

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

PREAMBLE

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

ARTICLE I. THE ASSOCIATED STUDENT GOVERNMENT

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

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

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

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

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

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

ARTICLE II. ORGANIZATIONAL STRUCTURE

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

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

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

1. Executives (Executive Board):

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

2. Student Senators:

A maximum of ten (10) ASG Senators. The Senator positions will be as follows:

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

3. Advisor:

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

SECTION D.

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

SECTION E.

Finance Committee:

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

SECTION G.

Club Council:

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

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

ARTICLE III. EXECUTIVE BOARD MEMBERS OF THE ASSOCIATED STUDENT GOVERNMENT

SECTION A. Responsibilities and Duties:

1. Executive Officers

a. President. The ASG President shall:

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

b. Vice President. The ASG Vice President shall:

- i. Succeed to the office of ASG President in the event of a vacancy, pursuant to Article III, Section C, before the expiration of the term.
- ii. Act as the ASG President in the event of a temporary absence of the ASG President. At such times, the ASG Vice President can exercise powers delegated to the ASG President.
- iii. Serve at the request of the ASG President as the official representative on any commission, committee, College/District related committee or organization.
- iv. Serve as the second authorized student signatory of check request forms for expenditure of student funds.
- v. Attend all assigned participatory governance meetings.
- vi. Fulfill specific duties as delineated in the ASG Bylaws and other functions as delegated by the ASG Senate

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- c. **Executive of Finance.** The Executive of Finance shall:
- i. Preside at all meetings of the ASG Finance Committee
 - ii. Provide current records of LACC ASG expenditures and accounts.
 - iii. Manage ASG funding requests and provide all required documents to Business Office designee.
 - iv. Ensure that all financial transactions are in accordance with all applicable regulations.
 - v. Serve at the request of the ASG President as the official representative on any commission, committee, College/District related committee or organization.
 - vi. Attend all assigned participatory governance meetings.

 - vii. Fulfill specific duties as delineated in the ASG Bylaws and other functions as delegated by the Student Senate Board.

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

- e. **Executive of Administration.** The ASG Executive of Administration shall:
- i. Produce all the minutes of the ASG Senate Board meetings and the ASG Finance Committee meetings.
 - ii. Maintain records of all minutes as approved by the ASG Senate and the ASG Finance Committee
 - iii. Attend all assigned participatory governance meetings.
 - iv. Post the agendas for both the ASG Senate and ASG Finance meetings with input from the chair(s).

 - v. Fulfill specific duties as delineated in the ASG Bylaws and other functions as delegated by the ASG Senate Board.

- vi. Study and learn parliamentary procedure as described by the Robert's Rules of Order ASG Constitution, ASG Bylaws, and LACCD regulations.
- vii. Participate in all ASG Senate, and Finance Committee meetings functioning as the Parliamentarian
- viii. Facilitate a parliamentarian procedure training for the ASG Board at least once a semester.

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

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

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

- i. Be responsible for the ASG Help Desk operations
 - a. Distributing and maintaining ASG membership benefits.
 - b. Conduct hiring of ASG Student Ambassadors.
 - c. Responsible for the supervision of the Student Ambassador Program.
- ii. Provide the Collegian information about events and pertinent actions taken by the ASG Senate Board.
- iii. Keep current with issues and activities of local, regional, and state student organizations.
- iv. Promote and facilitate all ASG social media.
- v. Maintain the ASG webpage.
- vi. Manage and maintain Resource Center
- vii. Attend all assigned participatory governance meetings.
- viii. Fulfill specific duties as delineated in the ASG Bylaws and other functions as delegated by the ASG Senate Board.

2. **Senators**, as listed in Article II, Section C, shall:
 - a. Be accountable to the students they represent.
 - b. Attend all scheduled ASG Student Senate meetings.
 - c. Attend all assigned participatory governance meetings.
 - d. Present student issues and concerns to the ASG Senate Board.
 - e. Fulfill specific duties as delineated in the ASG Bylaws and other functions as delegated by the ASG Senate Board.

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

SECTION C. **Vacancies:**

1. A vacancy shall occur when any Executive or Senator of the ASG resigns, has been removed from office, has lost membership in the ASG, or become otherwise ineligible for office as provided in this Constitution and Bylaws, in accordance with LACCD regulations.

2. In the event a vacancy occurs in the ASG Senate Board, excluding the Presidency, the ASG Executive Board will interview applicants and forward their recommendations to the ASG Senate Board for appointment with a majority vote of the ASG Senate Board.

3. In the event that a vacancy occurs in the Presidency, the order of succession shall be the following:

- a. Vice President
- b. Executive of Finance
- c. Executive of Clubs
- d. Executive of Administration
- e. Executive of Activities
- f. Executive of Outreach
- g. A Senator by nomination of the ASG Senate

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4. The new ASG President shall call an ASG Senate Board meeting. During this meeting, her/his position as president shall be approved by the ASG Senate Board with a majority vote. In the event the new President is not approved by the ASG Senate Board, during the same meeting the order of succession will continue until the new president is appointed by a majority vote of the ASG Senate Board. If the ASG Senate Board is unable to agree on a new president during the meeting, a special election is held. The chair of the ASG Senate Board meetings during this process shall be the next person in the order of succession.

ARTICLE IV. EXECUTIVE AND SENATOR ELIGIBILITY

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

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

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

ARTICLE V. RULES OF ORDER

The ASG is governed by:

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

ARTICLE VI. ELECTIONS

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

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

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

SECTION D. **Election Committee:** The function of the Election Committee shall be to execute all ASG elections and to ensure that the student body is as informed as reasonably possible about the election, to design the means of holding the election and report its plan to the ASG Senate Board, and to conduct a free and fair election.

1. The ASG Election Committee shall consist of at least three non-candidates LACC ASG students.

2. The ASG Advisor shall serve as the committee's advisor.

ARTICLE VII. COMPENSATION

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

1. Standards of Compensation:

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

2. Determination of Eligibility:

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

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

ARTICLE VIII. IMPEACHMENT

SECTION A. All ASG Executives and Senators are subject to impeachment and removal from office after having three (3) unexcused absences from ASG Senate Board or committee meetings within one semester. Senators

and Executives are automatically impeached, removed from office and posted on the next available ASG Senate Board meeting agenda for reappointment. At that time the Executive or Senator may explain the reasons as to why they could not attend those meetings. It will require a majority vote of the ASG Senate Board to reappoint the impeached Senator or Executive.

SECTION B.

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

SECTION C.

Impeachment guidelines:

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

ARTICLE IX.

BYLAWS

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

ARTICLE X. CONSTITUTIONAL AMENDMENTS

SECTION A. **Proposal:**
Amendments to the ASG Constitution must be presented by one of the two following methods:

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

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

Approved by ASBG Board 3/27/03
Approved at General Election 4/8-4/9/03
Approved by the ASO Student Senate: April 18, 2007
Approved at General Election 4/24-25/07
Approved at General Election 4/27-28/2010
Approved at General Election 2012
Approved at General Election 2017