ASU CONSTITUTION
East Los Angeles College

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PREAMBLE

We the Associated Student Union of East Los Angeles College hereby present an accurate delineation of the ASU Board qualifications and subdivisions of power. This organization does not desire to portray merely a strict image of authoritarianism, its main concern focuses on being a source of encouragement and responsibility that will promote and increase the intellectual, physical, social, and cultural growth of this college. In order to provide an expanded educational and social service program for all students we hereby establish the ASU Constitution according to the standards and regulations of the State of California and the Trustees of the Los Angeles Community College District.

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 Satellite Campus

Section 3: Colors and Mascot

The official colors of East Los Angeles College shall be forest green and white. In keeping with tradition, the official mascot shall be represented by the "Siberian Husky" to be defined as a costumed dog and/or a live animal which will attend public rallies and ASU sponsored events.
ARTICLE II

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. Eligibility for holding office shall be subject to good standing with college and acquisition of ASU membership. (Good standing shall be determined by Article II, Section 2A of this Constitution.)

B. A membership fee of $7.00 per semester for students attending Fall and Spring semesters, and $5.00 for Summer and Winter session will be used to fund ASU programs. The activity fee may be reduced or increased as permitted by the LACCD.

Section 2: Qualifications and Vacancies

A. At the time of election, or appointment and throughout the term of office, the candidate must be actively enrolled in and must successfully complete a minimum of 5 units per semester. The candidate or officer must have and maintain a cumulative and current GPA of at least 2.0 in units completed at all the colleges in the District during the semesters in which the student government office is applied for and held. Current means the most recently completed semester or session. Students falling below this requirement will automatically forfeit their office (LACCD Administrative Regulation E-22 S-9).

A. No candidate can have more than 80 degree-applicable units completed in the District. Exceptions will be decided by the College President based upon recommendations made by the Executive Vice President of Student Services. The candidate must be a current paid ASU member (LACCD Administrative Regulation S-9).

B. At the time of election, or appointment and throughout the term of office, the candidate must be actively enrolled in and must successfully complete a minimum of 5 units per semester. The candidate or officer must have and maintain a cumulative and current GPA of at least 2.0 in units completed at all the colleges in the District during the semesters in which the student government office is applied for and held. Current means the most recently completed semester or session. Students falling below this requirement will automatically forfeit their office (LACCD Administrative Regulation E-22 S-9).

BC. The term of office for all members of student government shall begin on the 1st day of July of each succeeding year and shall expire at twelve midnight on the 30th of June.
F. A candidate cannot serve more than four (4) semesters in any one (1) or more student government elected or appointed offices in the District (LACCD Administrative Regulation S-9).

G. Three unexcused absences per year by any ASU Officer shall disqualify him/her from office. *Two tardies are equivalent to one absence.* Only the ASU President has the authority to excuse an absence. The vacancy created by such disqualification shall be filled by an ASU Presidential appointment with majority approval of the ASU Board.

H. No one person shall hold more than one ASU student government office at the same time. No one person on the ASU Board shall be an officer of a chartered club. In special situations an exception can be made by the ASU President in consultation with the ASU Advisor.

E. No one person shall serve as an officer of one chartered club at the same time.

F. A candidate cannot serve more than four (4) semesters in any one (1) or more student government elected or appointed offices in the District (LACCD Administrative Regulation S-9).

G. No candidate can have more than 80 degree-applicable units completed in the District. Exceptions will be decided by the College President based upon recommendations made by the Executive Vice President of Student Services (LACCD Administrative Regulation S-9).

H. Should any elected officer during the term cease to be a student at East Los Angeles College or cease to qualify for office, then that office shall be deemed vacant by the ASU President with written notification from the advisor and/or the Dean of Student Services. Subsequently, such office shall be filled by presidential appointment with majority Board approval within thirty (30) school days. Should the President cease to qualify, the office shall be filled by the Vice President. The new President shall appoint a Executive Vice President within thirty (30) school days and obtain with majority approval by the ASU Board at the next ASU meeting. Should the new President and Executive Vice President become ineligible or disqualified simultaneously then both the President and Executive Vice President shall be filled by a Special Election to be conducted by an Elections Committee a current ASU Board member with 2/3 majority vote. If no one person within the ASU Board is elected, the positions would then become open to the Student Body. To be approved with a 2/3 majority vote from the ASU Board at the next ASU meeting.

I. Should the position of President not be filled during Election, the Elections Committee will conduct a Special Election by the beginning of the Fall Semester.
J. Should the President elect not meet the LACCD requirements (S-9) by July 1st, the first runner-up shall become President.

JK. Should any Board Members Office not be filled during the General Election, that office shall be deemed vacant (excluding the ASU Presidential position). Such office must be filled by the end of the first month of the fall term through the appointment of the ASU President with a 2/3 majority vote of the ASU Board. Should an extension be necessary it shall be approved by the Dean of Student Services together with a 2/3 ASU Board approval.

**Section 3: Vacancies**

**B**. Should the position of President not be filled during Election, the Elections Committee will conduct a Special Election by the beginning of the Fall Semester.

**C**. Should the President elect not meet the LACCD requirements (S-9) by July 1st, the first runner-up shall become President.

**D**. Should any Executive Board Position Members Office not be filled during the General Election, that office shall be deemed vacant (excluding the ASU Presidential position). Such office must be filled by the end of the first month of the fall term through the appointment of the ASU President with a 2/3 majority vote of the ASU Board. Should an extension be necessary it shall be approved by the Dean of Student Services together with a 2/3 ASU Board approval.

**D**. Should any elected officer during the term cease to be a student at East Los Angeles College or cease to qualify for office, then that office shall be deemed vacant by the ASU President with written notification from the advisor and/or the Dean of Student Services. Subsequently, such office shall be filled by presidential appointment with majority Board approval within thirty (30) school days. Should the President cease to qualify, the office shall be filled by the Vice President. The new President shall appoint a Executive Vice President within thirty (30) school days and obtain with majority approval by the ASU Board at the next ASU meeting. Should the new President and Executive Vice President become ineligible or disqualified simultaneously then both the President and Executive Vice President shall be filled by a Special Election to be conducted by an Elections Committee a current ASU Board member with 2/3 majority vote. If no one person within the ASU Board is elected, the positions would then become open to the Student Body. To be approved with a 2/3 majority vote from the ASU Board at the next ASU meeting.
Section 3: Membership Fee

A membership fee of $7.00 per semester for students attending Fall and Spring semesters, and $5.00 for Summer and Winter Session will be used to fund ASU programs. The activity fee may be reduced or increased as permitted by the LACCD.

ARTICLE III

Section 1: Structure

The Associated Student Union shall include these three 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. Treasurer
5. Secretary
6. Chief Delegate
7. Chief Justice
8. Historian
9. Commissioners
10. Senators

B. The President, Executive Vice President, Vice President of Finance, Treasurer, Chief Justice, Secretary, Chief Delegate and Historian shall be elected by the Student Body.

C. All officers listed in Article III Section 2.A have one vote on all issues coming before the ASU Board with the following exception:

1. The Chief Justice, who serves as Parliamentarian, has no vote.
2. The President who serves as the chair should abstain from voting to maintain impartiality. The President may vote to break or create a tie.
D. A quorum will be necessary to hold an official meeting. Quorum shall be defined as fifty (50) percent plus one of filled ASU Board positions.

Section 3: Purpose of the ASU Board

The ASU Board:

A. Shall advocate for the general welfare of the students at East Los Angeles College.
B. Shall represent student interests at various campus committees.
C. Shall be the only legislative branch of Student Government.
D. Shall have the power to conduct, manage and control the affairs and business of this organization consistent with the California Educational Code, Los Angeles Community College District Rules, the Ralph M. Brown Act, and the Articles of this Constitution.
E. Shall submit an approved budget for the fiscal year commencing July 1 to the College President no later than May 31st.
F. Shall have authority in all cases involving the financial affairs of this organization.
G. Shall recommend chartering of all college clubs to the College President or his/her designee for his/her approval and recognition.
H. Shall have power to establish new By-Laws (laws or rules governing the internal affairs of the organization) and offices it deems necessary with approval of 2/3 of the ASU Board.
I. Shall have the power to require periodic reports from any and all committees, officers and clubs.
J. 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.

Section 34: Duties of the ASU Officers

A. PRESIDENT

The President shall:

1. Preside over all meetings of the ASU Board
2. Represent the ASU in college or state-wide events or send a designee.
3. Convene a special meeting, according to the Brown Act.
4. Conduct meetings in accordance with the most recent edition of Robert’s Rules of Order,
5. Appoint members to standing and special committees
6. Appoint members to positions on the ASU Board which become vacant during the course of the year with the approval of 2/3 majority of the ASU Board.
7. Serve as ex-officio member on all committees, he/she is not obligated to attend meetings nor is he/she counted for quorum.
8. Attend the Budgetary Affairs Committee, District Student Affairs Committee, and Executive Shared Governance Committee.
9. Keep the ASU Board informed on a regular basis of activities affecting students and student government.
10. Have the authority to enforce line item veto. The veto may be overturned by 2/3 majority vote of the ASU Board.
11. Sign all disbursement requests approved by BAC.
12. Determine the ASU meeting times and location.
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 state-wide events in the absence of 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 majority vote of the ASU Board.
7. Chair the Inter Club Council meetings.
8. Determine the ICC meeting times and location.
9. Attend the Executive Shared Governance Committee at least one other campus committee meeting.
10. Be present in the Student Activities Office for a minimum of four (4) office hours per week.

C. VICE PRESIDENT OF FINANCE TREASURER

The Vice President of Finance Treasurer 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 meetings 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.
   c. Monthly Student Rep Fee (SRF) Reports.

4.  Post approved minutes of the Budgetary Affairs Committee
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. Attend a minimum of one (1) campus committee meeting.
7. Be present in the Student Activities Office for a minimum of four (4) office hours per week.

D.  TREASURER

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 prior to said meeting.
31. Submit to the ASU Board Vice President of Finance all transactions of the Budgetary Affairs Committee consisting of the following business reports:

   a. Paid/Pending disbursements request.
   b. Other financial reports as assign by the Vice President of Finance.
42. Post approved minutes of the Budgetary Affairs Committee
5. Sign all disbursement requests.
63. In the absence of the President, Executive Vice President, and the Vice President of Finance the Treasurer shall chair the ASU meetings.
74. Attend a minimum of one (1) campus committee meeting.
5. Be present in the Student Activities Office for a minimum of four (4) office hours per week.

D.E.  CHIEF JUSTICE

The Chief Justice shall:

1. Serve as Parliamentarian for the ASU Board with no voting privileges 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 Elections Committee.

   **A. The Election Committee shall consist of the members of the Supreme Court, ASU Advisor, Senator of Political Activism/Educational Planning/Sustainability shall and three (3) board members appointed by the ASU President.**

   1. The Election Committee shall be responsible for the conduct of all Student Elections.
   2. 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 without any conflict of interest in any Student Elections. And with 2/3 majority approval of the ASU Board.

5. Attend a minimum of one (1) campus committee meeting.
6. Be present in the Student Activities Office for a minimum of four (4) office hours per week.

**E.F. 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 agenda 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. Prepare and distribute an agenda for all meetings held by the ASU Board.
   5. Attend a minimum of one (1) campus committee meeting.
   6. Be present in the Student Activities Office for a minimum of four (4) office hours per week.
F.G.  CHIEF DELEGATE

The Chief Delegate shall:

1. Prepare a roster of ICC members-delegates who are approved by the club to be their representative.
2. Prepare and post approved agenda and minutes of the ICC meetings.
3. Report to the ASU Board the activities of the ICC Board.
4. Prepare a list of chartered clubs with their meeting times and location each semester which should then be forwarded to the historian.
5. Assist Executive Vice President during chartering process.
6. Assist the Executive Vice President with other duties as needed.
7. Prepare an alphabetize excel spread sheet showing all the following expenses:
   a. Match Funding
   b. Campus Community Events
   c. Banquet Match Funding
   d. Seed Fund
   e. Student Representation Fee (SRF)

8. Attend a minimum of one (1) campus committee meeting.
9. Be present in the Student Activities Office for a minimum of four (4) office hours per week.

G.  HISTORIAN:

The Historian shall:

1. Have one (1) vote and must meet E-22 Requirements.
2. Record ASU events and activities by any means and maintain records of all documentation on digital file or hard copy.
3. Be responsible for updating the ASU website and approve all social networking websites.
4. Post approved materials/information for ASU and ICC on the ASU and ELAC website.
5. Keep written reports of all ASU events and activities.
6. Work in coordination with the school newspaper and media outlets to relay information about events and activities
7. Create and present a digital presentation at the end of every semester that is inclusive of all events that occurred during the semester.
8. Attend a minimum of one (1) campus committee meeting.
9. Be present in the Student Activities Office for a minimum of four (4) office hour per week.
H. COMMISSIONERS:

Each of the following Academic Departments shall be represented by one Commissioner:

1. Administration of Justice
2. Anthrop./Geology/Geography
3. Architecture
4. Art
5. Auto Technology
6. Business Administration
7. Chemistry
8. Chicano Studies
9. CAOT
10. Electronics
11. Engineering
12. English
13. Child, Family, and Educational Studies
14. Foreign Language
15. Journalism
16. Life Science
17. Mathematics
18. Music
19. Nursing
20. P.E.
21. Philosophy
22. Physics
23. Psychology
24. Social Science
25. Speech and Theatre Arts

1. Arts & Humanities and Physical Education
2. Communication
3. Mathematical Concepts
4. Social and Behavioral Science
5. Physical and Biological Science
6. Vocational Studies

The Commissioner shall:

1. Be appointed by the ASU President with majority vote of the ASU Board with recommendation by Department Chair.
2. Have one (1) vote and must meet E-22S-9 requirements.
3. Be accountable to for the departments they represent and report monthly to the ASU Board their represented department chair.
4. Serve as a liaison between the represented departments, faculty and ASU Board.
5. Not hold an executive position for any ASU chartered club or student organization on campus.
6. Perform duties as assigned by ASU President or ASU Executive Board.
7. Be present in the Student Activities Office for a minimum of one (1) three (3) office hour per week.
8. Complete one project per semester as directed by the ASU President.

Commissioner of Arts & Humanities and Physical Education Shall
   1. Be responsible for the following departments:
      Art, Business Administration, Music, Philosophy, Theater Arts

Commissioner of Communication Shall
   1. Be responsible for the following departments
      English, Foreign Language, Journalism, Speech

Commissioner of Mathematical Concepts Shall
   1. Be responsible for the following departments
      Architecture, Engineering, Math

Commissioner of Social and Behavioral Science Shall
   1. Be responsible for the following departments
      Administration of Justice, Chicano/a Studies, Child Family Educational Studies, Psychology, Social Sciences

Commissioner Physical and Biological Science Shall
   1. Be responsible for the following departments
      Anthropology/Geology/Geography, Chemistry, Life Science, Nursing, Physics

Commissioner Vocational Studies Shall
   1. Be responsible for the following departments
      Automotive Technology, COAT, Electronics

SENATORS

Each of the following areas shall be represented by one Senator:

1. Activities and Planning
2. Athletics
3. Cultural Diversity
4. DSPS
5. Educational Planning
6. Facilities/Construction
7. Health and Safety
8. International Student Affairs
9. Membership Services
10. Political Activism
11. Recruitment
12. South Gate
13. Sustainability
14. Senator at Large (5)

1. Activities and Planning/Membership Services/Recruitment
2. Cultural Diversity/International
3. DSPS/Facilities and Planning/Health and safety
4. Political Activism/Educational Planning/Sustainability
5. South Gate
6. Senator at Large

The Senator Shall:
1. Be appointed by the ASU President with majority vote of the ASU Board.
2. Have one (1) vote and must meet E-22-S-9 Requirements.
3. Be accountable for the area/s department they represent and report monthly to the ASU Board their represented department chair.
4. Serve as a liaison between represented department, faculty and ASU Board.
5. Perform duties as assigned by ASU President or ASU Executive Board.
6. Not hold an executive position for any ASU chartered club or Student organization on campus.
7. Be present in the Student Activities Office for a minimum of one (1) three (3) office hour per week.
8. Complete one project per semester as directed by the ASU President.

Senator of Activities and Planning Shall:
1. Propose, facilitate and coordinate activities and events as directed by the ASU President and/or the ASU Board.
2. Present a schedule of proposed events and activities to the Senate for Fall and Spring semester.
3. Present event or activity budget requests to the Student Senate or ASU Finance Committee, as needed.
4. Perform other duties as assigned by the ASU President and/or ASU Board.

Senator of Athletics Shall:
1. Serve as the liaison to the ASU Board to the Athletic Program.
2. In Coordination with the ASU Board, promote athletic teams and events within the community college.
3. Keep the Student Senate informed of current and future issues that will have an impact on community college athletes.

Senator of Cultural Diversity Shall:
1. Represent the ASU by working in collaboration with campus groups/clubs in planning and presenting culturally diverse activities.
2. Inform the Senate of cultural diversity issues and activities.
3. Perform other duties as assigned by the ASU President and/or ASU Board.

Senator of DSPS Shall:
1. Act as liaison between the Office of Special Services, students with disabilities and the ASU Student Senate.
2. Serve as the ASU representative on the college accommodations committee.
3. Perform other duties as assigned by the ASU President and/or ASU Board.

Senator for Educational Equality Shall:
1. Serve on the student representative on the Student Success Committee and report back to ASU on a regular basis.
2. Be current in issues regarding the Basic Skills Initiative and Student Success.
3. Assist in the administration and propagation of the textbook rental program.
4. Work with the office of financial aid to assure that students know about all opportunities available for financial assistance.
5. Work with the EOPS office to promote ASU membership and attend the Student Worker orientation in the Fall to inform students about ASU opportunities

Senator of Facilities/Construction Shall:
1. Serve as the student representative on the Facilities Planning Subcommittee and report back to ASU on a regular basis.
2. Keep up to date on funding for all proposed and current projects including any possible bond measures to fund these projects.
3. Report issues concerning student facilities and any needs for improvements.

Senator of Health and Safety Shall:
1. Inform the ASU Board of health and safety issues affecting students.
2. Serve as the ASU Representative on the American Federation of Teachers (AFT) Work Environment Committee.
3. Serve as the liaison between the Health Center and the ASU Board.
4. Coordinate any Health and Safety related ASU sponsored with the ASU President and the ASU Board.
5. Perform other duties as assigned by the ASU President or the ASU Board.

Senator of International Student Affairs Shall:
1. Serve as the liaison to the International Students Program
2. Keep the ASU Board informed of current and future issues that will have an impact on international community college students.
3. Perform other duties as assigned by the ASU President or the ASU Board.

Senator of Membership Services Shall:
1. Be responsible for planning and implementing recruitment activities to increase ASU membership.
2. Coordinate and promote the membership services offered, which may include but not be limited to: free bluebooks, scantrons, copies, reduced cost faxes, computer access, discounts, etc.
3. Appropriate make recommendations to the Senate regarding changes in services offered.
4. Work in coordination with the ASU Secretary to assure that the cost of member services shall not exceed the amount budgeted.
5. Seek discounts from businesses for ASU members.
6. Perform other duties as assigned by the ASU President and/or ASU Board.

Senator of Political Activism Shall:
1. Keep the ASU Board informed of current and proposed legislation that will have an effect on community college students.
2. Keep current with issues and activities of local, regional and state student associations.
3. Be responsible for coordinating advocacy efforts for the ASU Board.
4. Be responsible for coordinating voter registration drives making electoral information available.
5. Remain non-partisan in fulfilling his/her duties.
6. Perform other duties as assigned by the ASU President and/or ASU Board.

Senator of Recruitment Shall:
1. Be responsible for planning and implementing recruitment activities in consultation with the Senator of Membership Benefits and the ASU to increase ASU Membership.
2. Be responsible for maintaining recruitment materials and anything else pertaining to membership with consultation with the ASU President and the ASU Advisor.
3. Be the recruitment liaison to the College’s Business Office.
4. Perform other duties as assigned by the ASU President or the ASU Board.

Senator for South Gate Shall:
1. Serve as a student liaison for the South Gate campus and communicate all needs of the South Gate campus to ASU.
2. Attend the Executive Shared Governance Committee Meeting and report back the business of the committee to the South Gate campus.
3. Assure that students at South Gate campus have access to appropriate student services and set up a plan of action of any student service is additionally needed.
4. Serve on the Elections Committee to assure that South Gate students are given equal access to voting privileges.

Senator of Sustainability Shall:
1. Be responsible for maintaining and expanding the ASU recycling program, in consultation with the ASU President and ASU Advisor.
2. Update the ASU Board on environmental issues that impact the campus community.
3. Be responsible for coordinating environmental advocacy efforts for the ASU Board; and represent the ASU in regard to local community projects and student interest in community environmental issues.
4. Coordinate student organized and student initiated activities which concern themselves with the environmental, and/or environmental improvement of the community surrounding the campus.
5. Perform other duties as assigned by the ASU President or ASU Board.

Senators at Large Shall:
1. Represent the collective student body interest on the ASU Board.
2. 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. 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 in the functional duties delegated to any other ASU officer according the ASU Constitution.
4. 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 ASU officer according to the ASU Constitution.
5. Support the activities and services of the ASU; and represent the ASU, within his/her respective capacity, to all other organizations.
6. Perform other duties as assigned by the ASU President or the ASU Board.

Senator of Activities and Planning/Membership Services/Recruitment Shall:
1. Propose, facilitate and coordinate activities and events as directed by the ASU President.
2. Present a schedule of proposed events and activities to the ASU Board for Fall and Spring semester.
3. Present event or activity budget requests to the ASU Board.
4. Be responsible for planning and implementing recruitment activities to increase ASU membership.
5. Coordinate and promote the membership services offered, which may include but not be limited to: access to fax machine, free; green books, scantrons, copies, computer access, discounts, etc.
6. Make appropriate recommendations to the ASU board regarding changes in services offered.
7. Work in coordination with the Vice President of Finance to assure that the cost of member services shall not exceed the amount budgeted.
8. Seek discounts from businesses for ASU members.
9. Be responsible for maintaining recruitment materials and anything else pertaining to membership with consultation with the ASU President and the ASU Advisor.

10. Attend all orientations provided by Student Services.

Senator of Cultural Diversity/International Student Affairs Shall:
1. Represent the ASU by working in collaboration with campus groups/clubs in planning and presenting culturally diverse activities.
2. Plan and coordinate cultural diversity activities.
3. Promote awareness of cultural issues.
4. Serve as the liaison to the International Students Program
5. Keep the ASU Board informed of current and future issues that will have an impact on international community college students.

Senator of DSPS/Facilities and Planning/Health and safety Shall:
1. Act as liaison between the Office of Special Services, students with disabilities and the ASU Board.
2. Serve as the student representative on the Facilities Planning Subcommittee and report back to ASU on a regular basis.
3. Keep up to date on funding for all proposed and current projects including any possible bond measures to fund these projects.
4. Report on issues concerning student facilities and any needs for improvements.
5. Inform the ASU Board of health and safety issues affecting students.
6. Serve as the ASU Representative on the American Federation of Teachers (AFT) Work Environment Committee.
7. Serve as the liaison between the Health Center and the ASU Board.
8. Coordinate any Health and Safety related event sponsored by ASU.

Senator of Political Activism/Educational Planning/Sustainability Shall:
1. Keep the ASU Board informed of current and proposed legislation that will have an effect on community college students.
2. Keep current with issues and activities of local, regional and state student associations.
3. Be responsible for coordinating advocacy efforts for the ASU Board.
4. Be responsible for coordinating voter registration drives making electoral information available.
5. Remain non-partisan in fulfilling his/her duties.
6. Coordinate any student advocacy event/s
7. Serve on the student representative on the Student Success Committee and report back to ASU on a regular basis.
8. Be current in issues regarding the Basic Skills Initiative and Student Success.
9. Assist in the administration and propagation of the textbook rental program.
10. Work with the office of financial aid to assure that students know about all opportunities available for financial assistance.
11. Be responsible for maintaining and expanding the ASU recycling program, in consultation with the ASU President and ASU Advisor.
12. Update the ASU Board on environmental issues that impact the campus community.
13. Be responsible for coordinating environmental advocacy efforts for the ASU Board.
14. Represent the ASU Board in community projects and local environmental issues.
15. Coordinate student-organized and student-initiated activities which concern themselves with the environmental, and/or environmental improvement of the community surrounding the campus.

Senator 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 ASU.
2. Attend South Gate administrative meetings and report back to ASU Board.
3. Assure that students at South Gate campus have access to appropriate student services.
4. Set up a plan of action to aid student services as needed.
5. Serve on the Elections Committee to ensure that South Gate students are given equal access to voting privileges.

Senator at Large Shall:
1. Represent the collective interest of the student body on the ASU Board.
2. Coordinate projects not being carried out by other senators.
3. Work with other officers on multiple projects throughout the organization.
4. Solicit 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.

Section 45: Inter-Club Council
The ICC Shall:
1. Meet at least once a month.
2. Be accountable to the clubs they represent and report ICC/ASU Business to their represented club.
3. Serve as a liaison between chartered clubs and the ASU.
4. Set that no one person shall serve as an officer of for more than one chartered club at the same time.
5. Assist ASU with events as needed.

J.4. ICC DELEGATES

The 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. Submit proposals project requests to the Chief Delegate and/or Executive Vice President for ASU Board consideration.
5. Give prior notice to the ASU Executive Vice President if they are unable to attend the meeting.
6. Not have a vote or make motions at ASU meeting. and do not need to meet E-22 Requirements.

The ICC Shall:
   6. Meet at least twice a semester.
   7. Be accountable to the clubs they represent and report ICC ASU Business to their represented club.
   8. Serve as a liaison between chartered clubs and The ASU.

Section 5-6: Committees

A. Committees (a group of people officially appointed and authorized to perform a function such as investigating, considering, reporting or acting on a matter) other than those listed below may be created by the ASU President Board with board majority approval.

B. The Election Committee shall consist of the members of the Supreme Court, ASU Advisor, Dean of Student Services and the Senator for Political ActivismSenator of Political Activism/Educational Planning/Sustainability Shall and three (3) board members appointed by the ASU President. Should an Associate Justice position be unfilled, the Chief Justice may appoint his/her replacement with 2/3 majority approval of the ASU Board.

1. The Election Committee shall be responsible for the conduct of all Student Elections.
2. 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 without any conflict of interest in any Student Elections. And with 2/3 majority approval of the ASU Board.

Section 6 7: Member Conduct

A. All students shall adhere to the Standards of Student Conduct as prescribed 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 restricting, suspension or expulsion from participating in any ASU or chartered club activities.

ARTICLE IV

Section 1: 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 ASU Board.
B. Clubs shall be chartered for one year.
C. As a condition of charter, clubs must designate an ASU Delegate from their club. Failure to designate a Delegate and alternate or failure of their designees’ participation on the ICC Board shall be cause for revocation of the club’s charter.

ARTICLE V

Section 1: Purpose of the Supreme Court

A. The Supreme Court shall act as the ultimate authority in matters of the Constitution, proceedings of impeachment and grievances.
B. As Parliamentarian, the Chief Justice will also have the authority to interpret Robert's Rules of Order.

Section 2: Membership Duties

A. The Supreme Court shall consist of an elected Chief Justice and two (2) Associate Justices, appointed by the Chief Justice, with a 2/3 majority Board approval. Associate Justices shall not have a vote nor be able allowed to sit at the ASU meeting.
B. The Chief Justice and the two (2) Associate Justices will:
   1. Serve as the body to hear impeachment cases. Their majority decision shall be final.
   2. Fill three (3) of the five (5) positions of the Student Grievance Committee. The other two (2) shall be appointed by the ASU President with a 2/3 majority Board approval.
   3. Serve on any other judicial bodies requiring Student Representation.

Section 3: Recall and Impeachment

A. Written petitions, signed by a 2/3 majority of students who voted in the previous year’s election are required to hold a recall election. The petitions shall be submitted to the ASU President and Advisor, (within two (2) weeks of the
election announcement) who will verify the students’ enrollment legitimacy and hold a special recall election within two (2) weeks after certification of the submitted petition.

B. ___ Any one of the following may constitute grounds for impeachment of an ASU Officer:

- Having more than three (3) excused or unexcused absences from official ASU meetings for their term.
- Failure to actively fulfill one’s duties as a position holder on the ASU.
- Gross misconduct while carrying out ASU related activities.
- Acting in a manner which contradicts the rule of the ASU Constitution and Bylaws.

C. ___ Procedure

1. The ASU Board may pass a bill of impeachment—or-
2. An impeachment proceeding may be initiated against any ASU Officer by obtaining names, signatures, and ID numbers of a 2/3 majority of voters in the previous year’s election.
3. The petition must contain the reasons for the impeachment. It shall be put to a roll call vote of the ASU Board at the next meeting, with a 2/3 absolute majority vote needed for approval.
4. 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. Both sides shall be given equal time and opportunity. Said officer shall represent him/herself.
5. 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.
6. An appeal may be submitted to the ASU Advisor for determination by the College President, whose decision will be final.

Section 3: Recall

A. Written petitions, signed by a 2/3 majority of students who voted in the previous year’s election are required to hold a recall election for all Executive Board members. The petitions shall be submitted to the ASU Advisor and Dean of Student Services within ten (10) instructional days of the election announcement. The advisor will verify the student’s enrollment legitimacy.

B. A recall hearing will be held within ten (10) day instructional days to determine if a special recall election is needed. The initiator must be present at said hearing.

1. The committee shall consist of:
   a. One (1) ASU Board Member
   b. One (1) ICC Representative
c. One (1) Faculty Member  
d. ASU Advisor  

C. If a special recall election is needed for the ASU President, it will be held within thirty (30) days.  

D. The ASU Supreme Court shall handle all other written petitions for the remaining Executive Board.  

E. If the ASU Supreme Courts deems a position vacant, vacancy shall be filled by appointment of the ASU President with a 2/3 approval of the board.  

F. All appeals shall be filed within five (5) instructional days with the Vice President of Student Services.  

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 from official ASU meetings for their term.  
2. Failure to actively fulfill one’s duties as a position holder on the ASU Board.  
3. Gross misconduct while carrying out ASU related activities.  
4. Acting in a manner which contradicts the rule of the ASU Constitution and Bylaws.  
5. Any violations of the Student Code of Conduct  
6. Submission of an official complaint from currently enrolled student.  

B. Procedure:  

1. Impeachment hearing will be held within ten (10) instructional days to determine whether an impeachment proceeding will be granted. A simple majority vote is needed for approval.  

1. The committee shall consist of:  
   a. Accused officer (non voting)  
   b. Accuser (optional) (non voting)  
   c. ASU President  
   d. One (1) Executive Board Member or two (2) ASU members if President is under impeachment.  
   e. ASU Advisor  

2. If the committee determines there is sufficient grounds for impeachment the advisor shall notify the accused officer within five (5) instructional days. The notification shall be given via email and US Mail. Notification shall include date, time, location of hearing and reasons for impeachment.
3. 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. Both sides shall be given equal time and opportunity. Said officer shall represent him/herself.

4. 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.

5. An appeal may be submitted to the Vice President of Student Services for determination by the College President whose decision will be final.

ARTICLE VI

Section 1: Budgetary Affairs Committee Membership and Quorum

A. The Budgetary Affairs Committee shall consist of:
   1. Treasurer/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 majority of the governing board.
   4. VP of Student Services or Dean of Student Services or Advisor or designee
   5. One faculty member appointed by the President of the college.
   6. College Fiscal Administrator, (who may not vote or present motions).

B. Action taken at any meeting of the BAC is not considered legal unless there is a quorum of three voting members with a minimum of two students and the Dean of Students Services or his/her designee.

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 of the previous year.
   1. The Budget shall be reviewed and approved by the incoming ASU Board which assumes office on June 1. Amendments to the Budget shall be made to coincide with the objectives of the incoming Administration.

B. Duties of BAC:

2. Any business submitted to the BAC but not acted upon at the next scheduled BAC meeting may be passed by a 2/3 vote of the ASU Board.
3. A 2/3 vote of the ASU Board automatically sends the measure back to the BAC for its consideration.

4. The Finance Committee 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.

5. In accordance with District regulations, “Any item overridden once by the governing and not approved by the Budgetary Affairs Committee upon their review, may be passed by a 2/3 vote of the full governing body at a subsequent meeting.”

6. In cases where expenditures need to be made at an emergency basis, the ASU Board will request in writing approval from the College President or his/her designee in lieu of Board action. The President or his/her designee may, at his/her discretion, direct the College Fiscal Administrator to authorize the expenditure.

7. BAC shall “freeze” all club accounts for clubs not chartered by the first ASU meeting in the Fall semester.

1. Any business submitted to BACASU must have prior approval by BAC ASU.

2. Action taken at any BAC 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.

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 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 Finance Committee shall have the authority to determine the budgetary source or sources of budget line items.

9. The college president, or designee, as trustees, shall review all proposed ASU Fund expenditures and may disallow inappropriate expenditures. If the College President disallows.

10. In cases where expenditures need to be made at on an emergency basis, the ASU Board will request in writing approval from the College President or his/her designee in lieu of Board action. The President or his/her designee may, at his/her discretion, direct the College Fiscal Administrator to authorize the expenditure.

11. BAC shall “freeze” all club accounts for clubs not chartered by the first ASU meeting in the Fall semester. BAC shall “freeze” all club accounts for clubs not chartered by a selected date agreed upon the ASU board.

ARTICLE VII

Section 1: ASU Stipend

Stipends will be issued in December and June to Executive Board members as outlined below:

A. The amount of stipend shall be based on the number of weeks served in office at a prorated rate. The officer must have served at least 13 consecutive weeks in fall and spring semesters.

B. In order for officers to receive their stipend they must first fulfill their duties.

C. 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.

D. The Senators and Commissioners will be awarded stipends based on their performance and completion of duties as stated in this constitution
E. The senators and commissioners will be selected by the board pending approval by simple majority.

F. Officers will receive the following amounts per semester:

<table>
<thead>
<tr>
<th>Position</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. ASU President</td>
<td>$550 $500</td>
</tr>
<tr>
<td>II. ASU Executive Vice President</td>
<td>$450 $400</td>
</tr>
<tr>
<td>III. ASU Vice President of Finance</td>
<td>$350 $0</td>
</tr>
<tr>
<td>IV. ASU Treasurer</td>
<td>$300</td>
</tr>
<tr>
<td>V. ASU Secretary</td>
<td>$250</td>
</tr>
<tr>
<td>VI. ASU Chief Delegate</td>
<td>$200</td>
</tr>
<tr>
<td>VII. ASU Chief Justice</td>
<td>$150</td>
</tr>
<tr>
<td>VIII. ASU Chief Justice</td>
<td>$100 $0</td>
</tr>
<tr>
<td>IX. 6 Senators/Commissioners</td>
<td>$50 each $0</td>
</tr>
</tbody>
</table>

ARTICLE VIII

Section 1: Amendments to the Constitution

A. Proposals: Amendments to this Constitution 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. The President shall present it to the ASU Executive Board and the ASU Board at the appropriate said meeting.

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 ten (10) school days prior to its ratification by the Student Body (S-10).

D. Ratification: Ratification of the amendments shall be determined by the majority of ballots casted by the members of the Associated Students Body. The change shall become effective immediately or as provided in this amendment.

E. Application: No amendment to this Constitution can be retroactive.

F. Execution: The ASU Board shall carry out the provisions of this Constitution.

ARTICLE IX

Section 1: Administrative Advisor to ASU

A. Dean of Student Services or his/her designee shall be the Administrator Advisor of ASU.
B. The Dean or the designee must be present at all ASU Board Meetings, before any business is undertaken, otherwise said meetings will be invalid. However, he/she may not vote or present motions at the ASU meetings.

C. He/She ASU Advisor must be recognized by the chair prior to addressing the ASU Board.

D. He/She ASU Advisor shall be present at all BAC meetings; otherwise said meeting will be invalid. He/She ASU Advisor does have right to present motions and has voting power at BAC meetings. He/She ASU Advisor must approve all disbursement requests through signature.

E. He/She ASU Advisor must approve through signature all material(s) sent to the reprographics office.

F. The fact that he/she ASU Advisor is the Official Administrator, it does not preempt the ASU or individual ASU members from seeking other on or off campus advice.

G. The Advisor does not have the right to lobby Board Members on issues before the ASU Board.

H. 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.

I. ASU Advisor or his/her designee must be present at ICC meetings

Section 2: Ultimate Authority

A. In accordance with the Laws of California, the rules of the State Board of Education and the Los Angeles Community College Board of Trustees, the ultimate authority of judgment and all student matters rest jointly with the ASU Board, the Supreme Court, the Dean of Student Services, the President of the College and the LACCD Board of Trustees.

1. All other consultations of this Organization are subordinate and shall comply with this constitution.
2. This organization shall be governed by Robert's Rules of Order, revised, in all matters not covered by this Constitution or by ASU Board action.

ARTICLE X

Section 1: Ratification

A. The Constitution, if ratified by majority vote of the Associated Students Body, shall take effect immediately upon certification of the election.
ARTICLE XI

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. I will strive to establish a representative government, maintain academic freedom, and defend student rights. I shall work towards strengthening the relationships between Associated Student Union, student body, and the administration. I shall work toward enhancing my leadership qualities and scholastic standards. I will uphold, respect, and enforce the constitution at all times. I will keep in mind the best interest of the constituents I was elected to represent. (Must-HOWL!!!)

Amended: May 26, 2006
March 18, 2008
April 23, 2010