

East Los Angeles College  
Associated Student Union  
**BYLAWS**

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## **ASU BYLAWS**

### **East Los Angeles College**

#### **ARTICLE I**

##### *Section 1: Name of Organization*

The name of this organization shall be the Associated Student Union of East Los Angeles College, henceforth, referred to as the ASU.

##### *Section 2: Place of Business*

The principal place for the transaction of this organization shall be:

East Los Angeles College  
1301 Avenida Cesar Chavez  
Monterey Park, California 91754

South Gate Educational Center  
2340 Firestone Blvd,  
South Gate CA 90280

## **ARTICLE II**

### ***Section 1: Structure*** The

Associated Student Union shall include these four bodies: A.

The ASU Board.

- B. The Budgetary Affairs Committee.
- C. Inter-Club Council.
- D. The Supreme Court.

### ***Section 2: ASU Board***

- A. The ASU Board will consist of the following officers:
  - 1. President
  - 2. Executive Vice President
  - 3. Vice President of Finance
  - 4. Vice President Advocacy
  - 5. Vice President of Public Relations
  - 6. Vice President of South Gate
  - 7. Treasurer
  - 8. Secretary
  - 9. Chief Delegate
  - 10. Senators (13)

- B. The President, Executive Vice President, Vice President of Finance, Vice President of Advocacy, Vice President of Public Relations, Vice President of South Gate, Treasurer, Secretary, and Chief Delegate shall be elected by the Student Body.
- C. All officers listed in Article II Section 2. Have one vote on all issues coming before the ASU Board with the following exception:
  - 1. The ASU board member who serves as the chair must abstain from voting to maintain impartiality. The chair will be decided by Article 4 Section 3 Order of Succession. If there's a tie and/or the president's vote creates a tie, Item dies. (Refer to ASU Constitution, Article III Section 3.)
  - 2. Members who have a conflict of interest, personal, and/or financial gain are expected to abstain from voting.

## **ARTICLE III**

### ***Section 1: Membership***

- A. All students officially enrolled and attending classes at East Los Angeles College are strongly encouraged to participate in ASU sponsored activities and become ASU members. Enrolled students who have a minimum of a 2.0 GPA may be eligible to hold office subject to good standing with the college and acquisition of ASU membership. Any candidate or officer with a disability may request an accommodation for the requirements to hold office may reference LACCD Regulation S-9 Section 6. (Good standing shall be determined by Article II, Section 2B of the Constitution.)
- B. A nominal membership fee will be assessed each semester/term upon students. The amount of said fee will be determined in consultation between the ASU Board, the ASU Advisor and the college administration. The amount of the fee will be reviewed regularly and adjusted as deemed appropriate in the same consultative manner.

### ***Section 2: Member Conduct***

- A. All students shall adhere to the Standards of Student Conduct as stated in the LACCD Board Regulations.
- B. Officers and members of the ASU, including chartered club members, shall conduct themselves in a manner that is not self-serving, fraudulent, nor detrimental to the reputation of the ASU or campus.
- C. Student misconduct shall lead to disciplinary action, including the restriction, suspension or expulsion from participating in any ASU or chartered club activities.

- D. Three (3) absences from an ASU meeting in an academic year by any ASU Officer shall disqualify them from office. Two (2) tardies are equivalent to one absence. Two (2) early departures are equivalent to one absence. All absences, tardies, and early departures may be excused if deemed acceptable by the ASU President and ASU Advisor.
- E. No student shall hold more than one ASU student government office at the same time. No student on the ASU Board shall be an officer of a chartered club.
- F. Upon removal from office due to failure to meet S9 requirements, resignation, or the end of one's term from said office, all privileges and honors associated with that position are immediately forfeited.

### *Section 3: Vacancies*

- A. Should the position of President not be filled during Election, the Elections Committee will conduct a Special Election in the beginning of the Fall Semester. The Executive Vice President will serve as acting President until the position is filled by a special election.
- B. Should the President elect not meet the LACCD requirements (S-9) by July 1st, the first runner up shall become President. If there is not a qualified runner up, the vacancy shall be filled by the Executive Vice President until there is a special election.
- C. Should any Executive Board position not be filled during the General Election, that position shall be deemed vacant (excluding the ASU Presidential position). Such office shall be filled by appointment of the ASU President with a simple majority vote of the ASU Board.
- D. Should any elected position during the term become vacant for any reason, that position shall be declared vacant by the ASU President following written notification from the College President's Designee. Subsequently, said vacancy shall be filled by presidential appointment subject to ratification by majority vote of the board present and voting at the meeting when appointment takes place.
- E. Should the position of President become vacant mid-term, the position shall be filled by the Executive Vice President. The new President shall appoint an Executive Vice President subject to ratification by majority vote of the board present and voting at the next ASU meeting. In the event that the Executive Vice President does not assume the presidency, a board election will be held at the next ASU meeting to fill the position. All current executive board members are eligible for election and will assume the position with a simple majority vote.

- F. Should the position of President and Executive Vice President become vacant simultaneously, then the President shall be filled by a current ASU Board member with simple majority vote and the elected President will then appoint the Executive Vice President with simple majority vote. If no one person within the ASU Board is elected, the position(s) would then become open to the Student Body; President and Executive Vice President elect must be approved with a simple majority vote from the ASU Board at a special ASU meeting.

## **ARTICLE IV**

### ***Section 1: Purpose of the ASU Board***

The ASU Board Shall:

- A. Advocate for the general welfare of the students at East Los Angeles College.
- B. Represent student interests at various campus committees.
- C. Be the only legislative branch of Student Government.
- D. Have the power to conduct, manage and control the affairs and business of this organization consistent with the California Education Code, Los Angeles Community College District Rules, the Ralph M. Brown Act, and the Articles of its Constitution and these bylaws.
- E. Submit an approved budget for the fiscal year commencing July 1 to the College President no later than May 31<sup>st</sup> or soon thereafter.
- F. Have authority in all cases involving the financial affairs of the organization.
- G. Recommend chartering of all college clubs to the College President or their designee for their approval and recognition.
- H. Have power to modify these bylaws as it deems necessary.
- I. Have the power to require periodic reports from any and all committees, officers and clubs.
- J. Regularly attend their designated campus committee meeting.
- K. Hold at least one (1) meeting per semester at the South Gate campus.

## *Section 2: Duties of the ASU Officers*

### **A. PRESIDENT**

*The President shall:*

1. Preside over all meetings of the ASU Board.
2. Convene special meetings as necessary, consistent with the Brown Act with majority ASU board approval.
3. Conduct meetings in accordance with the most recent edition of Robert's Rules of Order.
4. Appoint members to standing and special committees.
5. Appoint members to positions on the ASU Board which become vacant during the course of the year with a simple majority of the ASU Board.
6. Serve as an ex-officio member on all committees, they are not obligated to attend meetings, nor are they counted for quorum.
7. Be required to attend the Budgetary Affairs Committee meetings.
8. Keep the ASU Board informed on a regular basis of activities affecting students and student government.
9. Sign all disbursement requests approved by BAC.
10. Determine the Fall ASU meeting dates, times, and location in collaboration with the elected ASU officers. Spring ASU meeting dates, times, and location will be determined by mutual agreement of the ASU Board.
11. Report to the ASU Board at every regularly scheduled meeting.
12. Consistently attend the District Student Affairs Committee, and Executive Shared Governance Committee or send a designee if it conflicts with their class schedule.
13. Be present in the Student Activities Office for a minimum of four (4) office hours per week.

### **B. EXECUTIVE VICE PRESIDENT**

*The Executive Vice President shall:*

1. Serve as ASU President in the event of a vacancy.
2. Be the official representative of the Associated Student Union at college and statewide events in the absence of the President.
3. Chair scheduled meetings of the ASU Board in the absence of the President.
4. Prepare a calendar of club related activities for the semester.
5. Recommend to the ASU Board, upon verification of eligibility by the Student Activities Office, the chartering of clubs. Once a club has been chartered, the Executive Vice President shall certify all chartered clubs by issuing each club a Certificate of Charter for the year.
6. Revise and review the charter application as needed. Changes to the charter process must be approved by a majority vote of the ASU Board.
7. Chair the Inter Club Council meetings.
8. Determine the ICC meeting dates, times, and location with collaboration with the ASU Chief Delegate and Senator(s) appointed to the Event Planning Committee.
9. Chair Event Planning Committee meetings.
10. Consistently attend the Executive Shared Governance Committee and/or at least one other campus committee meeting as schedule permits.
11. Be present in the Student Activities Office for a minimum of four (4) office hours per week.

**C. VICE PRESIDENT OF FINANCE**

*The Vice President of Finance shall:*

1. Schedule and chair all meetings of the Budgetary Affairs Committee with voting privileges.
2. Prepare and post an agenda for the Budgetary Affairs Committee no less than seventy-two (72) hours for a regular meeting or twenty-four (24) hours for a special meeting in accordance with the Brown Act.
3. Submit to the ASU Board all transactions of the Budgetary Affairs Committee consisting of the following business reports:

- a. Paid/Pending disbursements request at the request of the ASU Board one meeting in advance.
- b. Monthly ASU budget report.

- c. Monthly Student Rep Fee (SRF) reports.
4. Sign all disbursement requests.
5. In the absence of the President and Executive Vice President, the Vice President of Finance shall chair the ASU meetings.
6. Chair Benefits Committee meetings.
7. Send BAC agendas, minutes, and financial reports to the ASU Vice President of Public Relations to be posted on the ASU ELAC website.
8. Consistently attend at least one (1) campus committee meeting as schedule permits.
9. Be present in the Student Activities Office for a minimum of four (4) office hours per week.

**D. VICE PRESIDENT OF ADVOCACY**

*The Vice President of Advocacy shall:*

1. Serve as Parliamentarian for the ASU Board and will also have the authority to interpret Robert's Rules of Order.
2. Appoint two (2) Associate Justices with 2/3 majority board approval.
3. Attend student grievance and student discipline hearings.
4. Chair Advocacy Committee, Elections Committee, Co-Chair the Campus Spirit Committee in coordination with the ASU Secretary, Co-Chair the ASU Food Pantry Committee in coordination with the ASU Vice President of South Gate and ASU Treasurer.
5. Keep the ASU Board informed of current and proposed legislation activities of local, regional, environmental and state level that will affect student associations.
6. Be responsible for coordinating advocacy efforts and events for the ASU Board.
7. Be responsible for coordinating voter registration drives making electoral information available.
8. Remain non-partisan in fulfilling their duties.

9. Consistently attend at least one (1) campus committee meeting as schedule permits.
10. Be present in the Student Activities Office for a minimum of four (4) office hours per week.

**E. VICE PRESIDENT OF PUBLIC RELATIONS**

*The Vice President of Public Relations shall:*

1. Record ASU events and activities by any means and maintain records of all documentation on digital file or hard copy.
2. Be responsible for updating the ASU website and all approved social networking websites.
3. Post approved materials/information for ASU, BAC, and ICC on the ELAC ASU webpage and social media accounts.
4. Work in coordination with the school newspaper and media outlets to relay information about events and activities.
5. Create and present a digital presentation at the end of every semester that is inclusive of ASU events that occurred during the semester.
6. Chair the Marketing and Outreach Committee meetings.
7. Be responsible for planning and implementing recruitment activities to increase ASU membership.
8. Promote the membership services offered.
9. Be responsible for maintaining recruitment materials and anything else pertaining to membership with consultation with the ASU President and the ASU Advisor.
10. Consistently attend at least one (1) campus committee meeting as schedule permits.
11. Be present in the Student Activities Office for a minimum of four (4) office hours per week.

**F. VICE PRESIDENT OF SOUTH GATE**

*The Vice President of South Gate shall:*

1. Serve as a student liaison for the South Gate campus and communicate all needs of the South Gate campus to the ASU Board.
2. Consistently attend South Gate Administrative meetings and report back to the ASU Board or send a designee if it conflicts with their class schedule.
3. If the Vice President of South Gate cannot attend the South Gate Administrative meetings, then they must attend another campus committee meeting as schedule permits.
4. Assure that students at South Gate campus have access to appropriate student services.
5. Serve on the Elections Committee to ensure that South Gate students are given equal access to voting privileges.
6. Be in charge of maintaining the South Gate Office.
7. Chair the South Gate Committee and Co-Chair the ASU Food Pantry Committee in coordination with the ASU Vice President of Advocacy and ASU Treasurer.
8. Be present in the South Gate Office for a minimum of four (4) office hours per week.

**G. TREASURER**

*The Treasurer shall:*

1. Submit the financial reports for the ICC and Seed Fund Account to the Vice President of Finance.
2. Assist with other financial reports as assigned by the Vice President of Finance.
3. Prepare an alphabetized excel-style spreadsheet showing all expenses:
  - a. Match Funding
  - b. Campus Community Events for clubs
  - c. Banquet Match Funding
  - d. Seed Funds
  - e. Student Representation Fee (SRF) at the request of the Vice President of Finance.

4. Send ICC financial reports to the ASU Vice President of Public Relations to be posted on the ASU ELAC website.
5. Co-Chair the ASU Food Pantry Committee in coordination with the ASU Vice President of Advocacy and ASU Vice President of South Gate.
6. Consistently attend at least one (1) campus committee meeting as schedule permits.
7. Be present in the Student Activities Office for a minimum of four (4) office hours per week.

## **H. SECRETARY**

*The Secretary shall:*

1. Be responsible for all the files and records of the current ASU.
2. Be responsible for posting of approved minutes and agendas of the ASU.
3. Prepare written minutes of the ASU meetings, and submit to ASU President for approval. In the absence of the Secretary, the Chair may designate someone to record the minutes.
4. Send ASU agendas, minutes, and list of appointments to shared governance committee meetings to the ASU Vice President of Public Relations in order to be posted on the ASU ELAC website.
5. Co-Chair the Campus Spirit Committee meetings in coordination with the ASU Vice President of Advocacy.
6. Consistently attend at least one (1) campus committee meeting as schedule permits.
7. Be present in the Student Activities Office for a minimum of four (4) office hours per week.

## **I. CHIEF DELEGATE**

*The Chief Delegate shall:*

1. Prepare a roster of ICC delegates who are approved by the club to be their representative.
2. Prepare and post agenda and minutes of the ICC meetings.

3. Report to the ASU Board the activities of the ICC.
4. Prepare a list of chartered clubs with their meeting times, days, and location of each semester which should then be forwarded to the ASU Vice President of Public Relations.
5. Send ICC agendas and minutes to the ASU Vice President of Public Relations in order to be posted on the ASU ELAC website.
6. Assist the ASU Executive Vice President during chartering process.
7. Assist the ASU Executive Vice President with other duties as needed.
8. Consistently attend at least one (1) campus committee meeting as schedule permits.
9. Be present in the Student Activities Office for a minimum of four (4) office hours per week.

**J. SENATORS**

*Senators Shall:*

1. Be appointed by the ASU President with majority vote of the ASU Board.
2. Report to the ASU Board at every regularly scheduled meeting.
3. Perform duties as assigned by ASU President and ASU Vice Presidents as needed.
4. Not hold an executive position for any ASU chartered club.
5. Consistently attend at least one (1) campus committee meeting as schedule permits.
6. Be present in the Student Activities Office for a minimum of three (3) office hours per week.

***Section 3: Order of Succession***

The order of succession shall be used to determine the chair of an ASU meeting in the absence of the President.

- A. President
- B. Executive Vice President

- C. Vice President of Finance
- D. Vice President of Advocacy
- E. Vice President of Public Relations
- F. Vice President of South Gate
- G. Treasurer
- H. Secretary
- I. Chief Delegate
- J. Senators

## **ARTICLE V**

### ***Section 1: Committees***

- A. Benefits Committee shall:
  - a. Be chaired by the ASU Vice President of Finance.
  - b. Make appropriate recommendations to the ASU board regarding changes in the benefits/services offered.
  - c. Seek discounts from businesses for ASU members.
  - d. Report updates to ASU board at regularly scheduled meetings.
  - e. Maintain a working relationship with other ASU committees listed in these bylaws.
  
- B. Advocacy Committee shall:
  - a. Be chaired by the ASU Vice President of Advocacy.
  - b. Create/post flyers and banners around the main campus and South Gate campus.
  - c. Create events to inform students of current legislation and other issues, as well as provide an opportunity for students to voice their concerns.
  - d. Maintain the working relationship between the students and the campus Sheriff's Department.
  - e. Keep the board updated with local, state, and federal policies that affect student learning.
  - f. Report updates to ASU board at regularly scheduled meetings.

- g. Maintain a working relationship with other ASU committees listed in these bylaws.

C. Marketing and Outreach Committee shall:

- a. Be chaired by the ASU Vice President of Public Relations.
- b. Create/post flyers and banners around the main campus and South Gate campus.
- c. Maintain all social media platforms.
- d. Work with all ASU committees to promote events.
- e. Report updates to ASU board at regularly scheduled meetings.
- f. Maintain a working relationship with other ASU committees listed in these bylaws.

D. South Gate Committee shall:

- a. Be chaired by the ASU Vice President of South Gate.
- b. Create/post flyers and banners around the main campus and South Gate campus.
- c. Relay information from main campus to South Gate campus and vice versa.
- d. Make an effort to recreate events from main campus to South Gate campus.
- e. Maintain the South Gate ASU office.
- f. Maintain communication with the Dean of South Gate and with South Gate clubs.
- g. Report updates to ASU board at regularly scheduled meetings.
- h. Maintain a working relationship with other ASU committees listed in these bylaws.

E. Event Planning Committee shall:

- a. Be chaired by the Executive Vice President.
- b. Plan and coordinate ASU/ICC sponsored events throughout the academic year.
- c. Create/post flyers and banners around the main campus and South Gate campus.

- d. Report updates to ASU board at regularly scheduled meetings.
- e. Maintain a working relationship with other ASU committees listed in these bylaws.

F. Elections Committee

- a. Elections Committee shall be chaired by the ASU Vice President of Advocacy.
  - i. The Election Committee shall consist of the members of the Supreme Court, Vice President of South Gate, and four (4) board members appointed by the ASU President, and the ASU Advisor.
    - 1) The Election Committee shall be responsible for the conduct of all Student Elections.
  - ii. The Election Committee may designate an outside source, to conduct any Student Election on their behalf or in the event that the majority of the Election Committee is unavailable to conduct Student Elections. The outside source must be reputable and may not present any conflict of interest. There must be 2/3 majority approval of the ASU Board to utilize this option.

G. ASU Food Pantry Committee

- a. Food Pantry Committee shall be co-chaired by the ASU Vice President of Advocacy, ASU Vice President of South Gate, and ASU Treasurer.
- b. Be responsible for keeping the pantry stocked in the main campus and south gate campus.
- c. Be responsible for promoting the pantry.
- d. Make and post flyers and banners for the committee.

## **ARTICLE VI**

### ***Section 1: Budgetary Affairs Committee Membership***

- A. The Budgetary Affairs Committee shall consist of:
  - 1. Vice President of Finance (Chair)
  - 2. ASU President

3. One elected member of the ASU Board appointed by the ASU President and approved by the ASU governing board.
  4. The College President's designee.
  5. One faculty member appointed by the President of the college.
  6. College Fiscal Administrator or their designee who may not vote or present motions.
- B. Action taken at any ASU Finance Committee meeting is not considered legal unless there is a quorum of three voting members with a minimum of two students and the Chief Student Services Officer or ASU Advisor. (S-3)

***Section 2: Operation of the Budgetary Affairs Committee***

- A. The Budgetary Affairs Committee (BAC) shall prepare and present to the ASU Board the recommended annual Budget as prepared and passed by the ASU no later than May 31<sup>st</sup> or soon thereafter.

1. The Budget shall be reviewed and approved by the incoming ASU Board, which assumes office on July 1. Amendments to the Budget shall be made to coincide with the objectives of the incoming Administration. B. Duties of BAC:

1. Any funding request submitted to ASU must have prior approval by BAC.
2. Any action taken at BAC meetings is not considered legal unless there is a quorum of three voting members with a minimum of two students and the Chief Student Services Officer or ASU Advisor.
3. A minimum of three favorable votes is required for BAC approval on an item, regardless of the number of committee members present.
4. ASU expenditures from approved budget line items and General Operations Accounts (e.g., supplies, printing and on-going equipment Maintenance agreements) that are \$1,000.00 or less, while subject to the approval requirements contained in Administrative Regulation S-4, Section 1, do not require BAC approval prior to those expenditures. All other expenditures from approved budget line items and General Operations Accounts, with the exception of specific expenditures previously approved by the BAC and expenditures for travel from an approved budget line for travel, require BAC approval prior to their expenditure. However, all requests pertaining to the alteration of the initial ASU budget must be referred to the BAC

before submission to the governing body of the ASU for action. Recommendations of the BAC on all requests received must be reported in writing to the governing body.

5. Actions of BAC may be overridden or amended by a 2/3 of the ASU governing body, present and voting at the meeting when such actions are reported. Actions overridden or amended shall be referred back to BAC for further consideration.
6. BAC shall consider items overridden by the ASU governing body at its next regularly scheduled meeting. The action on those items must be reported in writing at the next regularly scheduled meeting of the governing body.
7. Any item overridden once by the governing body, and not approved by BAC upon its review and reconsideration, may be approved by a vote equal to 2/3 of the full governing body of the ASU, at a subsequent meeting.
8. Only the Budgetary Affairs Committee shall have the authority to determine the budgetary source(s) of budget line items.
9. The college president, or designee, as trustees, shall review all proposed ASU Fund expenditures and may disallow inappropriate expenditures.
10. In cases where expenditures need to be made on an emergency basis, the ASU Board will request in writing approval from the College President or their designee in lieu of board action. The President or their designee may, at their discretion, direct the College Fiscal Administrator to authorize the expenditure.
11. BAC shall “freeze” all club accounts for clubs not chartered by a selected date agreed upon by the ASU Board.

## **ARTICLE VII**

### ***Section 1: Inter-Club Council***

The ICC Shall:

1. Be governed by the ICC Bylaws.
2. Meet at least once a month.
3. Be accountable to the club they represent and report ICC/ASU business to their respective club.
4. Serve as a liaison between chartered clubs and the ASU.

5. Set that no one person shall serve as an officer of more than one chartered club at the same time.
6. Assist ASU with events as needed.

## ICC DELEGATES

The ICC Delegate shall:

1. Obtain approval from their chartered club to be their representative and attend ICC meetings.
2. Act as liaisons between ICC and their chartered club.
3. Report to their clubs ICC activities, projects, as well as other club activities.
4. Give prior notice to the ASU Executive Vice President if they are unable to attend the meeting.
5. Not have a vote or make motions at ASU meeting.

### *Section 2: Chartering of Clubs*

- A. Rules for Club Chartering shall be established by the Executive Vice President and Chief Delegate with 2/3 majority vote of the ASU Board.
- B. Club charters expire June 30<sup>th</sup> of every academic year.
- C. As a condition of charter, clubs must designate an ICC Delegate from their club. Failure to designate an ICC Delegate and alternate or failure of their designees' participation on the ICC shall be cause for revocation of the club's charter. (ICC Bylaws, Article 3 Section 1)

## **ARTICLE VIII**

### *Section 1: Purpose of the Supreme Court*

- A. The Supreme Court shall act as the ultimate authority in matters of the Constitution and its Bylaws, recall, and impeachment.

## *Section 2: Membership Duties*

- A. The Supreme Court shall consist of the Vice President of Advocacy and two (2) Associate Justices, appointed by the Vice President of Advocacy, with a 2/3 ASU board approval. Associate Justices shall not have a vote nor be allowed to sit at the ASU Board table during ASU meetings.
1. In the absence or vacancy of Associate Justices, the Chief Student Services Officer shall appoint two students. The students who are appointed shall not be student workers assigned to the Student Activities Office.
  2. Associate Justices will remain non-partisan when serving.
    - I. Associated Justices can attend at least one (1) campus wide committee meeting as schedule permits and shall be assigned by ASU president.
- B. The Vice President of Advocacy and the two (2) Associate Justices will:
1. Be required to meet S-9 requirements at the time of appointment.
  2. Serve as members of the elections, recall and impeachment committees.
  3. Fill two (2) of the five (5) positions of the Student Grievance Committee.
  4. Fill one (1) of the three (3) positions of the Student Discipline Committee.
  5. Serve on any other judicial bodies requiring Student Representation.

## *Section 3: Recall*

- A. Written petition, signed by a 2/3 majority of currently enrolled students, is required to hold a recall election for any elected board member. The petition shall be submitted to the ASU Advisor or designee within ten (10) instructional days of the election announcement/incident under question. The advisor will verify the students' enrollment legitimacy.
- B. A recall hearing will be held within ten (10) instructional days of enrollment verification to determine if a special recall election is needed. A simple majority of the appointed/ serving committee members must be present for quorum. The initiator must be present at said hearing.
1. The committee shall consist of:

- a. The Supreme Court
  - b. Four (4) ASU Representatives that shall be appointed by the ASU Vice President of Advocacy, in case of Vice President of Advocacy recall, President shall assign a designee.
    - i. 1 Executive board member
    - ii. 3 Senators
  - c. One (1) Faculty Member
  - d. ASU Advisor
2. The recall hearing must be made available to the elected board member under question and the constituents who signed the petition.
  3. If the committee determines there is sufficient grounds for a recall election, the advisor shall notify the accused officer within five (5) instructional days of the hearing. The notification shall be given via email and US Mail. Notification shall include date, time, and location of recall election and reasons for recall.
- C. If a special recall election is needed, it will be held within thirty (30) instructional days. A simple majority vote is needed for recall. Removal from office becomes effective immediately upon passage of the election to remove said officer from office, with all rights and privileges of said officer being forfeit.

#### ***Section 4: Impeachment***

- A. Any one of the following may constitute grounds for impeachment of an ASU Officer:
1. Having more than two (2) unexcused absences per year from official ASU meetings for their term.
  2. Failure to actively fulfill one's duties as a position holder on the ASU Board.
  3. Any violations of the Student Code of Conduct.
  4. Submission of an official complaint from currently enrolled student(s) with reference to violations of the Student Code of Conduct.
- B. Procedure:
1. Any currently enrolled student may submit a detailed report of written charges to the ASU Advisor or designee and in the case of a violation of the Student Code of Conduct

the report will be immediately submitted to the Chief Student Services Officer. The advisor will verify the accuser's enrollment legitimacy.

2. Impeachment hearing will be held within ten (10) instructional days to determine whether a bill of impeachment will be granted. A simple majority vote is needed for approval.

The committee shall consist of:

- a) Accused officer (optional) (non-voting)
  - b) Accuser (optional) (non-voting)
  - c) ASU President
  - d) One (1) Executive Board Member
  - e) Two (2) ASU Senators or three (3) ASU Senators if the President is under impeachment.
  - f) Two (2) students appointed by the Chief Student Services Officer who shall not be student workers assigned to the Student Activities Office.
  - g) ASU Advisor (non-voting)
  - h) Faculty Member (non-voting)
  - i) Supreme Court
3. The accused officer has the right to bring testimony/witness to the impeachment hearing.
  4. Any member directly involved in the incident shall not serve on this committee.
  5. The ASU Advisor and Faculty member must abstain from discussing the details of the grounds for impeachment.
  6. If the committee determines there are sufficient grounds for impeachment, then the ASU Advisor shall notify the accused officer within ten (10) instructional days of the hearing.

The notification shall be given via email and US Mail. Notification shall include date, time, and location of Special ASU Meeting and reasons for impeachment.

7. Once the bill of impeachment has been approved, a single item Special Meeting of the ASU is called to hear testimony and make a final decision. The ASU Board must meet quorum for actions of the meeting to be valid. Both sides shall be given equal time and opportunity. Said officer shall represent themselves. A 2/3 majority vote is needed for impeachment of officer.
8. Removal from office becomes effective immediately upon passage of the motion to remove said officer from office, with all rights and privileges of said officer being forfeit.

## **ARTICLE IX**

### *Section 1: Administrative Advisor to ASU*

- A. The Dean of Student Services or their designee shall be the Administrative Advisor of ASU.
- B. The Dean of Student Services or the designee must be present at all ASU Board meetings, before any business is undertaken, otherwise said meetings will be invalid. However, they may not vote or present motions at the ASU meetings (S-1, Section 3B).
- C. ASU Advisor must be recognized by the chair prior to addressing the ASU Board.
- D. ASU Advisor cannot sit at the ASU Board table.
- E. ASU Advisor shall be present at all BAC meetings; otherwise said meeting will be invalid. ASU Advisor should abstain from presenting motions. The ASU Advisor shall have voting power at BAC meetings.
- F. ASU Advisor must approve all disbursement requests through signature (S-4, Section 1a. 2).
- G. The fact that they are the Official Administrator, it does not preempt the ASU or individual ASU members from seeking other on or off campus advice.
- H. The ASU Advisor does not have the right to lobby board members on issues before the ASU Board.
- I. The ASU Advisor shall keep a permanent book of minutes and records of all acts, resolutions, and business transactions within, and they shall be made available to the public through the ASU office and/or Student Activities, upon written request.
- J. ASU Advisor or their designee must be present at ICC meetings (S-1, Section 3B).

## **ARTICLE X**

### *Section 1: Stipends*

Stipends will be issued in Fall and Spring semesters to qualifying Board members as outlined below.

- A. Officers will receive the following amounts per semester:

I.	ASU President	\$500
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II.	ASU Executive Vice President	\$450
III.	ASU Vice President of Finance	\$400
IV.	ASU Vice President of Advocacy	\$400
V.	ASU Vice President of Public Relations	\$400
VI.	ASU Vice President of South Gate	\$400
VII.	ASU Treasurer	\$300
VIII.	ASU Secretary	\$250
IX.	ASU Chief Delegate	\$250
X.	13 Senators	\$100/each

***Section 2: Stipend Distribution***

- A. The ASU Advisor will work with the ASU President to discuss and agree on the amount to be disbursed.
- B. The amount of the stipend shall be based on the number of weeks served in office at a prorated rate.
- C. In order for officers to receive their stipend, they must fulfill their duties.
- D. Stipends shall be distributed after a recommendation from the ASU Advisor to the Vice President of Student Services with final approval of the College President.
- E. The Senators will be awarded semester stipends based on their performance and completion of duties as appointed by the ASU President and Committee Chairs.
- F. If a Board member does not meet the GPA requirement to stay on the board, the stipend will not be distributed until they meet the GPA requirement, with the exception of the fiscal year ending.

**ARTICLE XI**

***Section 1: Transcript Recognition***

- A. Transcript recognition is not done automatically. Students must request their board positions to be recognized through the Transcript ASU Title Petition application.

- B. The ASU Advisor cannot request for a Board member's position to be reflected on their transcript pursuant to (California Education Code Title 3, Division 7, Part 47, Chapter 1.5 Article 5.76243).
- C. If a board member does not meet the GPA requirement stated in S-9 (Section 1.c.), the position will not be reflected until they meet the GPA requirement. If the GPA falls below 2.0 after the Spring semester, the student will have until the end of the second Summer session within the academic year to improve their GPA.
- D. To obtain transcript recognition, the board member must have served ten (10) weeks.
- E. If a board member has maintained good academic standing, they can request their transcript recognition until they are enrolled in a four-year institution.

## **ARTICLE XII**

### ***Section 1: Amendments to the Bylaws***

- A. **Proposals:** Amendments to these Bylaws may be proposed by any current member of the ASU Board. The proposed amendments shall be submitted in writing, to the ASU President and the ASU Advisor. Proposed amendments shall be presented to the ASU Board at the next regularly scheduled meeting following receipt of the proposed amendment (in accordance with the California Brown Act). The proposal must be placed on the agenda as an Action Item.
- B. **Approval:** The proposed amendments must be approved by a 2/3 vote of the ASU Board currently holding office.
- C. **Notification:** Public notice of the said Amendments or changes must be satisfactorily advertised for at least 72 hours, in accordance with the California Brown Act.
- D. **Ratification:** The change shall become effective immediately as approved by the ASU Board.
- E. **Application:** No amendment to these bylaws can be retroactive.
- F. **Execution:** The ASU Board shall carry out the provisions of these bylaws.

## **ARTICLE XIII**

### ***Section 1: Oath of Office***

I (full name), as elected/appointed (officer) of the Associated Student Union of East Los Angeles College, do declare that I will faithfully fulfill the duties of this office as provided in this constitution and bylaws. I will strive to establish a representative government, maintain academic freedom, and defend student rights. I shall work towards strengthening the relationships between the Associated Student Union, the student body, the community, and the world. I shall work toward enhancing my leadership qualities and scholastic standards. I will uphold, respect, and enforce the constitution and its bylaws at all times. I will keep in mind the best interest of the constituents I was elected/appointed to represent. **(Must- HOWL!!!)**

Created: March 2, 2018

Amended: 09/21/18

Amended: 12/07/18

Amended: 02/08/19

Amended: 02/22/19

Amended: 11/08/19

Amended: 05/22/20