



Constitution & By-Laws

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ASSOCIATED STUDENTS ORGANIZATION

CONSTITUTION

PREAMBLE

We, the students of Southwestern College, in order to provide a student government committed to effective student participation in all areas of student concern; that we may, through independent action and in concert with other constituencies of the college community, participate in the formation and the improvement of educational programs, protect full freedom of assembly and expression in the college community, articulate and represent the student interest in the governance of the campus, do hereby ordain and establish this constitution.

ARTICLE I

NAME, COLORS AND SYMBOL

Section 1: Name - The name of this organization shall be the Associated Student Organization of Southwestern College. The sobriquet shall be the Jaguars.

Section 2: Colors - The official colors of this organization shall be the school colors.

Section 3: Symbol - The symbol is the ASO Logo.

ARTICLE II

MEMBERSHIP

Section 1: All currently enrolled students of Southwestern College shall be members of this organization.

Clause 1: Membership requirements are found in the By-Laws.

ARTICLE III

NOMINATIONS AND QUALIFICATIONS

Section 1: Nominations - All candidates for office must be nominated by a petition containing the signatures of at least seventy-five (75) ASO members. Petitions must be filed in the office of the College designated Student Activities Advisor at the time set by the Election Board or as defined in the Election Code. No student may run for more than one office simultaneously.

Section 2: Election Board - The conduct of all elections and the certification of all nominations and petitions must be in the hands of the Election Board to be composed of five members of the Associated Students, to be appointed by the Coordinator of Elections. The Election Code must govern the Election Board and all ASO elections.

Section 3: Common Qualifications:

- Clause 1: Members of the Executive Branch, Student Senate and Student Judicial Review Board must carry nine (9) units of college work throughout their term of office.
- Clause 2: All members of the Executive Branch, Legislative Branch and Judicial Branch of the ASO must have a 2.5 cumulative GPA and maintain this GPA throughout their term of office.
- Clause 3: All members of the Executive Branch, Student Senate, and Student Judicial Review Board must also maintain a 2.0 GPA for the fall semester in order to continue being a part of ASO during the spring semester.
- Clause 4: All members of the Executive Branch, Student Senate and Student Judicial Review Board and all candidates for these offices must be in a non-probationary status (academic or disciplinary) as determined by College Policy.
- Clause 5: No student will simultaneously hold an office or be a member of both the Executive Branch and the Legislative Branch.
- Clause 6: All members of the Executive Branch, Student Senate and all candidates for these offices must continue to meet all qualifications, else the office must be declared vacant.

ARTICLE IV

EXECUTIVE BRANCH

Section 1: The general administration of affairs and properties of the Associated Student Organization (ASO) must be directed by the Executive Branch comprised of the Executive Officers and the President's Cabinet.

Section 2: The Executive Officers shall be the Student Body President, Executive Vice President, Social Vice President, Vice President for Club Affairs, Vice President of Public Relations, Executive Secretary, the Vice President of Finance and the Student Trustee in an ex-officio capacity.

Section 3: The President

- Clause 1: Qualifications:
 - 1. See Article III, Section 3.
 - 2. No student will hold the office of President for more than two full terms.
 - 3. May not hold the position of Student Trustee concurrently.
- Clause 2: Election of the President:
 - 1. The term of office for the President will be one year.
 - 2. The President must be elected by the student body at large in an election to be held in May.

3. The President-elect will assume office in May.

Clause 3: Duties of the President

The President must:

1. Be the official representative of and to the student body.
2. Be an ex-officio member of all ASO Committees.
3. Uphold and maintain the ASO Constitution.
4. Have the power to call special meetings of the ASO Senate.
5. Prepare a written statement at the end of each semester in office, summarizing student activities during the term of office. This report must be delivered to the ASO Senate.
6. Have the right of recognition at all ASO Senate meetings.
7. Have the power to call presidential cabinet meetings.
8. Have the Power to approve or veto all legislation, excluding position statements passed by the Senate. If the legislation is not signed within 10 days, the Executive Secretary shall return the legislation to the Senate where the veto may be overridden by a two-thirds (2/3) majority vote.
9. Have the power to appoint ASO Representatives to college committees and boards, with Senate approval.
10. Have the power to fill by appointment, with Senate approval, any vacancies in the Executive Branch for the remainder of the term of office.
11. Have the power, WITHOUT Senate approval, to initiate Special Presidential Commissions and Special Presidential Committees to investigate any situation or activity pertaining to ASO functions deemed necessary by the ASO President; such commissions and committees must report directly to the ASO President.
12. Have the power to relinquish all duties to the Executive Vice President for the duration of a future absence. The President must notify the Executive Secretary and the first available Executive Officer of the future absence, in the form of a written statement.

Section 4: The Executive Vice-President

Clause 1: Qualifications:

- A. See Article III, Section 3.
- B. No student will hold the office of Executive Vice-President for more than two full terms.

Clause 2: Election of the Executive Vice President:

- A. The term of the office for the Executive Vice President will be one year.
- B. The Executive Vice President must be elected by the student body at large in an election to be held in May.
- C. The Executive Vice President will assume office in May.

Clause 3: Duties of the Executive Vice President

The Executive Vice President must:

1. Take over all the duties of the President or whenever the President is unable to

- serve.
- 2. Chair the ASO Senate meetings.
- 3. Power of appointment to Senate Committees with ratification of the Senate.
- 4. Be the chief administrative aide of the ASO President.
- 5. Be a member of the ASO President's Cabinet.
- 6. Coordinate between the Senate and the College Designated ASO Advisor.
- 7. Have the responsibility to oversee the function of Cabinet Officers, as the ASO President deems necessary.
- 8. Have one (1) vote on the ASO Senate when it shall change the decision of the vote.

Section 5: The Social Vice-President

Clause 1: Qualifications:

- A. See Article III, Section 3.
- B. No student will hold the office of Social Vice President for more than two full terms.

Clause 2: Elections:

- A. The term of office for Social Vice President will be one year.
- B. The Social Vice President must be elected by the student body at large in an election to be held in May.
- C. The Social Vice President elect will assume the office in May.

Clause 3: Duties of the Social Vice President

The Social Vice President must:

- 1. Chair the Activities Committee.
- 2. Coordinate all ASO Social Activities.
- 3. Coordinate with related ASO Activities Committees.
- 4. Coordinate activities with Vice President of Club Affairs.
- 5. Coordinate publicity for ASO activities.
- 6. Function as administrative aide for the President in the area of ASO activities.
- 7. Be a member of the President's Cabinet.
- 8. Be available at Senate meetings on request.
- 9. Have the responsibility to over-see the functions of cabinet officers as the ASO President deems necessary.

Section 6: The Vice President for Club Affairs

Clause 1: Qualifications:

- 1. See Article III, Section 3.
- 2. No student will hold the office of the Inter-Club Council chair for more than two full terms.

Clause 2: Elections of the Vice-President for Club Affairs:

- a) The term of office for the Inter-Club Council chair will be one year.
- b) The Inter-Club Council chair must be elected by the student body at large in the

- election to be held in May.
- c) The Inter-Club Council chair elected will assume the office in May.

Clause 3: Duties of the Vice-President for Club Affairs

The Vice-President for Club Affairs must:

1. Chair the Inter-Club Council and Club Links.
2. Coordinate between the Cabinet, the Inter-Club Council, and the Activities Committee.
3. Ensure that all Inter-Club Council policy be followed.
4. Attend Senate meetings and report on club activities.
5. Attend activities committee meetings.
6. Be a member of the President's Cabinet.

Section 7: The Vice President of Public Relations

Clause 1: Qualifications:

- A. See Article III, Section 3.
- B. No student will hold the office of the Vice President of Public Relations for more than two full terms.

Clause 2: Election of the Vice President of Public Relations

- A. The term of the office for the Vice President of Public Relations will be one year.
- B. The Vice President of Public Relations must be elected by the student body at large in an election to be held in May.
- C. The Vice President of Public Relations will assume office in May.

Clause 3: Duties of the Vice President of Public Relations

The Vice President of Public Relations must:

1. Chair the ASO Communications Committee.
2. Coordinate all ASO Publicity.
3. Be a liaison between the ASO and the SWC newspaper.
4. Create and distribute an ASO events master calendar each month.
5. Create and distribute an ASO newsletter at least once a month.
6. Coordinate between the ASO and the SWC Community Relations/Public Information Office.
7. Be a member of the President's Cabinet.
8. Inform the students of legislative and political issues relevant to the ASO.

Section 8: The Executive Secretary

Clause 1: Qualifications:

- A. See Article III, Section 3.
- B. No student will hold the office of Executive Secretary for more than two full terms.

Clause 2: Election of the Executive Secretary:

- A. The term of office for the Executive Secretary will be one year.
- B. The Executive Secretary must be elected by the student body at large in an election to be held in May.
- C. The Executive Secretary elect will assume the office in May.

Clause 3: Duties of the Executive Secretary

The Executive Secretary must:

- A. Be responsible for recording, publishing and posting minutes of the Senate meetings by the second school day following a Senate meeting.
- B. Be responsible for keeping records of all correspondence.
- C. Assign a number to and identify the sponsor(s) of all bills.
- D. Be responsible for typing all legislation and presenting it to the ASO President within seven days of its passage.
- E. Prepare agenda for each Senate meeting.
- F. Comply with Article IV, Section 3, Clause 3.8.

Section 9: The Vice President of Finance

Clause 1: Qualifications:

- A. See Article III, Section 3.
- B. No student will hold the office of Vice President of Finance for more than two full terms.

Clause 2: Election of the Vice President of Finance:

1. The term of office for the Vice President of Finance will be one year.
2. The Vice President of Finance must be elected the student body at large in an election to be held in May.
3. The Vice President of Finance elect will assume office in May.

Clause 3: Duties of the Vice President of Finance

The Vice President of Finance must:

1. Prepare the ASO budget for the following year.
2. Administer the current ASO budget.
3. Keep a current record of the financial state and maintain the accounts of the ASO.
4. Uphold and maintain the Financial Code.
5. Prepare a written financial report when requested by the Senate.

Section 10: The President's Cabinet

The President's Cabinet must consist of all Executive officers, Senate Pro Tempore and appointed positions such as the Coordinator of Elections, Publicity, etc.

Clause 1: Qualifications:

1. See Article III, Section 3.

ARTICLE V

LEGISLATIVE BRANCH

Section 1: Student Senate - General legislation of affairs and finances of the Associated Student Organization shall be directed by the Senate.

Clause 1: Qualifications:

1. See Article III, Section 3.
2. No student will hold the office of Senator for more than two full terms.

Clause 2: Term of Office:

1. The term of office for Senators will be one (1) year, and will expire with the installation of the new Senators.
2. Vacancies in the Senate must be filled by a special election of the Senate to fill the remainder of the term.

Clause 3: Election of Senate Seats:

1. Twelve (12) senate seats must be elected by the student body at large.
2. Twelve (12) at large senate seats must be elected in May and will be sworn into office in May.
3. One senate seat must be filled by each academic school, center, and the Inter Club Council.
4. Guidelines for appointing division students to the senate are incorporated in the By-Laws of the ASO.

Clause 4: Duties of the Senate

The Senate must:

1. Authorize and appropriate all funds of the Associated Student Organization.
2. Establish any ASO fees with the approval of the Governing Board.
3. Initiate and act on legislation dealing with organizational affairs.
4. Take positions or stands in the name of the whole ASO.
5. Have the Power to override a presidential veto by a two-thirds majority vote. Refer back to Article IV, Section 3, Clause 3.8.
6. Have the power to initiate a recall election by a $\frac{3}{4}$ vote.
7. Maintain continuity of enactments, the following procedures shall prevail: To change any resolution, policy or budget passed by the Senate, a $\frac{2}{3}$ majority of all Senators plus the signature of the President shall be required. If the signature is denied, the change shall require a second vote with $\frac{4}{5}$ majority.
8. Establish standing committees and their duties as prescribed by the By-Laws.
9. Take whatever additional action they deem necessary to conduct the affairs of the ASO.

Section 2: There shall be an Inter-Club Council (ICC)

- Clause 1: The rules and regulations are incorporated in the policies and procedures for student club organizations booklet.
- Clause 2: The ICC must be responsible for electing the ICC Senator.
- Clause 3: The ICC Senator must attend all ICC and Senate meetings.

ARTICLE VI

JUDICIAL BRANCH

Section 1: The Judicial Branch of the Associated Student Organization must be the Student Judicial Review Board.

- Clause 1: As members of the Southwestern College Academic community and as citizens, students have certain recognized rights and responsibilities. Among them is the freedom to pursue educational and extra-curricular goals. Any action which diminishes this freedom is contrary to the best interest of the students and college. Therefore, any complaint which a student may have regarding an ASO matter that adversely affects his/her rights must be adjusted or resolved in accordance with the provisions of SJRB procedures found in the ASO By-Laws.

Section 2: Board Membership

- Clause 1: All members of the Board must be ASO members who meet all other qualifications for holding office as dictated by the ASO constitution.
- Clause 2: The Board must consist of five (5) voting members and the Senate Parliamentarian who shall be the one (1) non-voting/advisory member. The current college designated ASO advisor may be present at all Board Hearings.
- Clause 3: No member of the Student Judicial Review Board shall be: a member of the Executive Branch; a member of the Legislative Branch; except for the Senate Parliamentarian who shall be a non-voting/advisory member of the Board.
- Clause 4: No person listed in Clause 3 may be considered for a voting membership on the SJRB unless he or she quit, resigned office, or left office at least two (2) months prior to a seat on the Board being vacated.
- Clause 5: At no time will the SJRB have more than one (1) member who holds memberships in the same organizations on campus.
- Clause 6: Members of the SJRB must be appointed by the President and ratified by the Senate.
 - 1. The president must have the SJRB legally functioning within forty (40) school

- days after the beginning of the Fall semester.
2. The President must appoint all vacancies that occur within the SJRB for ratification by the Senate within ten (10) school days.

Section 3: Duties

- Clause 1: The Student Judicial Review Board must act as the final decision-making body in cases and controversies dealing with questions of ASO Constitutional interpretation.
- Clause 2: The SJRB must also serve as an appellate body stemming from violations or alleged violations of the Election Code by election candidates, the Election Board or its Coordinator, or other parties associated with an election.
- Clause 3: The SJRB must have the final jurisdiction over the impeachment, expulsion, or censure of any ASO Executive or Legislative Officer or member with cause.
1. The Legislative and/or Executive branch shall initiate and conduct all procedures involving impeachment, expulsion, and censure with cause.
 2. The SJRB will review the facts surrounding the case and review the constitution to determine the constitutionality of the Legislative and/or Executive's branches recommended.
 3. Guidelines for impeachment
 - a. Blatant disregard of the ASO constitution
 - b. Malfeasance of duty
 - c. Misappropriation of ASO funds
 - d. Violation of college rules for student conduct
 4. Guidelines for expulsion from ASO membership
 - a. Violation of college rules for student conduct as put forth in the current Southwestern College catalog.
 5. Guidelines for censure and/or recall of ASO Officers
 - a. Excessive absences
 - b. Non-performance of duties as outlined in the ASO constitution
 - c. Any lesser violations found under the guidelines for impeachment that does not warrant impeachment.

Section 4: Votes

- Clause 1: Votes required

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ARTICLE VII

SUPPLEMENTARY ORGANIZATION

Section 1: All supplementary organizations and their laws must be approved through the Inter-Club Council each semester.

ARTICLE VIII

FINANCIAL CODE

Section 1: The Financial Code is incorporated in the By-Laws of the ASO.

ARTICLE IX

ELECTION CODE

Section 1: The Election Code is incorporated in the By-Laws of the ASO.

ARTICLE X

INITIATIVE, REFERENDUM AND RECALL

Section 1: Initiative - Members of the Associated Student Organization shall have the power to initiate legislation by means of a petition signed by at least five (5) % of the members of the ASO. The ASO Senate will call a special election within two (2) weeks of the filing of a petition. A majority of those voting shall be necessary for passage of an initiative measure.

Section 2: Referendum - All legislation passed by the Associated Student Organization Senate, except financial measures, may be subject to a referendum vote of the ASO members.

Clause 1: A written petition, signed by at least five (5) % of the ASO members must be necessary to request a referendum vote. A special election will be called by the referendum petition. A majority of those voting shall be necessary to pass a referendum measure.

Clause 2: Upon two-thirds (2/3) majority vote of the Senate, a measure may be referred to the ASO membership. A special election will be called within two (2) weeks of the Senate vote. A majority of those voting shall be necessary to pass the referendum measure.

Section 3: Recall

Clause 1: Recall of an elected officer must require a petition signed by five (5) % of the ASO members.

Clause 2: Recall of elected officers can also be initiated by a 3/4 vote of the ASO Senate.

- Clause 3: A recall election will be called within fifteen (15) days by the Student Senate. If the officer in question received a two-thirds (2/3) vote against him at a recall election, he/she must be removed from office.

ARTICLE XI

AMENDMENTS, REVISIONS AND RATIFICATION

Section 1: Amendments and Revision – The ASO Constitution may be amended or revised by a two-thirds (2/3) vote of the ASO members voting. Amendments or revisions may be proposed by the ASO Senate or a petition signed by twenty percent (20%) of the ASO members. A petition for constitutional amendment must be in the hands of the Election Board fourteen (14) days before a regularly scheduled ASO election. A special election may not be called for a constitutional amendment or revision. All proposed amendments and revisions must be made public not less than ten (10) days before the regularly scheduled ASO election

Section 2: Ratification – This constitution must be effective upon approval of a majority of the Associated Student Organization members voting.

REVISED AND APPROVED:

Enacted June, 1970

Amended June, 1971

Amended October, 1971

Amended March, 1972

Amended May, 1974

Amended July, 1976

Amended September, 1977

Amended October, 1980

Amended April, 1987

Amended April, 1992

Amended April, 1998

Amended May, 2000

Amended April, 2001

Amended April, 2003

Amended May, 2007

Amended May, 2010

Amended, June 2012

Amended, June 2013

ASSOCIATED STUDENTS' ORGANIZATION

BY-LAWS

ARTICLE I

RULE PRIORITY

Section 1: All other rules, laws, or regulations adopted by the ASO Senate must be subject to these By-Laws.

ARTICLE II

CONSTITUTIONALITY

Section 1: The provisions of the ASO By-Laws and other regulations are legal and constitutional. Any Section, Sub-Section, Sentence, Clause or Phrase that is held to be illegal or unconstitutional will not invalidate the entire Document, Article or Section. It will invalidate only that which is held to be illegal or unconstitutional.

ARTICLE III

MEMBERSHIP

Section 1: The ASO must determine membership requirements.

Clause 1: Regular Membership

1. All currently registered students will be members of the ASO.

ARTICLE IV

SENATE MEETINGS

Section 1: Regular Meetings

Clause 1: The Associated Student Organization Senate will meet during "College Hour" every Thursday that classes are in session. Adjournment will be no later than 1:15 p.m. (This time may be suspended at the discretion of the Senate.)

Clause 2: Regular Senate meetings during the summer session can be conducted on an as needed basis.

Section 2: Special Meetings

Clause 1: Special Senate meetings may be called in order to discuss matters of extreme urgency by the Student Body President, the Executive Vice-President, any Senator or by petition from ten Associated Student Organization members. Any special meetings called will be governed by all rules that govern a regular Senate meeting.

Section 3: Quorum

Clause 1: A quorum must exist for regular and special Senate meetings when a majority of its members are present.

Clause 2: The only business that may be transacted in the absence of a quorum is to take measures to obtain a quorum.

ARTICLE V

SENATE COMMITTEES

Section 1: Senate Standing Committees

Clause 1: All Senate resolutions shall originate and be developed in an ASO Standing Committee. No resolution shall bypass this process.

Clause 2: These standing committees may establish sub-committees to assist in the performance of their duties and responsibilities.

Clause 3: The Chairperson of the standing committees must be an ASO Senator with the exception of the Activities Committee, Communications Committee, and Club Links Committee. An Executive officer may be appointed committee chair with Senate approval if no other ASO Senator accepts the position and is approved by the Senate.

Clause 4: The standing committees shall establish a time and place for weekly public meetings. The Chairperson may also call special meetings and appoint Chairpersons for its sub-committees.

Clause 5: Non-voting committee membership shall be open to the student body at large with the exception of Club Links who shall allocate one vote per club. Clubs may choose one person from their membership to represent them so long as that individual represents only that club's vote.

A. Constitution Committee must:

1. Review and recommend to the ASO Senate, changes and/or amendments to the ASO Constitution, By-Laws and House Rules.
2. Work with the Coordinator of Elections on ASO Constitutional Amendments placed on the election ballot.

3. Review and recommend to the ASO Senate, resolutions and decisions as they relate to this committee.
 4. Review and recommend to the Inter-Club Council, changes and/or amendments to the ICC Constitution and By-Laws.
 5. Develop Senate resolutions.
- B. Ways and Means Committee must:
1. Establish ASO membership sticker sales procedures and plan for the registration operation.
 2. Investigate the expenditure of money within ASO budgeted areas.
 3. Review and recommend to the ASO Senate, Funding Proposals, and establish ASO Loan Policies.
 4. Recommend to the ASO Senate, resolutions and decisions as related to this committee.
 5. Develop Senate resolutions.
- C. Communications Committee must:
1. Promote all areas of student, faculty, administration and classified staff intercommunications.
 2. Make changes or improvements in the distribution of information and communications.
 3. Promote the sales of ASO stickers.
 4. Construct, print and distribute an ASO newsletter as deemed necessary by the Senate.
 5. Advertise to the fullest extent of their capabilities, the activities and functions of the ASO.
 6. Promote voting at ASO elections.
 7. Recommend to the ASO Senate, resolutions and decisions as they relate to this committee.
 8. Update and maintain the ASO website.
 9. Be responsible for all materials, information, design, and technical aspects pertaining to the ASO website. Photograph, videotape, tape record, or prepare a written report on all on and off campus ASO events.
 10. Develop Senate resolutions.
- D. Activities Committee must:
1. Audition demonstration of prospective entertainment.
 2. Audition entertainment in a performance atmosphere, either individually or as a group, if demo is not available.
 3. Evaluate financial demands against performance quality and the ASO Budget.
 4. To plan, promote, and coordinate campus activities for the general welfare of the student body.
 5. To coordinate activities between the ICC and the aforementioned committee.
 6. Recommend to the ASO Senate, resolutions and decisions as they relate to this committee.
 7. Develop Senate resolutions.

E. Student Center Planning Committee must:

1. Address any issues related to the policies or procedures as they relate to the student center.
2. Collaborate with SWC student clubs/organizations regarding matters affecting the student center.
3. Serve as the committee to recommend any change or improvement to the Dean of Student Services
4. Recommend to the ASO Senate, resolutions and decisions as they relate to this committee.
5. Develop Senate resolutions.

F. Club Links Committee must:

1. Enhance the communication and interaction between the ASO and the SWC Student Clubs and Organizations.
2. Be the primary body to assist and coordinate activities/programs between the ASO and the ICC.
3. Recommend to the ASO Senate, resolutions and decisions as they relate to this committee.
4. Develop Senate resolutions.

Section 2: Sub-Committees

Clause 1: Sub-committees will be convened by any Senate standing committee, or by the desires of a majority of the voting members present at a regular or special meeting of the Senate. If the Senate convenes a sub-committee, it must report its activities to one of the Senate standing committees.

Clause 2: Membership of sub-committees is open to any member of the Associated Student Organization, with the Chairperson being a member of the established standing committee.

Clause 3: No Senator may be a chairperson of more than two sub-committees. A chairperson of a standing committee may also be a chairperson of two sub-committees.

Clause 4: The results of sub-committee investigations must be reported to its standing committee, which will initiate any legislative action deemed necessary.

Clause 5: The sub-committee will be dissolved following the final report of their investigations to their standing committee.

Section 3: Ad-hoc Committees

Clause 1: Ad-hoc committees are used when an objective needs consideration and no standing committee within the ASO can absorb that issue into its scope. Usually these committees are used on a temporary basis.

Clause 2: Ad-hoc committees may be convened by a majority vote of the Executive and/or Legislative branch(s). If the Executive and/or Legislative branch(s) convenes an Ad-hoc committee, it must report its actions, findings and/or investigation to the Senate.

Clause 3: An Ad-hoc committee may have, in some cases, a long-term or indefinite duration of existence. In these cases, an initial committee may give place to a standing committee after the completion of a minimum of two consecutive full terms.

Section 4: College Standing and Off-Campus Committees

Clause 1: The president of the Student Body must appoint members to all campus and off-campus committees, and these appointments must be ratified by a majority vote of the members present at the regular or special Senate meeting at which their appointments are announced.

Clause 2: Membership on-campus and off-campus committees are open to any member of the Associated Student Organization.

Clause 3: During Presidential appointments to College Standing Committees, the President must appoint (if possible), one ASO Officer to the College Standing Committees. Each student representative will be expected to report the actions of the Committees on which they sit, to the student senate in a timely manner so that the Senate remains constantly aware of the events in those committees; these reports will be in writing and must be contained in the ASO Minutes. If deemed necessary by the ASO President, Senators must meet in committee to address questions.

ARTICLE VI

ASO FINANCIAL CODE

Section 1: The Financial Code is established to define policies and procedures for the financial transactions of the ASO and its affiliated clubs and organizations.

Section 2: The ASO Senate must:

Clause 1: Formulate policy relating to the collection and disbursements of ASO funds.

Clause 2: Review reports on collections and disbursements.

Clause 3: Approve or reject distribution of funds to Clubs and Organizations.

Section 3: Source of Funds

Clause 1: ASO Student Activities sticker sales.

Clause 2: ASO fundraising events.

Clause 3: ASO Investments.

Section 4: Principles

Clause 1: ASO funds must be expended primarily and directly for the benefit of the students through purchase of equipment, supplies and services.

Clause 2: All school functions sponsored by a club and organization may be supported by ASO funds after receiving Senate approval.

Clause 3: ASO may lend funds to clubs and organizations explicitly for the function of the club and organization. Any ASO funds used under this condition will be repaid in full to the ASO under the terms of the contract.

Clause 4: Any Executive or Legislative officer who stands to gain direct personal financial benefit from ASO legislation must abstain from voting on said legislation.

Section 5: Budget

Clause 1: All ASO finances must be apportioned and executed under an annual budget system.

Clause 2: The ASO Vice President of Finance will compile a preliminary budget and all itemized budget request for the following year for submission to the ASO Senate.

Clause 3: Final approval and adoption must occur no later than the second meeting of the new Senate.

Clause 4: ASO final revised budget must be submitted to the Southwestern College Governing Board for their adoption no later than the regular March meeting.

Clause 5: The annual budget must be kept in an appropriate account with a minimum of 10% of the total approved budget to be maintained in reserve.

Clause 6: Specified approval of the ASO Senate is necessary to approve all budgetary revisions. Request for funds in excess of an approved budget must be submitted to the ASO Senate.

Section 6: Deposits

Clause 1: All funds collected must be substantiated by pre-numbered receipts and deposited no later than the first school day following collection, with the Student

Accounts and Cashiering Office. A receipt must be issued and the funds deposited to the appropriate account.

Section 7: Expenditures

- Clause 1: Purchases of services, contracts, projects, supplies and equipment involving ASO funds must follow the guidelines of Southwestern College Governing Board, pursuant to pertinent section of the Education Code.
- Clause 2: An individual or group requesting funds for any purpose must complete and return an ASO Voucher in triplicate.
1. The following signatures must be on the Voucher form:
 - a. ASO Vice President of Finance/ASO Advisor/District Designee
 - b. If a Club: Club Treasurer/Club Advisor/District Designee
 2. Receipts for all expenditures must justify all payments.
 3. The ASO will assume no responsibility for expenditures made in advance of Senate approval.
- Clause 3: Expenditures on any and all items of personal nature, defined as those which will not remain as ASO assets, must always require approval of the ASO Senate. This excludes expenditures covered by the President's Expense Account.
- Clause 4: No ASO funds will be spent for any activity, workshop, seminar, conference, or event related to the function of the Student Trustee without the approval of the majority of the ASO Senate.

Section 8: Maintenance of Records

- Clause 1: Each club and organization must maintain accurate records of all income and expenditures.
- Clause 2: All clubs and organizations must open their books to audit by the ASO Senate or Southwestern College Governing Board as requested.
- Clause 3: Maintenance of all ASO financial records will be the duty of the ASO Vice President of Finance.

ARTICLE VII

ASO ELECTION CODE

Section 1: Election Board

- Clause 1: The Coordinator of Elections must appoint the Election Board at least thirty (30) school days prior to any election.
- Clause 2: The Election Board will consist of the Coordinator of Elections, the Vice

Coordinator, four (4) members from the Chula Vista campus, and one (1) member from each Higher Education Center.

Clause 3: No person who is currently a member of, has been a member throughout the academic year, or running for any branch of the Associated Student Organization will sit on the Election Board.

Clause 4: The Coordinator of Elections will be compensated a flat fee of five hundred dollars (\$500.00). In the event of a run-off election, the Coordinator of Elections shall be further compensated an additional \$50.

Section 2: Eligibility for Elected Positions

Clause 1: All candidates for the ASO Executive and Legislative Branch must meet the qualifications established by the ASO Constitution by the petition deadline.

Clause 2: All members of the Executive and Legislative Branch must carry at least nine (9) units of college work throughout their term of office unless fewer are required for graduation or completion of transfer requirements.

Clause 3: No members or candidates of the Executive and Legislative Branch shall be in a probationary status as determined by the College regulation for either academic, progress or disciplinary reasons.

Clause 4: No student will simultaneously hold an office or be a member of both the Executive Branch and the Legislative Branch, except in the case of the Executive Vice-President who chairs the Senate, and the Vice President for Club Affairs who chairs the Inter-Club Council.

Clause 5: No student will serve as a Senator, whether elected, appointed, divisional, in-house or center, for more than two terms.

Clause 6: Running for an Executive position such as: President, Executive V.P., V.P. of Club Affairs, Social V.P., V.P. of Public Relations, Executive Secretary, and V.P. of Finance requires at least one semester of previous experience in the ASO, or as an Executive officer in a college level club or organization with proof of participation provided. If the student has no previous college experience, the student will need a letter of recommendation from a faculty member and/or advisor demonstrating leadership capability.

Clause 7: Any person running for, or being appointed, any position within the ASO, elected or otherwise, must not have been dismissed or removed from their position within the ASO, for any reason, except in the case of voluntary resignation, at any point in time within one (1) year, or two (2) full academic semesters, prior to the date of elections.

Section 3: Nominations

- Clause 1: Candidates must be nominated by a duly authorized petition containing the signatures of seventy-five (75) current for-credit registered Southwestern College students. All signatures must be accompanied by valid and current registration or I.D. numbers.
- Clause 2: Each petition submitted will have the following statement of compliance: “I, the undersigned, concur that I meet all the qualifications for an ASO position and assume the responsibility for becoming familiar with the Election Code and the ASO Constitution and By-Laws.”
- Clause 3: Petitions must be submitted to the Coordinator of Elections no later than three o’clock (3:00) p.m., fifteen (15) school days prior to the first election date.
- Clause 4: Petitions must be reviewed and their legitimacy determined by the Election Board ten (10) school days prior to the first election date. All petitions and election documentation shall stay on file with the Coordinator of Elections for ten (10) school days following the announcement of election results.

Section 4: Campaigning and Publicity Regulations

- Clause 1: All campaigning and publicity done ~~in~~ on behalf of a candidate or group of candidates must meet the official school policies governing the students at Southwestern College with the exception of the provisions entailed in this Election Code.
- Clause 2: All candidates who choose to become involved with a group or affiliation for mutual benefit and shared publicity with other candidates, must officially declare their affiliation at the mandatory Candidate’s Meeting by all candidates signing the Official Declaration of Campaign Affiliation form - therein deciding to share in the expenses, and when applicable, any consequences resulting from the actions of that group or affiliation.
- Clause 3: All campaign, publicity, and advertising materials must be approved and initialed by the Coordinator of Elections or the Coordinator of Student Activities before posting.
- Clause 4: During the Elections:
 - Subsection 1: There is to be no campaigning at or within the marked thirty (30) feet radius of the election information booths at the Chula Vista campus, Campaigning includes but is not limited to the presence of a candidate at or within the marked area.
 - Subsection 2: There shall be no campaign, publicity or advertising materials within the marked election information booths.

Subsection 3: Any student approaching the election information booths while visibly carrying campaign, publicity or advertising materials will be asked to discard the materials or be turned away.

Clause 5: Posting of Campaign Materials

Subsection 1: Chula Vista Campus: Areas open to posting of campaign, publicity, or advertising materials shall consist of all outside walls of buildings on the interior of the campus.

Subsection 2: Higher Education Centers: Areas open to posting of campaign, publicity or advertising materials will consist of all outside walls of buildings.

Subsection 3: All campaign, publicity or advertising materials must be affixed with masking tape.

Subsection 4: Campaign, publicity or advertising materials will not be displayed off campus – this includes, but is not limited to: mobile phone advertising, web sites, e-mails, social media web sites, or the display of any campaign material off of Southwestern College grounds.

Subsection 5: Use of telecommunications shall be limited. Telecommunication may be used if it does not impede the educational process as outlined by Southwestern College and/or the California Educational Code or violate another subsection of this Elections Code. Telecommunication material shall be submitted to the Elections Board before distribution to determine the ownership of the electronically distributed campaign materials and accountability of candidates for said materials. Use of said materials does not constitute a violation of Subsection 4, Clause 5 of the Elections Code. There shall be no use of telephone calls or SMS/Text messaging for the purposes of soliciting votes.

Social networking websites (including, but not limited to MySpace, Facebook, Twitter, etc.) shall be allowed for use in campaigning pursuant to the following conditions:

- A. The following definitions shall be used in consideration of these rules:
- B. Personal social networking is prohibited.
- C. Candidates that choose to use social networking sites must create a new site to be used solely for campaign purposes.
- D. The Elections Board will have full access to candidate's profiles (which include profile passwords and usernames).
 - i. Contents shall be defined as any material (including, but not limited to text, pictures, audio, and video)

which exists on any given page and is under any reasonably amount of control by the candidate/site profile owner. Candidates are thus not responsible for advertisements automatically inserted into the site by the host or site structural elements that are determined by the host or host policy.

- ii. 'Host' shall be defined as the company which operates the root domain (including, but not limited to myspace.com, facebook.com, etc.) and/or with which the profile holder has entered into a user agreement.
- E. Campaigning shall not be allowed on sites that forbid campaigning.
- F. Such campaigning shall not be abusive, libelous/slandorous, or in any way deleterious to competitors, competitors campaign members, or any other person or organization. Candidates are reminded that the websites are to be considered public document.
- G. Because candidates have the ability to delete offending content from their profile pages, candidates shall be considered to be responsible for any text, images, audio, or media of any kind posted by themselves or by others on their profile pages. The time frame to remove offensive content from pages shall be twenty four hours after notification by the Elections Board.
- H. The creation of artificial profile pages for the purpose of misleading potential voters or for discrediting opponents shall result in immediate disqualification, subject to action by the Elections Board.
- I. Any copyrighted media content shall be used with authorization from the copyright holder and in accordance with any applicable laws. All content on a candidate's pages is subject to the agreements appropriate to each site. The Associated Student Organization makes no claim to supersede or override such agreements.
 - i. Approval of any copyrighted material must be on file with the Election Board prior usage. If a candidate is found in copyright violation they will have twenty-four hours to remove said material, failure to do so will result in immediate disqualification.

- J. All major site content relating in any way to the campaign (profit text, 'About Me' section, etc.) shall be submitted prior to posting to the Elections Board. Comments need not be submitted to the Elections Board beforehand and are thus a forum for free exchange of idea and statements, subjects to the rules provided in this Election Code.
 - i. Comments shall not be abusive in nature, number, content, or volume.
 - ii. The Election Board prohibits candidates and supporters from posting or linking on the sites of opposing candidates and supporters.
 - iii. Any photos depicting campaign materials on campus, which are not on file with the Elections Board, shall not be allowed.
- K. The creation of groups within the social networking sites shall not be allowed.
- L. Messaging and posting on social networking sites are not considered e-mails.
- M. User names on social networking sites shall be appropriate and in accordance with these Rules.
- N. Candidates may post direct link(s) to their social networking profile on their campaign materials.
- O. The use of Blackboard or the swcc.edu websites for campaigning is not permitted.
- P. Candidates may post links to the ASO website(s) from their campaign materials.
- Q. If there is any doubt with the regards to the Elections Code, the candidate(s) should consult the Elections Board.
- R. Candidates may only have three social networking/websites to be used for campaigning.
 - i. If a candidate decides to join a team page each individual participating in the "Team Page" shall be counted as one link towards their three allowed.
 - ii. If a candidate that is a part of a group site and does something that is prohibited on said site, the entire

group will be penalized.

- iii. Joining a team shall be defined as: campaigning on behalf of another candidate(s); campaigning includes but is not limited to a contribution by you promoting another candidate(s) picture, comment/input or the use of their name(s) and shall be counted toward a joint or team page.

S. Upon the first offensive statement a candidate shall receive a warning, upon the second offense the candidate and thereby the team will be disqualified from telecommunication campaigning.

- i. The elections coordinator shall have the responsibility to delete any social media/networking/websites after the disqualification of a candidate.

Subsection 6: Campaign, publicity or advertising materials will not be displayed in a place where they may cause damage or injury to persons, plants, animals, or property. Campaign, publicity, or advertising materials shall not be affixed to glass, wood painted surfaces, foliage, planters, roofs, or overhanging support structures.

Subsection 7: Each candidate must be responsible for the removal of his or her own campaign, publicity or advertising materials no later than twenty-four (24) hours following the closing of the polls.

Clause 6: The maximum amount a candidate's expenditure assets may reach is one hundred dollars (100.00) in his or her pursuit of any office. Those assets are hereby defined as:

- 1. Personal monies spent
- 2. Contributions (money and materials)
- 3. Value of campaign materials for which the candidate was not charged.
- 4. Group publicity shall be equally divided by each member of that group.

Clause 7: Each candidate must be required to turn in a financial statement at least twenty-four (24) hours prior to the opening of the polls. Each candidate will also be required to submit a list of the campaign staff to the Coordinator of Elections at the mandatory Candidate's meeting.

Section 5: Voting Procedures

Clause 1: The date of all ASO elections will be determined by the Election Board. Elections will be conducted and tabulated online. Election information booths will be setup at the Chula Vista Campus and each Higher Education Center. Online voting will be open for two consecutive days, and will commence at 8:00am on the first day, and conclude at 7:00pm of the second day.

- Clause 2: Candidate's legal name will appear on the ballot with nicknames in parentheses if requested.
- Clause 3: Students will be required to log into Web Advisor using their student ID number in order to vote.

Section 6: Determination of Election Results

- Clause 1: Election of the officers for the Executive Branch will be determined by a majority vote. Majority is hereby defined as the greatest number of votes. In the event of a tie among the winning candidates, a run-off election will be held between those candidates on the third school day following the determination of the tie.
- Clause 2: Election of the officers for the Legislative Branch will be determined by a percentile vote. In order to be elected to the ASO Senate, a candidate must receive thirty-three percent (33%) of the votes cast for that office. (If a total of 1000 ballots were cast, but only 300 indicate preferences for the Senate, then 99 votes would be required for a candidate to take office). In the event that more than twelve (12) candidates receive the necessary number of votes, the twelve candidates receiving the highest number of votes will be declared the winners.

Section 7: Write-In Candidates

- Clause 1: All persons who miss the petition deadline, but still wish to run for office may become write-in candidates if eligible under Section 2.6 of the ASO election code. Votes received by ineligible write-in candidates will be ignored in determining the election outcome.
- Clause 2: All write-in candidates must submit a completed ASO candidate petition packet at least 72 hours before the official opening of the election polls in order to check eligibility. Write-in candidates must go through an orientation with the election coordinator before the candidates will be allowed to post and/or pass out any election material on campus.
- Clause 3: An eligible write-in candidate for a contested position will be declared elected if they receive 20% of the total votes cast. For an uncontested position, the write-in candidate must receive 20% or more of the total votes cast in order to be elected.
- Clause 4: Uncontested "Executive" offices not accepted by a write-in candidate will be declared vacant by the Election Board and filled by appointment of the Executive Committee with the approval of the Senate.

Section 8: Violations

- Clause 1: In the event of a violation of the Election Code, it is the responsibility of the

Coordinator of Elections to identify the violation, and take the appropriate measures to resolve it within twenty-four (24) hours.

- Clause 2: If the Coordinator of Elections has not resolved the identified violation, any individual may present it in writing to the Election Board within twenty-four (24) hours of the violation being identified by the Coordinator of Elections.
- Clause 3: When presented with a violation, the Election Board must convene within forty-eight (48) hours to review the complaint. At that time, the person presenting the complaint and the candidate in question must appear before the Election Board with any witnesses. If the person presenting the complaint or the candidate in question cannot appear within the forty- eight (48) hour period, an alternate hearing time can be scheduled in consultation with both parties and the Coordinator of Elections. The Election Board will review the complaint, determine its merit, decide what actions should be taken, and ultimately determine in what manner the nature of the complaint shall be released to the public.
- Clause 4: All candidates reserve the right to appeal the Coordinator of Elections' resolution of any violation by forwarding the complaint to the Elections Board. At that time, the same complaint will be heard – in accordance with Section 8, Clause 3- by the Elections Board and a decision will be rendered.
- Clause 5: Any infraction of the Election Code by a candidate or a member of his or her campaign staff will result in holding in abeyance all votes until a determination is made by the Election Board as to the appropriate course of action.
- Clause 6: The Election Board has the authority to impose sanctions upon candidates for violating the Election Code. Those sanctions range from verbal warnings, written citations, to disqualification.
- Clause 7: All complaints must be submitted and heard by the Election Board prior to the counting of the ballots. All candidates have until one (1) hour following the close of voting to submit a complaint to the Elections Board

Section 9: Election Board Duties and Responsibilities

- Clause 1: The general responsibilities and authority for all ASO sponsored elections will lie with the Election Board. The Election Board is the interpreter for the Election Code, but is bound by the provisions in the ASO Constitution and By-Laws.
- Clause 2: The Election Board has the responsibility for policing the campaign. It is the responsibility of the Election Board to sit as a judicial body as deemed necessary.
- Clause 3: The Election Board will be responsible for the general adherence of the candidate's campaign to the Election Code. Any member of the Election Board may inform the parties involved when a violation of the Election Code occurs and require them to adhere to the Election Code. If the violation is not rectified

immediately; the violation will be brought before the Election Board.

Clause 4: The Election Board may make decisions regarding areas not covered by the Election Code pertaining to the elections process.

Clause 5: Parliamentary procedures for the Election Board must be Robert's Rules of Order.

Section 10: Responsibility of the Coordinator of Elections

Clause 1: The Coordinator of Elections must be responsible for appointing the members of the Election Board in consultation with the Coordinator of Student Activities. The Coordinator of Elections must be responsible for informing all members of the time and place of the meetings. It must be the responsibility of the Coordinator of Elections to see that they are run fairly and must be responsible for the conduct of the members of the Election Board during the election.

Clause 2: If any individual feels that the Coordinator of Elections has not carried out his/her responsibilities within direct accordance of the Election Code, the matter will be taken to the SJRB for their review and decision.

Clause 3: Anything not specified in the Election Code must be cleared and approved by the Coordinator of Elections PRIOR to action by the candidate. Failure to adhere to the Election Code could result in the candidate being disqualified.

Clause 4: The Election Board must choose The Vice Coordinator.

Clause 5: The Vice Coordinator must take the place of the Election Coordinator when deemed necessary by the Election Coordinator.

Section 11: Guidelines for selecting School and Center Senators

Clause 1: Each academic school must appoint one student to represent that school. One (1) senator must be selected per one thousand (1,000) students for each center.

Clause 2: All nominees must meet the eligibility requirements outlined in Section 2.6 of this Election Code, but the process for selection shall be determined by the respective academic school or center campus.

Clause 3: Confirmation Committee shall consist of (5) five students and the Executive Vice President. This committee will formulate the (3) three general questions which the Senate will use to interview the candidates.

Clause 4: After selection by their respective academic division or satellite campus, each appointee will appear before the Senate who must review the recommendation, be informed that the qualifications are met, hear the candidates' answers to the general questions, and vote to either reject or accept them as Senators.

ARTICLE VIII

STUDENT JUDICIAL REVIEW BOARD

Section 1: Maxims

- Clause 1: The Board must render no decisions dealing with hypothetical or abstract issues or questions, only ASO Constitutional matters.
- Clause 2: The Student Judicial Review Board must convene itself in any case where specific and closely reasoned documentation is presented.
- Clause 3: All remedies in any other pertinent body must have been exhausted and their procedures met before the case may come before the Board for a hearing except for those actions brought to the Board calling for the removal from office of an Organization officer or official.

Section 2: Hearing Procedure

- Clause 1: Any party or group feeling they have a case or controversy that should be heard by the Board shall submit their views and any pertinent facts to each member of the Board in written form via "specific and closely reasoned documentation."
- Clause 2: The Board must then call a Hearing date within seven (7) school days if two (2) voting members of the Board or the Chairperson of the Board feel that the case of controversy is genuine and/or has merit.
- Clause 3: The Board must take steps to ensure that all principals in the case or controversy are informed: that the Board has set a hearing date, who originated the request for a hearing, and what are the basic contentions in the case. Each member of the Executive and Legislative Branches will also be informed of this information. All such notifications will be in written form.
- Clause 4: The Board will meet in a hearing to consider the written allegations and information submitted to it, and to hear all sides to the question. The Board must take any step necessary to obtain information it feels it needs to make a decision. The Board may, if it wishes, then meet in closed session to arrive at a final decision. A written statement describing the Board's findings must be produced.
- Clause 5: Any Constitutional interpretation levied by the SJRB must be considered being the Associated Student's Organization interpretation, and must be adhered to by the officials and officers of that body.
- Clause 6: The Board must issue such interpretations in written form and shall freely distribute copies on campus. Such copies must be permanently attached to all available copies of the ASO Constitution and will be permanently displayed in the Senate Chambers.

Clause 7: The Senate Judicial Review Board must consider appeals to its decisions in whatever manner the Board feels is constructive and in keeping with the Constitution.

Section 3: Board Membership

Clause 1: Members of the SJRB must hold their office for the full academic year.

Clause 2: At no time must the SJRB have more than (one) 1 member who holds membership in the same club or organization on campus.

Clause 3: The Chairperson of the SJRB must appoint a Secretary to the Board.
1. The duties of the Secretary shall be to take minutes and document all facts in each case.

ARTICLE IX

PARLIAMENTARY AUTHORITY

Section 1: The Rules contained in Robert's Rules of Order revised, must govern the Associated Student Organization in all cases to which they are applicable, and in which they are not inconsistent with the Constitution, By-Laws or House Rules of this organization.

Section 2: A Senate Parliamentarian must be appointed by the Executive Vice-President and ratified by a majority of the voting members present at the regular or special Senate meeting at which his/her appointment is announced.

Clause 1: The principal duty of the Parliamentarian is to advise the Chairperson on Parliamentarian Procedures.

Clause 2: The Parliamentarian must have the right to intervene at any time during regular or special Senate meetings to advise the Chairperson of any violations or parliamentary procedures.

Clause 3: The Parliamentarian must have been a Senator or Executive Officer during the semester previous to his/her term as Parliamentarian.

Clause 4: The Senate Parliamentarian must serve for the length of the semester elected and until a new Parliamentarian is elected.

ARTICLE X

OATH OF OFFICE

I _____ do hereby swear or affirm to serve and represent the interest of the entire Associated Student Organization of Southwestern College, and to uphold the Constitution and By-Laws and the Senate House Rules of the ASO to the best of my ability.

ARTICLE XI

AMENDING AND REVISING THESE BY-LAWS

The Associated Student Organization By-Laws may be amended or revised by a two-thirds (2/3) majority vote of the members of the Senate. All proposed amendments or revisions shall be made available to all Senators not less than ten (10) days prior to their being voted upon. These By-Laws may not be amended or revised in any way which would make them in conflict with the Associated Student Organization Constitution.

ARTICLE XII

RATIFICATION

Section 1: These By-Laws must be effective upon approval of two-thirds (2/3) majority vote of the Senate members.

Section 2: All revisions must be dated and listed in order after the ratification.

REVISED AND APPROVED:

September, 1977

May, 1980

May, 1987

December, 1991

August, 1994

June, 1995

May, 2001

October, 2001

May, 2006

April, 2007

April, 2009

June 2012

June 2013

ASSOCIATED STUDENTS' ORGANIZATION

HOUSE RULES

I. AGENDA FORMAT

A. See sample in APPENDIX A

1. **CALL TO ORDER** - Senate Chairperson will call regularly scheduled senate meetings to order at 11:45 a.m.
2. **ROLL CALL** - Executive Secretary will take attendance of the members present.
3. **APPROVAL OF THE MINUTES** - Will include all corrections to the minutes of all previous meetings not yet approved. Approval requires a motion and second. It is non-debatable and requires a majority vote of the members present.
4. **DELETIONS TO THE AGENDA** – Items may be deleted from the agenda by a majority vote of the members present. A motion to delete is not debatable.
5. **ORAL COMMUNICATIONS** – Will include all reports, comments and questions from non-senate members present at the meeting. Their desire to speak at the meeting shall be relayed to the chairperson prior to the call to order. Again, no items requiring a Senate vote can be brought to the floor. Should non-senate member have an item requiring legislative action, he/she shall bring it to the Senate through the committee system. If an oral report is given, it will be limited to three (3) minutes.
6. **OLD BUSINESS** – Will include all those items tabled from previous meetings. Items tabled require a motion and second to take from the table, and a no-debate vote requiring a majority vote of the members present. All items tabled to a specific meeting are automatically taken from the table and require no motion.
7. **NEW BUSINESS** – Will include all items requiring a Senate vote. These items include resolutions, endorsements, position statements, and approvals or ratifications.
 - a. Procedures for submitting agenda items for New Business:
 - i. Items must be in writing with all related materials attached as enclosures. Items must include subject area and a brief summary of what is to be covered.
 - ii. All items must be submitted to the Executive Secretary by Friday, 3:00 p.m.
 - b. If it becomes obvious that an item of new business is having difficulty during debate, and the Senate is unsure of its position regarding that item, the Chairperson shall request a motion to table.
8. **DISCUSSION ITEMS** – Items that are brought to the table that are open for discussion. No action will be taken.

9. EXECUTIVE BOARD REPORTS – Will include all oral reports from the Executive Branch of the Senate. Executive reports will not be on the Senate agenda unless the Executive Secretary is notified by 2:00 p.m., Friday, with the exception of the President and Executive Vice President. If an oral report is given, it will be limited to three minutes. Written Executive reports must be typed and placed in all the senators' boxes seventy-two (72) hours prior to the next meeting.
10. COMMITTEE REPORTS – Will include progress reports from all committees. Should a committee have an item for legislative action, this item must be brought to the floor under New Business. If an oral report is given, it will be limited to three (3) minutes.
11. SENATOR REPORTS - Will include all division/school/satellite campus reports. If an oral report is given, it will be limited to three minutes.
12. NEXT WEEKS AGENDA ITEMS – Executive Secretary will request agenda items for the following scheduled Senate meeting from Executive Board and Senate.
13. ANNOUNCEMENTS – Will include those announcements from senators, ASO officers, faculty and administration. Again, no items requiring legislative action shall be brought up under announcements. If an oral report is given, it will be limited to three (3) minutes.
14. ADJOURNMENT – Will be no later than 12:00 p.m. (This time may be suspended at the discretion of the Senate.)

II. VOTING

- A. A majority vote of the members present is a majority of the members voting. Abstentions do not count as a vote. (Example: A 3-2-6 votes will pass.)
- B. A majority vote of the members is a majority of all senators, present or not. (Example: If there were 15 elected senators in office, a majority would be eight).
- C. A two-thirds (2/3) majority vote of the members present requires an affirmative vote of two-thirds (2/3) of all members voting. (Abstentions do not count as a vote.)
- D. A two-thirds (2/3) majority vote of the members is a two thirds (2/3) majority of all senators, present or not.
- E. A Viva Voce vote will be required on items 1, 9, 12-15, and 19. A Rising vote will be required on items 2-8, 10-11, 16-18, and 20-21. It will be the responsibility of the Executive Secretary for the recording and filing of these votes. The Executive Secretary will also have the responsibility of producing the results of all votes upon request of any ASO member.

F. Votes Required:

ITEM VOTE REQUIRED FOR PASSAGE

1. Resolutions	Majority Present
2. Endorsements	2/3 Majority Present
3. Position Statements	2/3 Majority Present
4. Over-ride Veto	2/3 Majority Present
5. Amend/Revise By-Laws	2/3 Majority All Members
6. Ratify By-Laws	2/3 Majority All Members
7. Amend/Revise House Rules	2/3 Majority All Members
8. Ratify House Rules	2/3 Majority All Members
9. Budget Item Approval	Majority Present
10. Budget Approval	2/3 Majority Present
11. Suspend House Rules	2/3 Majority Present
12. Agenda Deletion	Majority Present
13. Lay on the Table	Majority Present
14. Approval of Minutes	Majority Present
15. Take from the Table	Majority Present
16. Petition for Recall	2/3 Majority Present
17. Election Chairperson Pro-Temp	2/3 Majority Present
18. Ratify Parliamentarian	2/3 Majority Present
19. Ratify President Appointment	Majority Present
20. Censure	2/3 Majority All Members
21. Removal from Office	2/3 Majority All Members

III. PROXY VOTES

- A. All proxy votes must be prepared in writing and submitted to the Chairperson, Executive Secretary or any Senator who will be present at the meeting.
- B. The proxy must include the Senator's name, the name of the member to whom the proxy is given, the name of the issue to be voted upon, and the vote (for/against).
- C. It shall be submitted by the member entrusted with the proxy for an item as presented on the agenda.
- D. Proxy votes will not be counted towards establishing a quorum.
- E. Proxy vote shall only apply to Senate meetings.

IV. ATTENDANCE

- A. All Senators and required Executive Officers must attend all regular and special Senate meetings.
- B. All Executive Officers are required to attend all regular and special Executive meetings.

- C. All Senate and Executive officers are allowed a cumulative total of four (4) absences from their required Senate, Executive, and Standing Committee meetings within a semester.
- D. All at-large Senators and required Executive Officers must attend all weekly meetings of the Standing Committees to which they are a member.
- E. All School, Center, and ICC Senators must attend all weekly meetings of the required (1) one Standing Committee to which they are a member. The aforementioned Senators must also attend all their School, Center or ICC meetings.
- F. Advanced notice of an absence communicated to the ASO President, Executive Vice President, Executive Secretary or Standing Committee Chair will count as a half (1/2) absence.
- G. Excused absences may be granted per the Senate Chair as deemed necessary in support of ASO sponsored events. Only after all voting items (Old and New business) have been addressed, the Senate Chair may excuse no more than 25% of Senators present to actively participate in ASO sponsored events until 12:00 p.m.

V. TARDINESS

- A. Arriving to a meeting after it has been called to order will count as a half (1/2) absence.
- B. Leaving before a meeting has been adjourned will count as a half (1/2) absence.
- C. Arriving to a meeting more than ten (10) minutes after it has been called to order will count as a full absence.
- D. Leaving a meeting more than ten (10) minutes before it has been adjourned will count as a full absence.

VI. REMOVAL FROM OFFICE

- A. The process to remove a Senator from office will begin when four (4) absences have been recorded within a semester. When a Senator has reached the four (4) absences, the Executive Secretary must inform the Executive Vice President and the Senator of the absence. The Senator must be put on the next regular Senate meeting's agenda for removal.
- B. The Senator will be required to attend the next scheduled meeting if he/she wishes to give an explanation for their absences.
- C. To remove a Senator from office requires a 2/3 majority of all members.
- D. If the Senate chooses not to remove a Senator after four (4) recorded absences, the removal procedure will resume after the next full absence has been recorded.

VII. DEBATE

- A. Debate must be conducted in an orderly manner. Those wishing to speak must raise their hands to request recognition from the chair.
- B. The Senator who moved the motion will be the first speaker on that motion.
- C. Speakers will be given the opportunity to speak in the order of their recognition.
- D. If a question is directed to any senator, his reply to that question will take precedence over other senators requesting the floor.
- E. All debate not recognized by the chairperson will be out of order.
- F. All those who are not senators and wish to address the issue must raise their hands in request for recognition. They may be recognized by the chairperson or any senator. All other comments will be out of order.
- G. Debate should be as brief as possible. Should the debate become redundant, or deadlocked, the chairperson will request a call for the order of the day, or for a motion to table.

VIII. MINUTES

- A. The Executive Secretary must have the responsibility to properly record all business discussed at the Senate meeting.
- B. All resolutions must reflect its number, name of the senators who moved and seconded, pass or fail, any tabling motions, and the count of the vote.
- C. All endorsements and position statements must reflect the names of the senators who moved and seconded, pass or fail, any tabling motions, and the count of the vote.
- D. All information covered on Executive and Committee reports, Oral Communications and Announcements must be recorded, with the name of the speaker.
- E. Copies of the minutes must be distributed to all senators prior to the next meeting. They must also be posted at designated areas for the student body's convenience.

IX. AGENDA PREPARATION/POSTING

- A. The agenda must be prepared as outlined in Item I (page 30) and must conform to the requirements of the Ralph M. Brown Act.

X. FILLING OF VACANT SENATE SEATS

- A. Should a vacancy occur on the Senate, steps must be taken to fill that vacancy with the person possessing all qualifications required for an elected senator.

- B. Upon notifications of a vacancy, the chairperson must address the Senate and make his/her recommendation as to whether the vacancy should be immediately filled, or to fill it in the next general election. If the upcoming election is more than one month away, attempts should be made by the Senate to fill the vacancy.
- C. Should the Senate choose to fill the vacancy, the chairperson must insure the proper publicity be given to the vacancy, and that petitions for the vacancy be submitted to him/her within ten (10) school days of the day the vacancy was publicly announced.
- D. Upon receipt of the petitions, the Student Activities Advisor must insure the candidates meet all qualifications, and the chairperson will present the candidates at the next regular Senate meeting. The chairperson will ask each candidate the same list of questions.
- E. The senators must view the petitions, be informed that the qualifications are met, hear the candidates comments, and vote for the candidate(s) of their choice.
- F. The vote must be counted by the Executive Secretary and Chairperson. A majority vote of the members present will elect the candidate.
- G. The Chairperson will introduce the new Senator(s) to the Senate and swear him/her into office.

XI. CHAIRMAN PRO-TEMPORE

- A. The Chairman Pro-Tempore must be elected by a two-thirds (2/3) majority of all members present at the first meeting of the senate each semester.
- B. The Chairman Pro-Tempore must serve for the length of the semester elected and until a new Pro-Tempore is elected.
- C. The Chairman Pro-Tempore must be a senator or executive officer during the semester previous to his term as Chairman Pro-Tempore
- D. Duties of the Chairman Pro-Tempore:
 - 1. Fulfill all duties of the chairperson of the Senate in his/her absence.
 - 2. Authorize agenda items prior to the call of order.
 - 3. Preside over the Senate when the chairperson desires to enter into the debate.

XII. SECRETARY PRO-TEMPORE

- A. The Secretary Pro-Tempore will be elected by a two-thirds (2/3) majority of all members present at the first meeting of the senate each semester.
- B. The Secretary Pro-Tempore must serve for the length of the semester elected and until a new Pro-Tempore is elected.
- C. The Secretary Pro-Tempore must be a current ASO officer and have been a senator or exec-

utive officer during the semester previous to his/her term as Secretary Pro-Tempore.

D. Duties of the Secretary Pro-Tempore:

1. Fulfill all duties of the secretary of the Senate in his/her absence.
2. Be responsible for recording, publishing, and posting minutes of the Senate meetings by the second school day following a Senate meeting.

XIII. GENERAL RULES

- A. All doors must be closed prior to the call to order.
- B. No food will be consumed in the senate chamber during senate meetings.
- C. The chairperson must insure the orderliness of meetings. He/she shall request all those out of order and/or refusing to act orderly to leave the senate meeting.
- D. No insulting verbal and/ or nonverbal behavior.
- E. No obscene or offensive materials will be posted and/ or passed.
- F. No personal verbal and / or nonverbal communication.
- G. Furniture will be used for the purpose intended.
- H. Executive officers, members of the Senate, and advisors may be seated at the senate table during the senate meeting.
- I. Only ASO officers and advisor(s) must be seated at the senate table during the senate meetings.

XIV. CODE OF ETHICS

Part I

We, the Associated Students of Southwestern College (ASO), respect the dignity and rights of all people: students, academic faculty, classified staff and administrators.

- A. We recognize that all people deserve respect regardless of their cultural background, gender, ethnicity, race, religious beliefs, political ideologies, disabilities, sexual orientation, age, or socioeconomic status.
- B. We are careful to avoid using any personal power we may possess (whether it be physical, intellectual, academic, sexual, racial, and social) to exploit or intimidate other people. We refrain from imposing on people our personal attention if it is not welcomed.
- C. When it is necessary and appropriate to publicly challenge the beliefs or actions of a person, we strive to do so with sensitivity. We make an attempt to preserve the dignity of that person. We accept the challenge of attempting at all times to build people up rather than

tear them down. This applies to our treatment of each other and those around us, whether the setting be business or social.

- D. We recognize that being a member of this organization involves participating in an environment in which freedom of expression is of paramount importance to ensure total student input on policy development and the free exchange of ideas. We also realize the need to demonstrate respect for our fellow ASO officers as well as the students of this community college district when making public comments about colleagues and students.
- E. We are careful to avoid dual relationships that may involve incompatible roles and conflicting responsibilities.
- F. Our job as student representatives must not affect our roles as impartial arbitrators in any and all grievances between students to students, faculty to students, etc. We strive to attempt conflict resolution and prevent minor problems from becoming major issues.
- G. We respect the roles of administrators, academic faculty, and staff members and fully understand that they have different viewpoints and ideas that may not always be the same as students view. We will try to resolve any problem with due respect, which includes professional courtesy avoiding surprises at all times. We must act with integrity and maturity in any negotiation with our administrative counterparts (Administrators, Board of Trustees, Academic Senate, Classified Senate or other staff or student organizations.).

Part II

We, the members of the ASO, strive for honesty in representing all community college students in the Southwestern Community College District (SWCCD) through a process that includes stimulating representation through honest and open debate; and through the total documentation of all actions, positions, and decisions which the ASO may take.

- A. We facilitate the representation process by providing for a comprehensive system of delivering information to community college students.
- B. We strive to maintain proper dissemination of our minutes and agendas to all community college students.

XV. AMENDING, REVISING OR SUSPENDING THESE HOUSE RULES

- A. These Senate House Rules may be Amended or Revised by a two-thirds (2/3) majority of all members. All proposed amendments or revisions must be introduced in the form of a resolution and presented at the meeting under New Business.
- B. Any of these House Rules may be suspended on a meeting to meeting basis. A motion and second to suspend a House Rule (such as time of adjournment), and a majority vote of the members present is required for suspension.

XVI. RATIFICATION

- A. These House Rules will be effective upon approval of a two-thirds (2/3) majority of all Senate members.

B. Revisions will be recorded as in the By-Laws

REVISED AND APPROVED:

May, 1981
August, 1987
March, 1992
March, 1994
May, 2000
July, 2001
February, 2003

February, 2004
May, 2004
December, 2008
November, 2009
February, 2010
April, 2010
May, 2010
June 2013
June 2015

Associated Student Organization
(Sample Senate Agenda)
(Meeting Location)
(Month Day, Year)
(Meeting time)

- I. CALL TO ORDER:**
- II. ROLL CALL:**
- III. APPROVAL OF MINUTES:**
- IV. DELETIONS TO AGENDA:**
- V. ORAL COMMUNICATION:**
- VI. OLD BUSINESS:**
- VII. NEW BUSINESS:**
- VIII. DISCUSSION ITEMS:**
- IX. EXECUTIVE BOARD REPORTS:**
 - A. President's Report
 - B. Executive Vice President's Report
 - C. Social Vice President Report
 - D. Vice President for Club Affairs Report
 - E. Vice President for Public Relations Report
 - F. Treasurer's Report
 - G. Secretary's Report
 - H. Advisor's Report
- X. COMMITTEE REPORTS:**
- XI. SENATOR REPORTS:**
- XII. NEXT WEEK'S AGENDA ITEMS:**
- XIII. ANNOUNCEMENTS:**
- XIV. ADJOURNMENT:**