other duties as assigned by the ASG President or Student Senate

Senator, Public Relations

1. Attend all of the schools newspapers (The Collegian) meetings.
 - a. . Shall provide the Collegian with press releases to promote ASG sponsored events and any pertinent actions taken by the Student Senate.
2. Serve as the delegate for LACC in Region 7 and at SCCCC

- a. Shall keep the Student Senate informed of current and proposed legislation that will have an impact on community college students.
 - b. Shall keep current with issues and activities of local, regional and state student organizations.
 - c. Shall be responsible for coordinating advocacy efforts for the Student Senate.
- 3. Work with the campus PIO and the Student Life coordinator
- 4. Shall promote ASG sponsored events, in coordination with the Senator, of Activities and Planning.
 - a. coordinate volunteers to help with ASG initiatives
- 5. Promote a positive image of ASG
- 6. Shall perform other duties as assigned by the ASG President or Student Senate.

Student Services

- 1. Shall serve as the Student Senate liaison to Student Resources on campus, Student Resources are but not limited to;
 - a. EOP&S
 - b. TRIO
 - c. OSS

- d. Office of Student Life
 - e. Transfer Center
 - f. Guardians Scholar
 - g. Veterans Office
 - h. Health & Wellness Center
-
- 2. Shall in coordination with the Senator, Media Design & Publicity work in promotion of the Student Resources on campus
 - 3. Shall have information at all ASG events of all resources and services available to the students
 - 4. Shall keep the Student Senate informed of current and future issues that will have an impact on student services on campus.
 - 6. Attend the Student Services council meeting
 - 5. Shall perform other duties as assigned by the ASG President or Student Senate.

Diversity and Equity

- 1. Shall attend Academic Accommodations committee meetings
- 2. Shall be central in the planning of Diversity activities in conjunction with the Senator of Activities and Planning, the Programming Board and special population clubs

3. Responsible for promotion of social justice and equity on campus
4. Shall create workshops and activities to enhance a sense of community and inclusion
5. Shall perform other duties as assigned by the ASG President or Student Senate

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Enterprise and Commerce

1. Shall serve on the ASG finance committee
2. Organize and review funding request in conjunction with the VP of Finance
3. Work in conjunction with the Business Enterprise Office and the VP of Finance to foster relationships with local businesses
 - a. identify and source potential vendors for ASG initiatives
 - b. Build vendor database\
4. Work with Business Enterprise office to find quotes and complete funding requests approved by ASG for ASG.
5. Shall perform other duties as assigned by the ASG President or Student Senate.

Senator for Student Resources

1. Maintain and promote LACC ASG Resource Center.
 - a. Foster relationships to keep a steady flow of incoming resources
 - b. Responsible for building, maintaining, and disseminating all inventory
 - c. Shall maintain records and distribution of inventory.
 - d. Clean and organize the Resource Center

2. Distribute goods for Food Forward in conjunction with the resource manager
3. Shall perform other duties as assigned by the ASG President or Student Senate

Senators, At Large

1. Shall represent the collective student body interest on the Student Senate.
2. Shall actively solicit from the student body information concerning the student needs as they pertain to the student population as a whole, or as they pertain to the specific student interest groups.
3. Shall initiate and pursue legislation and programming in accordance to the perceived needs of the student population, where such legislation and programming does not normally fall into the functional duties delegated to any other Student Senate officer according to the ASG Constitution and Bylaws.
4. Shall appraise the student body population, through the most appropriate medium, of the student government legislative activities and pursuits, where purveying such information does not duplicate the responsibilities of any other Student Senate officer according to the ASG Constitution and Bylaws.
5. Shall support the activities and services of the ASG; and shall represent the ASG, within his/her respective capacity, to all other organizations.
6. Shall perform other duties as assigned by the ASG President or Student Senate.

SECTION C. Ex-Officio Members

Parliamentarian

1. Shall keep the Student Senate informed of parliamentary procedures during Student Senate meetings
2. Shall be an ex-officio officer of the Student Senate, per the ASG Constitution
3. Shall perform other duties as assigned by the ASG President or Student Senate.

Executive Secretary:

1. Shall be both an ASG student member and an Ex-Officio (non-voting) Officer of the Student Senate.
2. Shall take minutes of all Student Senate meetings, and maintain accurate permanent records of all meetings.
3. Shall maintain permanent files, open to the public, of all business transacted by the Student Senate and the ASG Finance Committee.
4. Shall assist the ASG in maintaining supplies as needed for membership services and to keep ASG functioning
5. Shall perform other duties as assigned by the ASG President, Student Senate, and ASG Advisor.

Support Staff:

1. Shall be an ASG student member
2. Shadow ASG officers
3. Attend at least four (4) Senate board meetings per semester.
4. May apply for up to a \$300 scholarship every semester upon proof of at least 100 working hours during that same semester.
 - a. Working hours must be documented by clocking in and out
5. Shall not be an officer or voting member of the Student Senate.
6. Shall perform other duties as assigned by the ASG President, Student Senate, ASG Advisor, and/or Executive Secretary.

SECTION D. Executive Officers and Senators:

1. Shall be accountable to the students they represent.
2. Shall attend all scheduled meetings of the Student Senate.
3. Shall read the ASG Constitution and Bylaws in their entirety and sign and date a written statement verifying that they have done so, within ten (10) business days of taking the oath of office, and give it to the ASG President.

4. Shall fulfill the specific duties of their office as detailed in the ASG Constitution and Bylaws.
5. Shall serve on a minimum of one (1) campus wide committee meeting.
6. Shall have posted office hours, being a minimum of eight (8) hours per week.
7. ASG sponsored events count towards office hours

ARTICLE III. OPERATING RULES AND PROCEDURES

SECTION A. Meetings Schedule:

1. The Student Senate shall meet regularly at least every two (2) weeks, 2. The Student Senate shall adopt a schedule of regular meetings no later than the first meeting of each term.
3. The Student Senate must schedule at least one (1) meeting during winter session and summer session.
4. No meetings may be scheduled during finals.
5. In accordance with LACCD Administrative Regulations, the ASG Advisor or designee must be present at all ASG meetings for it to be considered legal and for legitimate action to be taken.

6. A simple majority of the currently filled ASG officer positions shall constitute a quorum.

7. The ASG President has the authority to call Special meetings of the Student Senate, in accordance with the Brown Act.

8. If the position of ASG President is vacant, the Executive Vice President has the authority to call for a Special meeting of the Student Senate, for the sole purpose of assuming the position of ASG President.

9. A special meeting may be called by a signed petition of two-thirds (2/3) of the Student Senate officers.

SECTION B. Notifications:

1. Agendas must be posted in accordance with the Brown Act.

2. It is the responsibility of the ASG President and Executive Secretary to prepare the agenda and to provide a copy of the agenda to the ASG Advisor. It is the responsibility of the ASG Executive Secretary to insure that all officers of the Student Senate receive a copy of the agenda seventy-two (72) hours in advance of a meeting.

3. Student Senate officers and the ASG Advisor must be notified twenty-four (24) hours in advance of any Special meeting.

SECTION C. Operating Procedures for Presentation of Business

1. Agenda Format

a. The Student Senate Agenda shall have the following sections:

I. Call to Order;

II. Roll Call;

III. Approval of the Minutes;

IV. Public Forum;

V. Discussion and Action Items;

VI. President's Report;

VII. Officer Reports;

VIII. Advisor's Report;

IX. Progress report on agenda items that passed

X. Announcements;

XI. Adjournment

b. The Orders of the Agenda may be arranged at the discretion of the ASG President and Secretary in the creation of the agenda, so long as all sections are still on the agenda.

2. Discussion and Action Items shall include both Old and New Business. This section shall also cover Appointments; name of the appointee and the title of the positions are to be listed on the agenda in this section.

SECTION D. Meeting Format and Guidelines

1. Meetings shall be convened by the ASG President, or Executive Vice President in the absence of the ASG President, within ten (10) minutes of the time of the meeting as listed on the Agenda.
2. In the absence of a quorum at the convening of the meeting, those present shall meet as a "Committee of the Whole" for no more than ten (10) additional minutes.
3. If quorum is not reached within twenty (20) minutes of the announced meeting time, the meeting shall be considered to be automatically adjourned for that date.

SECTION E. Attendance

1. All Officers must attend all of the Student Senate meetings scheduled per semester.
2. Student Senate officers are required to notify the ASG President in writing or by phone, at least two (2) hours prior to the scheduled start time of the meeting, if they are unable to attend. Absences without prior notification are considered unexcused.
3. Student Senate officers are considered tardy if they arrive, without prior notification to the ASG President, later than fifteen (15) minutes after the meeting is called to order.
4. Arriving tardy three times shall be equivalent to one (1) absence.

SECTION E. Rules of Order:

1. Student Senate and ASG Finance committee meetings will be held in accordance with all pertinent state, district, college and ASG regulations, as specified in the ASG Constitution.
2. The latest edition of **Robert's Rules of Order** will guide the procedures of ASG meetings.

SECTION F. Voting Procedures:

1. All actions taken to approve the expenditure of ASG funds require a roll call vote.
2. Other actions may utilize a consensus vote, at the determination of the ASG President or presiding officer.

SECTION G. Conflict of Interest:

1. An ASG officer may not simultaneously serve as an officer of a club, or as executive or managing editor of the LACC Collegian. Club membership is not affected by this provision.
2. No ASG officer may simultaneously serve as an ASG employee.
3. No officer will propose or vote on any item in which they or any member of their family have a financial interest.
4. An ASG Officer shall not have a vote in club matters in which they are affiliated with.

ARTICLE IV. SPONSORSHIP

Section A. *Goals of Sponsorship:*

In recognition of the diverse views of the campus, the goals of the Student Senate as they relate to sponsorship are to promote the empowerment and recognition of all students from different ethnicity, color, national origin, ancestry, religion, creed, gender, sex (except as exempt from Title IX), pregnancy, marital status, medical condition (cancer related), sexual orientation, age, disability, socio-economic status, or veteran's status. This commitment is manifested in striving toward the recruitment, retention, and success of all students, faculty, staff, and administration. Moreover, through the sponsorship of student organizations, the support of the ASG toward student organizations will be reflected in providing chartering and the necessary resources, where funding is available, to ensure quality programs on campus. Most importantly, the Student Senate strongly advocates for the existence and empowerment of student groups that have the following concerns:

1. Providing avenues for the student body to serve and assist the community in addressing societal problems including, but not limited to, educational and socioeconomic disadvantages.
2. Providing services that address the general health, well-being, and overall development of students.
3. Providing programming and academic opportunities that supplement the general curriculum of the College, thus enhancing and enriching the educational experience of the campus community.

4. Supporting the academic success, retention, and recruitment of students, staff, faculty, and administrators.

5. Helping to create a campus environment that will increase the interaction and dialogue among culturally diverse communities.

Additionally, this section will guide the Student Senate in determining which groups it will financially sponsor. The Student Senate would ideally like to sponsor all student groups that reflect the diversity within LACC; however, due to limited resources, the Student Senate is forced to limit sponsorship to those student groups whose existence and operations are in accordance with the goals of the Student Senate and are, therefore, vital to the overall governance of the ASG.

ARTICLE V. ADVERTISING

SECTION A. LOGOTYPE POLICY

1. All programs which are sponsored by the ASG, and all organizations which sponsor programs and/or events that receive funding from the ASG, must include all of the following information on the face of all printed materials, including print media advertising, posters, flyers, and any other printed item, which promote their programs:

a. "Sponsored by the ASG"

b. "Paid for by the ASG", pursuant to the Student Senate.

- c. The officially recognized logo (graphic symbol) of the ASG.
2. For print media advertising, the phrase, "Paid for by the ASG" must appear within confines of the ad space. The logo and the lettering must be no smaller than 10-point type.
3. If an advertisement or printed item is smaller than 3" x 5", the ASG logo may be omitted, but the phrase "Paid for by the ASG" must still be included.

ARTICLE VI. ELECTIONS

SECTION A.

The ASG Elections will be held in accordance with the California Education Code, the LACCD Board Rules and Administrative Regulations, the ASG Constitution and Election Codes; and all student body elections shall be decided by a majority vote, unless specified otherwise.

SECTION B. Election Committee:

1. The ASG Election Committee shall consist of at least three (3) non-candidate ASG students. The ASG Advisor will serve as the committee's advisor. The ASG Advisor will handle all complaints regarding an infraction of the rules and regulations governing student body elections in accordance with the applicable LACCD Administrative Regulations and the ASG Constitution.

SECTION C. Initiatives:

1. Five (5) percent of the student body may petition for the passage of legislation submitted to the Student Senate. In the event such a petition is verified, it shall be submitted to the student body for a vote at the next general election.
2. Should such legislation or provision be passed by two-thirds (2/3) vote of the Student Senate, it shall become effective immediately and not submitted to the electorate.

SECTION D. Referendums:

Any action of the Student Senate may be challenged by the following procedure:

1. Five (5) percent of the student body may petition for revocation of such an action.

The ASG Executive Vice President will present such a petition to the Student Senate.

2. The Student Senate will reconsider its original decision. A two-thirds (2/3) roll call vote will be necessary to sustain the original action. If such a vote is not obtained, the action is rescinded without further action.

3. If such a vote is obtained, it shall be submitted to the electorate within thirty (30) regular instructional days.

ARTICLE VII. IMPEACHMENT

SECTION A. The ASG President and the Student Senate have the authority to remove through impeachment, for just cause, any officer of the Student Senate.

SECTION B. Grounds for Impeachment:

1. Any one of the following may constitute grounds for impeachment of an ASG Officer:

a. Having more than three (5) excused or (3) unexcused absences from official Student Senate meetings.

b. Failure to actively fulfill one's duties as a position holder on the Student Senate.

c. Gross misconduct while carrying out ASG related activities.

d. Acting in a manner which contradicts the spirit of the ASG Constitution and Bylaws.

SECTION C. Procedure:

1. See Constitution

Revised 9/73

Revised 5/76

Revised 7/77

Revised 8/78

Revised 8/79

Revised 8/80

Revised 11/91

Revised 9/92

Revised 6/24/98

Revised 10/15//98

Revised 6/15/99

Revision presented 5/19/04 LW

Revision 5/23/2007 JAG/jg

Revised 4/6/2011 JL

Revised 7/26/2011 JL