

<b>LOS ANGELES COMMUNITY COLLEGES OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATIONS</b>	<b>INDEX NUMBER: S-1</b>
<b>REFERENCE:</b>	<b>TOPIC:</b> Associated Student Organization
<b>ISSUE DATE: June 3, 2010</b>	<b>INITIATED BY:</b> Educational Support Division
<b>CHANGES:</b> Replaces Administrative Regulations E-17, E-23, E-32	<b>DATES OF CHANGES:</b>

1. ASSOCIATED STUDENT ORGANIZATION

- a. The Associated Student Organization (ASO) is the organization established to promote the general welfare and morale of the students.
- b. The official Associated Student Organization is that organization, authorized by the college administration in accordance with the provisions of Board Rule 9100, whose officers are elected by students who are officially enrolled in the college. It is not a separate legal entity.
- c. The governing body of the Associated Student Organization shall have responsibility for and the authority over the raising and expending of the Associated Student Organization Funds under the trusteeship of the College President, subject to review by the Chancellor and/or Board of Trustees, and in conformity with policies governing Associated Student Organization finance.

2. GOVERNANCE

- a. In order to provide students the opportunity to participate effectively in college governance, students shall be provided an opportunity to participate in formulation and development of college policies and procedures that have or will have a “significant effect on students.” This right includes the opportunity to participate in processes for jointly developing recommendations regarding such policies and procedures.

Except in unforeseeable, emergency situations, the College President shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.

The College Presidents shall give reasonable consideration to recommendations and positions developed by students regarding college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.

Matters having a significant effect on students include the following:

- grading policies;
  - codes of student conduct;
  - academic disciplinary policies;
  - curriculum development;
  - courses or programs which should be initiated or discontinued;
  - processes for institutional planning and budget development;
  - standards and policies regarding student preparation and success;
  - student services planning and development;
  - student fees within the authority of the District to adopt; and
  - any other college policy, procedure, or related matter that the College President determines will have a significant effect on students.
- b. The Board of Trustees recognizes the Associated Students Organization (ASO), at District's colleges, as the representative body of the students to offer opinions and to make recommendations to the College President on college policies and procedures that have or will have a significant effect on students. The selection of student representatives to serve on college committees, task forces, or other governance groups shall be made, after consultation with designated parties, by the ASO.
- c. The Associated Student Organizations are governed by:
1. The Education Code, Sections 76060-76067
  2. The Ralph M. Brown Act
  3. Rules of the Los Angeles Community College Board of Trustees
  4. LACCD Administrative Regulations
  5. College Rules and Regulations
  6. ASO Constitution and Bylaws
  7. Robert's Rules of Order
- d. Each college shall have one Associated Student Organization, and shall make every effort to include both day and evening student representatives.
- e. The Associated Student Organization shall elect a governing body, which shall keep an account of its meetings, expenditures, authorizations and policies established.
- f. A simple majority of the voting members of the Associated Student Organization governing body shall constitute a quorum. (Simple majority means 50% plus one.)
- g. Official Associated Student Organization files and records shall be maintained in accordance with Board Policy on the retention and destruction of records.

### 3. MEETINGS OF THE ASO

- a. Meetings of the student body association are subject to the open meeting requirements of the Ralph M. Brown Act.
- b. Action taken at any meeting is not considered legal unless a simple majority of voting members of the governing body and the Chief Student Services Officer/ASO Advisor or designee are present, unless otherwise stipulated by the ASO Constitution or by-laws.
- c. Minutes shall be taken at each meeting and shall include the name of the advisor, members present and absent, public forum speakers, the date, time and the place of the meeting. Approved minutes shall be distributed within five (5) instructional days after the meeting by the Associated Student Organization to the College Fiscal Administrator, members of the Finance Committee, the College President, Chief Business Officer, Chief Student Services Officer, and ASO Advisor.
- d. Any changes to the budget reported in these minutes must be approved in writing by the College President or designee before any action is taken.

### 4. ASSOCIATED STUDENT ORGANIZATION MEMBERSHIP DUES

- a. The approved Associated Student Organization membership dues per regular college semester or year, summer session or winter session, shall be collected by the College Business Office from each individual at the time of enrollment or registration, or any time thereafter.
- b. The Associated Student Organization membership dues will be in accordance with District policy.
- c. Income from memberships is used to defray the cost of general Associated Student activities and is deposited in the Associated Student Organization Fund.

### 5. COLLEGE CLUBS

College clubs must be affiliated with, and chartered by the Associated Student Organization and must have an advisor approved by the College President or designee.

- a. The Associated Student Organization will recommend chartering of clubs to the College President, or designee, for his/her approval.
- b. Clubs must abide by the rules and regulations set forth by the Constitution and Bylaws of the Associated Student Organization and by the College President.

- c. Clubs will provide the Associated Student Organization and the College President with a membership list upon request.
- d. The Club Advisor must be present at all club meetings and activities.

## 6. LEGAL ADVICE

The governing body of the Associated Student Organization, through the College President or designee, may obtain legal advice from the District General Counsel concerning action, activities and expenditures of the Associated Student Organization and subsidiary organizations. If other legal services are employed, they must be for the Associated Student Organization as a whole and costs may be paid, with the approval of the College President, from the Associated Student Organization Fund.