

<b>LOS ANGELES COMMUNITY COLLEGES OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATIONS</b>	<b>INDEX NUMBER: S-6</b>
<b>REFERENCE:</b>	<b>TOPIC: ASO Operations</b>
<b>ISSUE DATE: June 3, 2010</b>	<b>INITIATED BY: Educational Support Services Division</b>
<b>CHANGES:</b> Replaces Administrative Regulations E-21, E-35, E-37, E- 51, E-52, E-68	<b>DATES OF CHANGES</b>

### 1. EQUIPMENT

All equipment purchased with ASO funds is the property of the Los Angeles Community College District. The use of equipment purchased solely with ASO funds shall be at the discretion of the ASO Governing Board. The use of equipment purchased partially with ASO funds and partially with District funds shall be agreed upon mutually between the ASO Governing Board and the college administration.

- a. Any proposed disposal or sale of equipment acquired fully or partially through District funds is subject to Education Code sections 81450-81460 et seq., and the District's Asset Management Policies and Procedures.
- b. Any proposed disposal or sale of equipment acquired solely through ASO funds is subject to the approval of the College President.

### 2. DONATIONS

- a. All donations and funds raised or expended in and for the common treasury and general welfare of the Associated Students Organization shall subject to all applicable District regulations, policies and procedures.
- b. The President and Treasurer of the Associated Students Organization along with the ASO Advisor and the College President or designee shall be informed in writing of all such gifts and funds at the time the gifts or funds are made.
- c. All gifts to the ASO shall be accepted by the District in accordance with applicable District policies.

### 3. FUND RAISING BY THE ASSOCIATED STUDENTS ORGANIZATION AND CLUBS

- a. Collections, solicitations, contributions or donations of money or materials shall not be initiated or accepted without the specific authorization of the College President or

designee. Authorized collections, solicitations, contributions or donations shall be conducted in accordance with regulations established by the Chancellor.

- b. Income from dues and other approved fundraising activities may be derived from active members of a sponsoring Student Body group enrolled at the college, with retained net profits expended only as approved by the President of the College.