



*Constitution, By-Laws, &  
House Rules*

*2018-2019*

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*2018-2019*

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## **APPENDIX A**

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### ASO Mission Statement

*We, the Associated Student Organization of Southwestern College, are the official representative voice for all students. We promote diversity, inclusion, and leadership campus wide. We complete this objective by serving as a liaison between the students, faculty, staff, and administration thus providing a more transparent campus climate and increased morale. We support and address changes when needed that promote student's interests, rights, needs and welfare.*

**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: All members of this organization shall be entitled to vote in the Associated Student Organization General Elections.

Clause 2: Permanent voting membership is hereby assigned to the Officers of the Executive Branch, Legislative Branch, Judicial Branch, and the Election Board respectively in their functions listed herein.

Clause 3: Membership types are found in the By-Laws.

## ARTICLE III

### NOMINATIONS AND QUALIFICATIONS

#### Section 1: Nominations

- Clause 1: All candidates for office must be nominated by a Petition for Nomination form containing the signatures of at least seventy-five (75) ASO members. All petition signatures must be verifiable by valid and current registration & I.D. numbers.
- Clause 2: Petitions must be filed in the office of the College designated Student Activities Advisor(s) at the time set by the Election Board or as defined in the Election Code. Upon receipt of Petition for Nomination forms, the Student Activities Advisor(s) must ensure the candidate(s) meet(s) all qualifications.
- Clause 3: All candidates for the Executive Branch, Legislative Branch, Judicial Branch, the Coordinator of Elections, and the Election Board must meet all Qualifications for Office by their assumption of the office.
- Clause 4: No student may run for more than one ASO Office simultaneously.

#### Section 2: Qualifications for Office:

- Clause 1: Officers of the Executive Branch, Legislative Branch, Judicial Branch, the Election Board, and the Coordinator of Elections must carry nine (9) units of Southwestern College work throughout their term of office, with the exception of (DSS) students, who shall serve with seven (7) units.
- Clause 2: All ASO Officers of the Executive Branch, Legislative Branch, Judicial Branch, the Election Board, and the Coordinator of Elections must have a 2.5 cumulative GPA and maintain this GPA throughout their term of office.
- Clause 3: All ASO Officers of the Executive Branch, Legislative Branch, Judicial Branch, the Election Board, and the Coordinator of Elections 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 ASO Officers of the Executive Branch, Legislative Branch, Judicial Branch, the Election Board, and the Coordinator of Elections, 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 of the Executive Branch, Legislative Branch, Judicial Branch, the Election Board, or the Coordinator of Elections, except in the case of the Executive Vice President who chairs the ASO Senate, and the Vice President for Club Affairs who chairs the Inter-Club Council.
- Clause 6: All ASO Officers of the Executive Branch, Legislative Branch, Judicial Branch, the Election Board, and the Coordinator of Elections, 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 2.
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.
13. The President must meet with the Student Trustee at least once a month.

#### Section 4: The Executive Vice-President

##### Clause 1: Qualifications:

- A. See Article III, Section 2.
- 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 2.
- 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 2.
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 in the event that there is a vacant ICC Senator position.
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 2.
- 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 2.
- 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:

1. See Article III, Section 2.
2. 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: Vice President of Outreach

### Clause 1: Qualifications:

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

### Clause 2: Election of the Vice President of Outreach:

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

### Clause 3: Duties of the Vice President of Outreach

The Vice President of Outreach must:

1. Chair the Outreach Committee.
2. Serve as liaison between the ASO and Child Development in the maintenance and management of the Campus Food Pantry.
3. Maintain contact with campus directors to ensure the coordination of community outreach activities hosted by the ASO.
4. Coordinate with learning communities including but not limited to: EOPS, Guardian Scholars, Veterans Services, Student Services, and the Chief of Police to accommodate outreach activities.



5. Work with the Director of Equity, Diversity, and Inclusion to create and promote events to and for the students.
6. Be a member of the President's Cabinet.
7. Work with the office of Outreach to create and promote events for prospective Southwestern College students.
8. Coordinate with community agencies and nonprofit organizations to find productive resources and community service opportunities for the ASO.

#### Section 11: The President's Cabinet

The President's Cabinet must consist of all Executive Officers, the Senate Vice Chair, the Senate Parliamentarian, all students appointed to College Standing Committees, and all Senate Standing Committee Chairpersons.

The President's Cabinet must be a resource to the President in their duties to administrate the affairs and properties of the Associated Student Organization (ASO).

### 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 2.
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. No student will serve as a Senator At Large, Academic School Senator, Higher Education Center Senator, Student Affairs Senator, Inter Club Council Senator, or any combination, whether elected through ASO General Elections or In House Elections, for more than two terms.

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. Vacancies in the Senate must be filled by a special election of the Senate to fill the remainder of the term.
4. One Senate seat must be elected by the Inter Club Council.
5. One senate seat must be elected as Student Affairs Senator through In House Elections.
6. One senate seat must be elected for each Academic School & Higher Education Center through In House Elections.

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.

## **ARTICLE VI**

### JUDICIAL BRANCH

Section 1: There is hereby established the Judicial Branch which shall be under the jurisdiction of 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 the Student Judicial Review Board procedures found in the ASO By-Laws.

Clause 2: The Student Judicial Review Board is hereby conferred the exclusively appointment to the Southwestern College Grievance & Order Committee (2018), or the equivalent committee thereof which operates as the hearing body for the appeal process in student grievance/student misconduct due process procedures.

Section 2: Student Judicial Review Board Membership

Clause 1: The Student Judicial Review Board must be appointed, with Senate approval, by the ASO President during the first five (5) weeks of each fall semester. The Justices will assume office in the meeting of Senate approval. The Chairperson must introduce the new Justices to the Senate and swear them into office.

Clause 2: The Student Judicial Review Board must be comprised of the Chief Justice, an additional four (4) Justices, and the Senate Parliamentarian. In the event of a

vacancy on the board, immediate measures must be taken by the ASO President to fill the position. The current college designated ASO advisor may be present at all Hearings.

- Clause 3: Members of the Student Judicial Review Board must hold their office for the full academic year.
- Clause 4: The Senate Parliamentarian shall be a non-voting/advisory member of the Student Judicial Review Board whose concurrent membership is hereby authorized.
- Clause 5: No person may be considered for a voting membership on the Student Judicial Review Board unless he or she quit, resigned office, or left office at least one (1) semester prior to a seat on the Board being vacated.
- Clause 6: At no time shall the Student Judicial Review Board have two (2) or more members who hold membership(s) in the same organization(s) on campus.

### Section 3: The Chief Justice

#### Clause 1: Duties of the Chief Justice

The Chief Justice must be responsible for:

1. Chairing the Student Judicial Review Board
2. The conduct of the members of the Student Judicial Review Board in dealing with the appeal process in student grievance/student misconduct due process procedures
3. Calling meetings of the Student Judicial Review Board as necessary
4. Appointing a Justice as secretary who shall take minutes and document all facts in each case.

### Section 4: Duties of the Student Judicial Review Board

- 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 Student Judicial Review Board 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 Student Judicial Review Board 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 Student Judicial Review Board will review the facts surrounding the case and review the constitution to determine the constitutionality of the Legislative and/or Executive Branch's recommended action.
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 5: 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 to be convened except for those actions brought to the Student Judicial Review Board calling for the removal from office of an ASO Officer.

Section 6: Votes

Clause 1: Votes required

Constitutional Interpretation	4/5
Impeachment	4/5
Expulsion from ASO Membership	4/5
Election Code Violation	4/5
General Complaints	3/5

**ARTICLE VII**

THE ELECTION BOARD

Section 1: There is hereby established the ASO General Elections which shall be under the jurisdiction of the Coordinator of Elections & the Election Board. The Coordinator of Elections & the Election Board are hereby authorized, to ensure the certification of all pertinent Petition for Nomination forms, to determine the exact dates of the elections, and to direct the conduct and equitable adherence of the Election Code by

all candidates. The Election Code must govern the Coordinator of Elections, the Election Board, and all ASO General Elections.

Section 2: The Coordinator of Elections must be appointed, with Senate approval, by the ASO President during the first five (5) weeks of each spring semester. The Coordinator of Elections will assume office in the meeting of Senate approval. The Chairperson must introduce the new Coordinator of Elections to the Senate and swear him/her into office.

Section 3: The Election Board must be comprised of the Coordinator of Elections and an additional five (5) Election Board Officers appointed by the Coordinator of Elections from the Associated Students no later than the first week of the month of April each spring semester. In the event of a vacancy on the board, immediate measures must be taken by the Coordinator of Elections to fill the position.

Section 4: No person who is currently a member of, has been a member throughout the academic year of, or is a current candidate for any branch of the Associated Student Organization may serve as the Coordinator of Elections or on the Election Board.

Section 5: The Coordinator of Elections

Clause 1: Qualifications:

1. See Article III, Section 2.
2. No student will hold the office of Coordinator of Elections more than twice.

Clause 2: Appointment of Coordinator of Elections:

1. The term of office for the Coordinator of Elections will be one spring semester.

Clause 3: Duties of the Coordinator of Elections

The Coordinator of Elections must be responsible for:

1. Chairing the Election Board
2. Appointing the members of the Election Board in consultation with the Coordinator of Student Activities.
3. The conduct of the members of the Election Board during ASO General Elections.
4. The conduct & equitable adherence to the Election Code by all candidates.
5. Hosting an annual ASO General Elections Candidates Meeting to review the Election Code, register party affiliations, & authorize the initialization of the campaign period.

Section 6: The Vice Coordinator of Elections

Clause 1: Qualifications:

1. See Article III, Section 2.
2. No student will hold the office of Vice Coordinator of Elections more than twice.

Clause 2: Appointment of Vice Coordinator of Elections:

1. The term of office for the Vice Coordinator of Elections will be one spring semester.
2. The Vice Coordinator of Elections must be a current Election Board Officer selected by the Election Board.

Clause 3: Duties of the Vice Coordinator of Elections

The Vice Coordinator of Elections must:

1. Take the place of the Coordinator of Elections when deemed necessary by the Coordinator of Elections.

Section 7: Duties of the Election Board

Clause 1: The Election Board is hereby conferred the authority to conduct the ASO General Elections & is hereby charged the responsibility of policing candidates' campaigns and ensuring the equitable adherence to the Election Code by all candidates. Failure to adhere to the Election Code could result in the candidate being disqualified.

Clause 2: During ASO General Elections the Election Board must act as the decision-making body in cases and controversies dealing with questions of Election Code interpretation & may make decisions regarding areas not covered by the Election Code pertaining to the elections process, but must be bound by the provisions of the ASO Constitution & By-Laws.

Clause 3: The Election Board must also serve as a judicial body as needed during ASO General Elections. The Election Board shall have the authority to impose sanctions upon candidates for violating the Election Code. Those sanctions range from verbal warnings, written citations, to disqualification.

Section 8: Meetings of the Election Board

Clause 1: The Coordinator of Elections shall act as Secretary to the Election Board & post all proceedings. Agendas of the Election Board shall be posted twenty-four (24) hours prior to the meeting.

Clause 2: Shall there be a tie on a determination of the Election Board, the Coordinator of Elections must have the right to break the tie.

Section 9: Election Code Interpretations

Clause 1: Any candidate may request an Election Board decision on an election practice not specified in the Election Code. A decision shall be rendered prior to any action by the candidate on the matter. Shall a decision rendered affect any candidate's campaign, it shall be the duty of the Coordinator of Elections to inform the candidate and ensure Election Code adherence.

Clause 2: When presented with an Election Code inquiry the Coordinator of Elections must convene the Election Board within forty-eight (48) hours to review the matter.

Clause 3: All decisions rendered shall be communicated to all candidates, compiled, and referred to the incoming administration's Constitution Committee for review of the matter.

#### Section 10: Election Code Violations

Clause 1: Any individual may report an Election Code violation to the Coordinator of Elections, any Election Board Officer, or the Coordinator of Student Activities.

Clause 2: The Coordinator of Elections, any Election Board Officer, or the Coordinator of Student Activities may inform the parties involved when an Election Code violation occurs and require them to adhere to the Election Code. If the violation is not rectified immediately; the violation must be brought before the Election Board.

Clause 3: Numerous violations shall merit consideration for disqualification at the discretion of the Election Board.

Clause 4: In the event of a claim of an Election Code violation 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 5: If the Coordinator of Elections has not resolved the identified violation within the twenty-four (24) hour period, the violation must be brought before the Election Board. If the Coordinator of Elections has not presented the complaint to the Election Board, any interested party may present the violation in writing to the Coordinator of Elections, any Election Board Officer, or the Coordinator of Student Activities. An individual who chooses to present their concern in writing, may only do so after the Coordinator of Election's twenty-four (24) hour period to address the issue. This process shall exclude weekends, and holidays.

Clause 6: All candidates reserve the right to appeal the Coordinator of Elections' resolution of any violation by presenting the appeal to the Elections Board.

Clause 7: When presented with a violation the Election Board must convene within forty-eight (48) hours to review the matter. 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.

#### Section 11: Coordinator of Elections & Election Board Accountability

Clause 1: If any individual feels the Coordinator of Elections or the Election Board have not carried out their responsibilities in direct accordance to the Election Code, the matter will be taken to the SJRB for their review & decision.

Section 12: Abeyance of ASO General Election Results

- Clause 1: All candidates shall have until one (1) hour following the closure of voting to submit a complaint to the Election Board or the SJRB, the time which shall be the Final Complaint Hour.
- Clause 2: Shall the Election Board receive a claim of an infraction of the Election Code by a candidate or a member of his or her campaign staff, the Election Board must be immediately convened & the ASO General Election results will be held in abeyance until all matters are resolved.
- Clause 3: Shall the SJRB receive a complaint against the Coordinator of Elections or the Election Board, the SJRB must be immediately convened & the ASO General Election results will be held in abeyance until all matters are resolved.

Section 13: Votes for Election Board Action

Clause 1: Votes Required

Disqualification	4/5
Render Election Code Interpretation	3/5
Validate Election Code Violation	3/5
Render General Decisions	3/5

**ARTICLE VIII**

INTER-CLUB COUNCIL

Section 1: There shall be an Inter-Club Council (ICC).

- Clause 1: All supplementary organizations herein referred to as “clubs” and their laws must be approved through the Inter-Club Council each semester.
- Clause 2: Supplementary Organizations shall be open to the student body at large.
- Clause 3: The ICC must be responsible for electing the ICC Senator.
- Clause 4: The ICC Senator must attend all ICC and Senate meetings.

Section 2: Inter-Club Council must:

1. Abide by the Inter-Club Council Constitution.
2. Enhance the communication and interaction between the ASO and the SWC Student Clubs and Organizations.
3. Be the primary body to assist and coordinate activities/programs between the ASO and the club system.
4. Recommend to the ASO Senate, resolutions and decisions as they relate to the club system.
5. Be allowed to draw task forces for its club events.

Section 3: Supplementary Organization Representatives



- Clause 1: Supplementary Organizations shall be entitled to each select a Representative who shall serve on the Inter-Club Council.
- Clause 2: The Representative of a Supplementary Organization shall hereby be conferred the right to speak in debate and vote in the Inter-Club Council.
- Clause 3: Representatives will only represent a singular club per meeting.

## **ARTICLE IX**

### FINANCIAL CODE

Section 1: The Financial Code is hereby established to define the policies and procedures for the formulation of budgets and financial transactions of the Associated Student Organization 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: Financial Principles of the ASO

- Clause 1: ASO funds must be expended primarily and directly for the benefit of the students through the purchase of equipment, supplies, and/or services.
- Clause 2: All school functions sponsored by a club and/or organization may be supported by ASO funds after receiving Senate approval.
- Clause 3: Any Executive or Legislative officer who stands to gain direct personal financial benefit from ASO legislation must abstain from voting on said legislation.

## **ARTICLE X**

### ELECTION CODE

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

## ARTICLE XI

### 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 XII

### 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  
Amended, Dec 2015  
Amended, July 2016  
Amended, May 2017  
Amended, May 2018

**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 types.

Clause 1: Non Voting Membership

1. The student body at large shall be entitled to non voting committee membership.
2. Non voting members are hereby conferred the right to speak in debate in committees.

**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.

### Section 4: Voting Policy

Clause 1: Motions in consideration shall adhere to the policy set forthwith.

Clause 2: Attendance shall be actively observed to determine voting accuracy.

Clause 3: A Senator's right to abstain shall be recognized

Clause 4: Abstentions will not be included in the vote counts, but shall be reflected in the minutes.

Clause 5: After a Senator's late arrival, their vote must be included in the counts.

Clause 6: After a Senator's departure their vote must be excluded from the counts.

Clause 7: Majority shall be defined as more than half of the members casting a vote.

Clause 8: Majority Present shall be defined as more than half of the members in attendance during the vote.

Clause 9: 2/3 Majority Present shall be defined as more than sixty-six (66) percent of the members in attendance during the vote.

Clause 10: 2/3 Majority All Members shall be defined as more than sixty-six (66) percent of the total elected Senate.

Clause 11: The following shall be designated Special Priority items; Budget Item Approval, Endorsements, Position Statements, Veto Overrides, Budget Approval, All Ratifications, In House Elections, Petitions for Recall, Election of Senate Vice Chair, Amendment/Revision of By-Laws(s)/House Rules(s), Censure, and Removal from Office.

Clause 12: Resolutions & Reconsiderations shall be designated Regular Priority items. All other general business not explicitly listed as Special Priority items shall be Regular Priority items unless designated Special Priority by action of the Senate.

Clause 13: Negligence of conducting the business of the students shall be an offense resulting in a half-absence. The motion Point of Personal Privilege shall be dealt with in the following manner; The officer needing to excuse themselves from the meeting for a short amount of time, shall make the matter known by getting the Executive Secretary's attention to be recognized as official. The Executive Secretary then shall time the brief absence, a time which will be allowed, but must not exceed five (5) minutes in length. The offense of exceeding the time allowed shall result in a half-absence. An officer may not excuse themselves from more than two (2) times per meeting, an offense equally resulting in a half-absence. An officer whom arrives late may not excuse themselves more than one (1) time per meeting, an offense equally resulting in a half-absence.

Clause 14: The motion Objection to the Consideration of the Question shall be dealt with in the following manner; The motion will be an individual vote on whether the item on the Senate Floor is to be objected to or not. The objection to an item shall require a Majority Present vote. A vote in the affirmative shall signify agreement to dispose of the item. A vote in the negative shall signify the desire to continue with the item.

#### Section 5: Voting Procedures

Clause 1: Motions in consideration shall adhere to the procedures set forthwith.

Clause 2: A Viva Voce vote shall be required for the adoption of motions that do not require more than a majority vote. Viva Voce shall be conducted by the Chairperson putting the question to the Senate by requesting the votes in the affirmative, Senators responding "Yes", pausing, then requesting votes in the negative, and having the remaining Senators voting respond "No."

Clause 3: A Roll Call vote shall be required for the adoption of motions requiring more than a majority vote. Roll Call vote shall be conducted by the Executive Secretary naming all those registered in attendance at Roll Call, including truant Senators, and subsequently recording their votes and abstentions.

#### Section 6: Votes Required for Passage of an Item

Clause 1: Motions in consideration shall adhere to the vote requirements set forthwith.

Clause 2: Motions must pass in the affirmative respectively due to their requirements and must fail if not met. The Chairperson must ensure the accuracy of the votes and the Executive Secretary must record the results. The Executive Secretary will also have the responsibility of producing the results of all votes upon request of and ASO member.

Clause 3: Item Vote Requirements

1. Resolution	Majority Present	[VIVA VOCE]
2. Approval of Minutes	Majority Present	[VIVA VOCE]
3. Agenda Deletion	Majority Present	[VIVA VOCE]
4. Budget Item Approval	Majority Present	[VIVA VOCE]

5. Lay on the Table	Majority Present	[VIVA VOCE]
6. Take from the Table	Majority Present	[VIVA VOCE]
7. Postpone Indefinitely	Majority Present	[VIVA VOCE]
8. Postpone to a Certain Time	Majority Present	[VIVA VOCE]
9. Commit/Refer to Committee	Majority Present	[VIVA VOCE]
10. Amend	Majority Present	[VIVA VOCE]
11. Ratify President Appointment	Majority Present	[VIVA VOCE]
12. Reconsider	Majority Present	[VIVA VOCE]
13. Previous Question	2/3 Majority Present	[ROLL CALL]
14. Limit/Extend Limit of Debate	2/3 Majority Present	[ROLL CALL]
15. Endorsement	2/3 Majority Present	[ROLL CALL]
16. Position Statement	2/3 Majority Present	[ROLL CALL]
17. Over-ride Veto	2/3 Majority Present	[ROLL CALL]
18. Budget Approval	2/3 Majority Present	[ROLL CALL]
19. Petition for Recall	2/3 Majority Present	[ROLL CALL]
20. Election of Chairperson Pro-Tempore	2/3 Majority Present	[ROLL CALL]
21. Ratification of Parliamentarian	2/3 Majority Present	[ROLL CALL]
22. Ratification of House Rules	2/3 Majority Present	[ROLL CALL]
23. Suspension of House Rule(s)	2/3 Majority Present	[ROLL CALL]
24. Amendment/Revision of By-Law(s)	2/3 Majority All Members	[ROLL CALL]
25. Amendment/Revision of House Rule(s)	2/3 Majority All Members	[ROLL CALL]
26. Censure	2/3 Majority All Members	[ROLL CALL]
27. Removal from Office	2/3 Majority All Members	[ROLL CALL]

#### Section 7: Attendance

- Clause 1: Attendance shall be mandatory for the diligent execution of an officer's duties.
- Clause 2: All Senate and Executive officers are allowed a cumulative total of four (4) absences from their required Senate, Executive, and Senate Standing Committee meetings within a semester.
- Clause 3: All Senators and required Executive Officers must attend all regular and special Senate meetings.
- Clause 4: All Executive Officers are required to attend all regular and special Executive meetings.
- Clause 5: All Senators and Executive Officers must participate in at least 4 ASO related activities by the end of the semester.
- Clause 6: All Senator At Large positions shall be required to serve and attend two (2) Senate Standing Committees.
- Clause 7: Inter Club Council Senator positions shall be required to serve and attend ICC and the Club Links Committee.

- Clause 8: Academic School & Higher Education Center Senator positions shall be required to serve and attend one (1) Senate Standing Committee. The aforementioned Senators must also attend all their Academic School & Center meetings.
- Clause 9: Advanced notice of an absence, which is not an emergency, communicated to the Executive Vice President, Executive Secretary or Standing Committee Chair will count as a half (1/2) absence.
- Clause 10: Excused absences shall be defined as any absence for verifiable Southwestern College representation, employment, familial, or health related reasons and be determined by the Executive Vice President. The Senate Chair may excuse no more than twenty-five percent (25%) of the Senate per Senate meeting, and no more than twenty-five percent (25%) of the Standing Committee Senators per Standing Committee meeting.

#### Section 8: Tardiness

- Clause 1: Arriving to a meeting after it has been called to order will count as a half (1/2) absence.
- Clause 2: Leaving before a meeting has been adjourned will count as a half (1/2) absence.
- Clause 3: Arriving to a meeting more than ten (10) minutes after it has been called to order will count as a full absence.
- Clause 4: Leaving a meeting more than ten (10) minutes before it has been adjourned will count as a full absence.

#### Section 9: Removal from Office

- Clause 1: The process to remove an officer from service will begin when four (4) absences have been recorded within a semester. When an officer has reached the four (4) unexcused absences, or shall an officer acquire two (2) consecutive absences from a meeting of the same type, the Executive Secretary must inform the Executive Vice President and the officer of the absences. The officer must be put on the next regular Senate meeting's agenda for removal.
- Clause 2: The officer will be required to attend the next scheduled meeting if he/she wishes to give an explanation for their absences.
- Clause 3: To remove an officer from service requires a 2/3 majority of all members.
- Clause 4: If the Senate chooses not to remove the officer after four (4) recorded absences, the removal procedure will resume after the next full absence has been recorded.



## ARTICLE V

### SENATE COMMITTEES

#### Section 1: Senate Standing Committee Rules

- Clause 1: The Chairperson of the standing committees must be an ASO Senator with the exception of the Activities Committee, Communications Committee, and the Outreach 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 2: 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 3: These standing committees may establish sub-committees to assist in the performance of their duties and responsibilities.
- Clause 4: ASO officers may not submit proposals to committee of which they are voting members, if they are a part of the organization the proposal originates from. This restricts the possibilities for unequal advocacy and biased opinion.

#### Section 2: Position & Resolution Policy & Procedure

- Clause 1: All Senate resolutions shall originate and be developed in an ASO Standing Committee. No resolution shall bypass this process.
- Clause 2: Senate resolutions shall be the legislative tool by which official action is taken by the Associated Student Organization. Senate resolutions shall describe the, who, what, where, when, why, and how, if applicable, of the particular subject of the legislation.
- Clause 3: All position statements shall originate and be developed in an ASO Standing Committee. No position statement shall bypass this process, unless declared emergency by Senate action.
- Clause 4: Senate position statements shall be the legislative tool by which the Associated Student Organization may take an official position on an issue. Any student may author a position statement for the ASO, but must seek adoption by the ASO Senate.

#### Section 3: Senate Standing Committees

- 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. Coordinate with the Election Board to host events pertaining to the ASO General Elections.
  7. Recommend to the ASO Senate, resolutions and decisions as they relate

- to this committee.
8. 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, Main Campus, and Higher Education Center facilities.
  2. Collaborate with SWC student clubs/organizations regarding matters affecting the Student Center, Main Campus, and Higher Education Center facilities.
  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. Outreach Committee must:
1. Identify opportunities for ASO involvement in community service activities.
  2. Coordinate with other campus departments in the participation and promotion of academic programs that benefit the Southwestern College campus and the larger community.
  3. To plan, promote, and coordinate community outreach activities hosted by the ASO.
  4. Coordinate with high school Student Governments to create learning experiences for them during their terms of office that foster an interest in ASO and student governance.
  5. Recommend to the ASO Senate, resolutions and decisions as they relate to this committee.
  6. Develop Senate resolutions.

#### Section 4: 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 5: 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 6: 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: 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 earlier than the third week, and no later than the fifth week of the new Senate in the fall semester.
- 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 2: 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 3: Expenditures

- Clause 1: Purchases of services, contracts, projects, supplies, and equipment involving ASO funds must follow the guidelines of the Southwestern College Governing Board, pursuant to pertinent sections 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.

## Section 4: 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.

## Section 5: ASO Budget Line Items

### President Expense Account

- Clause 1: The Associated Student Organization President shall be afforded a personal expense account which is hereby established and shall not exceed the total amount of five-hundred dollars (\$500.00) per annum.

### ASO Hospitality Expense Account

- Clause 1: There is hereby established the Associated Student Organization Hospitality Expense Account which shall not exceed the total amount of one-thousand dollars (\$1000.00) per annum.
- Clause 2: The Associated Student Organization Hospitality Expense Account shall be used only to provide snack & beverage accommodations during ASO Senate meetings, Executive Cabinet meetings, and ASO events.

### Southwestern College Club Allocations Account

- Clause 1: There is hereby established the Southwestern College Associated Student Organization Club Allocations Account, which shall be offered to the Inter-Club Council per semester basis. The Senate shall set the budget amount.
- Clause 2: Monies shall be awarded to the Inter-Club Council by Allocation Committee, subject to Senate approval, which shall be chaired by the Vice President of Finance.

### Inter-Club Council Budget Account

- Clause 1: There is hereby established the Inter-Club Council Budget Account, which shall be to support the operations & functions of the the Inter-Club Council. The Senate shall set the budget amount.

## Section 6: Student Center Fee Fund

- Clause 1: Pursuant to California Education Code §76375; The student government of a community college with an annual building and operating fee pursuant to this section shall determine the appropriate uses of the fee income and the student body center facility itself.
- Clause 2: The Student Center Planning Committee is hereby conferred the exclusively authority to determine the appropriate uses of the fee income and the student body center facility itself.
- Clause 3: The monies in the Student Center Fee Fund, less the amount necessary to retire current bond obligations, shall be the budget of the Student Center Planning Committee, which must authorize all expenditures from the fund, subject to Senate approval.

## ARTICLE VII

### ASO ELECTION CODE

#### Section 1: Election Board

- Clause 1: 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 one hundred dollars (\$100.00).
- Clause 2: Each Election Board Officer will be compensated a flat fee of one hundred dollars (\$100.00). In the event of a run-off election, Each Election Board Officer shall be further compensated an additional fifty dollars (\$50.00).
- Clause 3: Shall an Election Board Officer be absent from an Election Board meeting, that officer's pay shall be subtracted by fifty dollars (\$50.00) per absence. Shall an officer miss two consecutive Election Board meetings, the position shall be declared vacant, and it must be the duty of the Coordinator of Elections to appoint a new officer.
- Clause 4: The Election Board must work with the Activities & Communications Committees of the Senate to publicize & coordinate the ASO General Elections.

#### Section 2: Eligibility for Elected Positions

- Clause 1: 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 2: If the community college district provides and/or offers any form of Title IX interpersonal violence prevention training, all Executive, Legislative, and Judicial ASO Officers must complete such training once per term of office within two (2) weeks of being sworn in, else the position must be declared vacant.
- Clause 3: The Student Trustee serves as an ex-officio member of the Executive Board. They shall not serve as any other elected or appointed position within the ASO.
- Clause 4: 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 5: 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: The Petition for Nomination Form

- 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 ASO Office, furthermore I assume the responsibility for becoming familiar with the Election Code & the ASO Constitution, By-Laws, and House Rules.”
- Clause 3: Petition for Nomination forms for the ASO General Elections must be submitted to the Coordinator of Elections no later than three o'clock (3:00) p.m., five (5) school days prior to the first day of campaigning.
- Clause 4: Petition for Nomination forms must be reviewed and their legitimacy determined by the Election Board ten (10) school days prior to the first day of ASO General Elections campaigning.
- Clause 5: All petitions and election documentation shall stay on file with the Coordinator of Elections & Student Activities Advisor(s) for ten (10) school days following the announcement of election results.

### Section 4: 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 Article III of the ASO Constitution. Votes received for ineligible write-in candidates will be ignored in determining the election outcome.
- Clause 2: All write-in candidates must submit a completed Petition for Nomination form at least seventy-two (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 Coordinator of Elections 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 at least twenty percent (20%), or a higher write-in vote than the candidate(s) on the ballot, of the total votes cast for that office. For an uncontested position, the write-in candidate must receive twenty percent (20%) or more of the total votes cast for that office in order to be elected.



## Section 5: ASO General Elections Campaigning & Publicity Regulations

- Clause 1: All campaigning and publicity done 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 ASO General Elections Candidates 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: Groups may not have multiple candidates running for the same position with the exception of six (6) Senators.
- Clause 4: Groups may not use the same symbolic form of representation. If for any reason complications arise, it must be brought to the Elections Board for immediate action.
- Clause 5: 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 6: Each candidate for ASO Office must be required to submit a statement on their political platform of twenty-five (25) to fifty (50) words.
- Clause 7: Each Candidate shall have the option to publish a two (2) minute video interview, which the equitable access to the video resources shall be ensured by the Coordinator of Elections, the Election Board, & the Student Activities Adviser(s).
- Clause 8: To ensure the equitable access to the multimedia resources, the recording, editing, and posting of the videos shall be entirely in the hands of the Coordinator of Elections, the Election Board, & the Student Activities Adviser(s).
- Clause 9: 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 10: Each candidate shall be required to turn in a financial statement at least twenty-four (24) hours prior to the opening of the polls. All expenditures must be

verified through receipts. Each candidate will also be required to submit a list of the campaign staff to the Coordinator of Elections at the mandatory Candidates meeting.

#### Subsection 1: During the Elections

- Clause 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.
- Clause 2: 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.

#### Subsection 2: Posting of Campaign Materials

- Clause 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.
- Clause 2: All campaign, publicity and/or advertising materials must be affixed with masking tape.
- Clause 3: Physical campaign, publicity and/or advertising materials will not be posted on off campus locations.
- Clause 4: Campaign, publicity and/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, and/or advertising materials shall not be affixed to glass, wood painted surfaces, foliage, planters, roofs, or overhanging support structures.
- Clause 5: Each candidate shall be responsible for the removal of their own campaign, publicity or advertising materials no later than twenty-four (24) hours following the closing of the polls.

#### Section 6: Telecommunications & Social Media Policy

- Clause 1: 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 Education Code or violate this Election Code.
- Clause 2: 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 the Election Code.
- Clause 3: The use of Canvas, Email, Instant Messenger, Telephone Calls, SMS/Text Messaging, or the swccd.edu website for campaigning is not permitted.

Clause 4: The use of any Associated Student Organization means of communication for campaigning shall be prohibited.

Clause 5: Social networking websites, including, but not limited to Facebook, Twitter, Snapchat, Instagram, and similar services shall be allowed for use in campaigning pursuant to the following conditions:

Paragraph 1: The following definitions shall be used in consideration of these rules:

Paragraph 2: Personal social networking is prohibited.

Paragraph 3: Candidates that choose to use social networking sites must create a new site to be used solely for campaign purposes.

Paragraph 4: The Coordinator of Elections & the Elections Board will have full access to candidate's profiles, which include profile passwords and usernames.

Paragraph 5: The creation of groups within the social networking sites shall not be allowed.

Paragraph 6: User names on social networking sites shall be appropriate and in accordance with these Rules.

Paragraph 7: Candidates may post referencing links to the ASO website, and/or their social networking profile from their campaign materials, which includes social media.

Paragraph 8: Campaigning shall be prohibited on hosts & sites that forbid campaigning.

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 reasonable 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.

Paragraph 9: Campaigning shall not be abusive, libelous/slanderous, 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.

Paragraph 10: 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.

Paragraph 11: 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.

Paragraph 12: 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.

Paragraph 13: 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.

Paragraph 14: 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.

#### Section 7: Voting Procedures

Clause 1: The date of all ASO General Elections will be determined by the Election Board. General Elections will be conducted and tabulated online. There will be a two week campaigning period. During the campaigning period, General Elections information booths providing information on all candidates and all Constitution amendments will be setup at the Chula Vista Campus and each Higher Education Center. Following the second week online voting will be open for four consecutive days, during which campaigning is still allowed, and will commence at 8:00am on the first day, and conclude at 5:30pm of the fourth day.

Clause 2: Each 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 I.D. number in order to vote.

#### Section 8: Determination of Election Results

Clause 1: Shall there be eligible write-in candidates, the election requirements for write-in candidates shall be included as proper in determination procedures.

Clause 2: Election of the officers for the Executive Branch will be determined by a majority vote. Majority for the ASO General Elections 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 3: 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 9: In House Elections

- Clause 1: The Special Election of the Senate shall be In House Elections. The Senate shall ensure the consistent population of the positions of the ASO Senate. Candidacy for vacant Senate positions shall be perpetually available to duly qualified students and shall only be conducted during the first feasible regular Senate meeting of each month; with the exception of the month of September, which must allow for the election of Senators in its entirety. In House Elections shall not be conducted in or after the month of April.
- Clause 2: Vacancies of the Senate shall be avidly publicized during the first three (3) weeks of each semester, and thereafter the vacancies shall be publicized at a frequency of no less than once every two (2) months by the Vice President of Public Relations & the Student Activities Advisor(s); In order to reach as many students as possible, all forms of available communications shall be utilized.
- Clause 3: Senators shall not be permitted to utilize the In House Elections process to transfer or swap their titles to or from At-Large Senator, Academic School Senator, Higher Education Center Senator, etc, without senate approval.
- Clause 4: In House Elections must be conducted in the following manner;
1. Students who have submitted valid Petition for Nomination forms shall be presented as candidates for vacant Senate positions at the next regular Senate meeting after clearance of eligibility.
  2. Candidates for Senators At-Large shall be interviewed individually as one set, Academic School Senators, Higher Education Center Senators, etc shall be interviewed as another set in the same manner. Candidates in both sets shall be voted on in serial order.
  3. The Chairperson must ask each candidate the same list of interview questions which shall be drawn by a Confirmation Committee. The Senate must hear the candidate(s)' comments, and vote for the candidate(s) of their choice.
  4. The vote must be counted by the Executive Secretary and the Chairperson.
  5. A majority vote of the members present must elect the candidate.
  6. The Chairperson must introduce the new Senator(s) to the Senate and swear him/her into office.

#### Section 10: Confirmation Committee

- Clause 1: The Executive Vice President shall have the authority to establish a Confirmation Committee.
- Clause 2: The Committee shall consist of five (5) students and be chaired by the Executive Vice President.
- Clause 3: The Committee shall formulate three (3) general questions which the Senate will use to interview candidates for office.
- Clause 4: The Committee shall meet to draw new questions at the discretion of the Executive Vice President or by action of the Senate.

#### Section 11: Student Trustee Vacancy Procedure

- Clause 1: In the event of a vacancy of the Student Trustee during his/her term of office, the ASO shall have the right to appoint a replacement to serve the remainder of the current term per Governing Board Policy (BP) 2105.
- Clause 2: All candidates must meet the eligibility requirements as stated in (BP) 2105 and submit an authorized petition containing the signature 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 3: Candidates must also submit a letter of recommendation and a resume.
- Clause 4: All eligible candidates will be invited to an interview to take place at a special joint meeting of the ASO Senate and Executives, chaired by the ASO president.
- Clause 5: Interview questions will be determined by a Confirmation Committee per Article VII, Sec.11,3.
- Clause 6: Each elected member of the ASO shall have a vote. The successful candidate must receive a majority of votes
- Clause 7: If no candidate receives a majority vote, then successive rounds of voting may be required. In the event of a tie, the ASO president shall cast the tie breaking vote

#### Section 12: Academic School & Higher Education Center Senators, & Student Affairs Senator

- Clause 1: Academic School Senators must be a student with a declared major from the Academic School they represent.
- Clause 2: The Executive Vice President may appoint another Senator to assume the duties & responsibilities of an Higher Education Center Senator for the duration of a vacancy of the position.
- Clause 3: Academic School Senators must meet with the respective Dean of the school they represent for a minimum of twice per month.

- Clause 4: Higher Education Center Senators must meet with the Center Coordinator of the Higher Education Center they represent for a minimum of once per month.
- Clause 5: The Student Affairs Senator must meet with the Office of Student Affairs for a minimum of once per month.

### **ARTICLE VIII**

#### STUDENT JUDICIAL REVIEW BOARD

##### Section 1: Hearing Procedure

- Clause 1: Any party or group who is able to demonstrate they have a case or controversy that should be heard by the Student Judicial Review Board shall submit their views and any pertinent facts to each Justice in written form via "specific and closely reasoned documentation."
- Clause 2: The Student Judicial Review Board must then call a Hearing date within seven (7) school days if two (2) Justices or the Chief Justice feel that the case of controversy is genuine and/or has merit.
- Clause 3: The Student Judicial Review 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 Student Judicial Review 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 Student Judicial Review Board shall be the Associated Student Organization's interpretation, and must be adhered to by the organization.
- Clause 6: The Student Judicial Review 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 Student Judicial Review Board must consider appeals to its decisions in whatever manner it feels is constructive and in keeping with the Constitution.



## ARTICLE IX

### PRESIDENT'S CABINET MEETINGS

#### Section 1: Regular Meetings

- Clause 1: The Associated Student Organization President's Cabinet will meet during every Thursday that classes are in session. The meeting shall be Called to Order on or after 3:00 p.m., adjournment will be no later than 6:30 p.m.
- Clause 2: Regular President's Cabinet meetings during the summer session can be conducted on an as needed basis.

#### Section 2: Special Meetings

- Clause 1: Special President's Cabinet 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 President's Cabinet meeting.

#### Section 3: Quorum

- Clause 1: A quorum must exist for regular and special President's Cabinet meetings when a majority of its Executive Officers 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 X

### 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 XI

### 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 XII

### ASO CODE OF ETHICS

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

**We, the voting 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.**

Principle 1: **We, the voting members of the ASO** 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.

Principle 2: **We, the voting members of the ASO** 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.

Principle 3: **We, the voting members of the ASO** when it is necessary and appropriate to publicly challenge the beliefs or actions of a person, strive to do so with sensitivity. We make an attempt to preserve the dignity of every 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.

Principle 4: **We, the voting members of the ASO** 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.

Principle 5: **We, the voting members of the ASO** 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.).

Principle 6: **We, the voting members of the ASO** are careful to avoid dual relationships that may involve incompatible roles and conflicting responsibilities.

Principle 7: **We, the voting members of the ASO** recognize that 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.

Principle 8: **We, the voting members of the ASO** facilitate the representation process by providing for a comprehensive system of delivering information to community college students.

Principle 9: **We, the voting members of the ASO** strive to maintain proper dissemination of our minutes and agendas to all community college students.

### ARTICLE XIII

#### 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 XIV

#### 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  
July 2016  
December 2016  
May 2017  
April 2018

# ASSOCIATED STUDENTS ORGANIZATION

## HOUSE RULES

### I. SENATE AGENDA FORMAT

#### A. See SAMPLE SENATE AGENDA in APPENDIX A

1. CALL TO ORDER - Senate Chairperson will call scheduled Senate meeting to order.
2. ROLL CALL - Executive Secretary will take attendance of the voting members present.
3. ARRANGEMENTS & DELETIONS TO THE AGENDA – Voting members may rearrange the order of agenda items within their respective sections. Agenda items may not be added without seventy two (72) hour prior notice. (CA Government Code §54954.2)
4. CORRECTIONS TO THE MINUTES - Senators will make corrections as needed to the minutes of all previous meetings not yet approved. Senate will vote on unapproved minutes of previous meetings from earliest to latest.
5. PUBLIC COMMENT – This segment of the meeting is reserved for persons desiring to address the ASO Senate on any matter of concern that is not stated on the agenda. A time limit of three (3) minutes per speaker and fifteen (15) minutes per topic shall be observed. The law does not permit any action to be taken, nor extended discussion of any items not on the agenda. The ASO Senate may briefly respond to statements made or questions posed; however, for further information, please contact the ASO Executive Vice President at (asovp@swccd.edu) (619) 421-6700 ext. 5751, for the item of discussion to be placed on a future agenda. (CA Government Code §54954.3)
6. COMMITTEE REPORTS – Will include progress reports from all committees. A time limit of three (3) minutes per committee shall be observed, unless requested by Senate action.
7. CONSENT CALENDAR – Will include a maximum of four (4) resolutions, with an individual monetary value of \$1.00 USD to an amount of less than \$500.00 USD, to be approved in one motion, without discussion, and prioritized at the discretion of the Chairperson prior to posting the Senate Agenda. A Senator may request an item's removal from the list for further discussion.
8. SPECIAL ORDERS – Will include special priority items including but not limited to; Endorsements, Position Statements, Veto Overrides, Budget Approval, All Ratifications, and In House Elections.
9. UNFINISHED BUSINESS – Will include all regular priority items requiring a Senate vote which have been previously presented. These items may have been postponed, tabled and not addressed fully, or not addressed at all due to adjournment.
10. NEW BUSINESS - Will include all regular priority items requiring a Senate vote which have not been previously presented.

11. DISCUSSION – Will include all items brought to the table for open discussion. No action will be taken.

12. OFFICER REPORTS – Shall include reports from all Executives, Senators, and Advisors. A time limit of three (3) minutes per officer shall be observed, unless requested by Senate action.

13. PUBLIC COMMENT – This segment of the meeting is reserved for persons desiring to address the ASO Senate on any matter of concern that is not stated on the agenda. A time limit of three (3) minutes per speaker and fifteen (15) minutes per topic shall be observed. The law does not permit any action to be taken, nor extended discussion of any items not on the agenda. The ASO Senate may briefly respond to statements made or questions posed; however, for further information, please contact the ASO Executive Vice President at (asovp@swccd.edu) (619) 421-6700 ext. 5751, for the item of discussion to be placed on a future agenda. (CA Government Code §54954.3)

14. NEXT WEEKS AGENDA ITEMS – Executive Secretary will request agenda items for the following scheduled Senate meeting from Executive Board & Senate.

15. ADJOURNMENT – The Chairperson will request the meeting end without objection. Shall there be objection the Senate will adjourn by a majority vote. Shall there be no objection, the Senate will adjourn.

B. All Senate Resolutions must be stated in the following format:

*[Semester] [Year] – [SR “Senate Resolution”] [Resolution Number] – [Name of the Resolution]*

**Example:**

**Fall 16 – SR 1 – Western International Band Conference:**

*This segment of the meeting is reserved for adopting the resolution “Western International Band Conference”.*

II. DEBATE

- A. Debate shall 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, their 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 postpone.

### III. 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, all 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, all motions, and the count of the vote.
- D. All information covered in Officer Reports 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.

### IV. AGENDA PREPARATION/POSTING

- A. The agenda must be prepared as outlined in Appendix A and must conform to the requirements of the Ralph M. Brown Act. (CA Government Code §54954.2)

### V. SENATE VICE CHAIR

- A. The Senate Vice Chair must be a current ASO Senator and have served the previous semester as a Senator.
- B. The Senate Vice Chair must be elected by a two-thirds (2/3) Majority Present vote during the first two (2) weeks of each semester.
- C. The Senate Vice Chair must serve for the length of the semester elected and until a new Senate Vice Chair is elected.
- D. Duties of the Senate Vice Chair:
  - 1. Fulfill all duties of the Chairperson of the Senate in their absence.
  - 2. Preside over the Senate when the Executive Vice President desires to enter into debate.
  - 3. Assist the Executive Vice President in preparations for Senate meetings.

## VI. SENATE COMMITTEE VICE CHAIR

- A. Each Standing Committee Chairperson must ensure the election of Vice Chair. Each Standing Committee Vice Chair must be elected by a two-thirds (2/3) Majority Present vote during the Standing Committee's first two (2) meetings.
- B. Duties of Standing Committee Vice Chairs
  - 1. Fulfill all the duties of the Chairperson of the Standing Committee in his/her absence.
  - 2. Preside over the Standing Committee when the Chairperson desires to enter into debate.
  - 3. Assist the Chairperson in preparations for Standing Committee meetings.
- C. Each Standing Committee may assign additional duties to its Vice Chair upon the passage of individual Committee Standing Rules by action of the committee.

## VII. SENATE SECRETARY PRO-TEMPORE

- A. The Secretary Pro-Tempore must be a current ASO Senator and have served the previous semester as a Senator. An Executive Office may be appointed if no other ASO Senator accepts the position.
- B. The Secretary Pro-Tempore must be elected by a two-thirds (2/3) Majority Present vote during the first two (2) weeks of each semester.
- C. The Secretary Pro-Tempore must serve for the length of the semester elected and until a new Pro-Tempore is elected.
- D. Duties of the Secretary Pro-Tempore:
  - 1. In the absence of the Executive Secretary from a Senate meeting, must be responsible for recording, publishing, and posting minutes of that Senate meeting by the second school day.

## VIII. SENATE COMMITTEE SECRETARIES & PRO-TEMPORE SECRETARIES

- A. Each Standing Committee Chairperson must ensure the election of a Secretary & Secretary Pro-Tempore. Each Standing Committee Secretary & Secretary Pro-Tempore must be elected by a two-thirds (2/3) Majority Present vote during the Standing Committee's first two (2) meetings.
- B. Duties of Standing Committee Secretaries
  - 1. Be responsible for recording, publishing and posting minutes of the Standing Committee meetings by the second school day following a Standing Committee meeting.
- C. Duties of Standing Committee Pro-Tempore Secretaries



1. In the absence of the Standing Committee Secretary from a Standing Committee meeting, must be responsible for recording, publishing, and posting minutes if that Standing Committee meeting by the second school day.
- D. Each Standing Committee Chairperson may assign additional duties to its Secretary & Secretary Pro-Tempore upon the passage of individual Committee Standing Rules.

## IX. GENERAL RULES

- A. All doors must be closed prior to the Call to Order.
- B. The chairperson must insure the orderliness of meetings. They shall request all those out of order and/or refusing to act orderly to leave the Senate meeting. Those refusing to comply may be removed and/or asked to leave a meeting. (CA Government Code §54957.9)
- C. All persons attending a meeting shall conduct themselves in a respectful manner, and will refrain from any insulting, obscene, and/or offensive verbal and/or nonverbal behavior, and shall refrain from posting and/or passing obscene and/or offensive materials.
- D. Personal verbal and/or nonverbal communications shall be prohibited, and any non-personal comments shall be kept brief and will not refer to the content of any items on the agenda.
- E. Furniture will be properly cared for and used for the purpose intended only. Exceptions may be made only to accommodate accessibility requirements.
- F. During any Senate, Committee and/or Executive meeting, Executive Officers, Senators, and Advisors shall be seated at the table.
- G. Only ASO Officers and Advisor(s) must be seated at the table during Senate meetings.

## X. 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 must be conducted by a Roll Call vote, and a two-thirds (2/3) majority vote of the members present is required for suspension.

## XI. 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  
December 2015  
July 2016  
December 2016  
May 2018



**SOUTHWESTERN COLLEGE**  
**Associated Student Organization**  
**Senate Meeting Agenda**  
**Location**  
**Day, Date, Year**  
**Time**

**NOTICE IS HEREBY GIVEN** that the Associated Student Organization Senate will hold a Regular Meeting on **[Month, Day, Year]** at 900 Otay Lakes Road, Chula Vista California 91910, Room 603J/K.

*The Senate reserves the right to Change the Order of the Day if necessary to conduct business. Pursuant to Government Code 54957.5; Agendas of public meetings and any other writings, when distributed to all, or a majority of all, of the members of a legislative body of a local agency by any person in connection with a matter subject to discussion or consideration at an open meeting of the body, are disclosable public records under the California Public Records Act, and shall be made available upon request without delay.*

*All Associated Student Organization meetings are held in wheelchair accessible locations. Disability-related accommodations will be provided to persons with disabilities upon request. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Persons requesting such accommodations should notify the ASO Executive Vice President at ([asovp@swccd.edu](mailto:asovp@swccd.edu)) (619) 421-6700 ext. 5751, no less than twenty four (24) hours prior to the meeting. The Associated Student Organization will make efforts to meet requests made after such date, if possible.*

**Order of Business**

**I. Call to Order**

**II. Roll Call**

**III. Arrangements & Deletions to the Agenda**

**IV. Corrections to the Minutes**

**V. Public Comment**

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**VI. Committee Reports:**

**A. Activities:**

- B. Communications:
- C. Constitution:
- D. Student Center Planning:
- E. Ways and Means:
- F. Outreach:
- G. Ad Hoc Committees:
- H. College Standing Committees:
- I. Region X:

**VII. Special Orders:**

**VIII. Consent Calendar:**

**IX. Unfinished Business:**

**X. New Business:**

**XI. Discussion:**

**XII. Officer Reports:**

- A. School Senators: Designated time for School Senators to give their Reports
- B. HEC Senators: Designated time for Higher Education Senators to give their report.
- C. Senators at Large: Designated time for Senators at Large to give their reports.
- D. Executive Board Report: Designated time for the ASO Vice President to give a report on behalf of the Executive Board.
- E. Advisor's report: Designated time for the ASO Advisors to give their reports.

**XIII. Public Comment**

*This segment of the meeting is reserved for persons desiring to address the ASO Senate on any matter of concern that is not stated on the agenda. A time limit of three (3) minutes per speaker and fifteen (15) minutes per topic shall be observed. The law does not permit any action to be taken, nor extended discussion of any items not on the agenda. The ASO Senate may briefly respond to statements made or questions posed; however, for further information, please contact the ASO Executive Vice President at ([asovp@swccd.edu](mailto:asovp@swccd.edu)) (619) 421-6700 ext. 5751, for the item of discussion to be placed on a future agenda. (Brown Act §54954.2)*

**XIV. Next Meeting Agenda Items**

**XV. Adjournment**

**XVI. *“We, the Associated Student Organization of Southwestern College, are the official representative voice for all students. We promote diversity, inclusion, and leadership campus wide. We complete this objective by serving as a liaison between the students, faculty, staff, and administration thus providing a more transparent campus climate and increased morale. We support and address changes when needed the promote student’s interests, rights, needs, and welfare.”***