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Article I - Meetings

A. Location

- a. All Executive Board meetings are to be held in person inside the Student Center, ASO Office.

B. Accessibility

- a. In compliance with the Americans With Disabilities Act, the President is responsible for ensuring accessibility into the meeting for any one officer/member of the Executive Board or any one member of the public as requested.

C. Hybrid Format

- a. To ensure access into meetings, the Executive Board shall adopt a hybrid format for meeting in person and online for those who cannot attend in person.

D. Parliamentary Authority

- a. The meetings are to be dictated by Parliamentary Procedure and enforced at all times.

Article II - Awards

A. Recipients of awards must be active members of the student government and/or campus clubs.

B. Recipients must follow the scholarship/award guidelines established by the Taft College financial aid department.

C. ASO General Award fund budget not exceed \$1000 per club (if the budget permits).

- a. Maximum amount for awards available for each club shall not exceed \$1000.

D. Individual awards shall not exceed \$200 without administrative permission.

- a. VP of Student Services and Dean of Student Success shall work with the club advisor and the ASO advisor to determine if an award should exceed \$200.
- b. Students cannot receive more than one award per year.
 - i. This includes awards from ASO and all other clubs.
 - ii. Students receiving a \$200 award out of a club fund under the ASO general account is not eligible to receive any other award out of another club fund or ASO general.

E. Student awards shall be based on exceptional service to a club.

1. Nominees must be actively involved in at least one club and shall be recognized by the club's advisor and student officers/executive board members.
2. Nominees who were part of a club with three members or less must be approved by the ASO executive board to be considered for the award.



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3. Nominees must have a minimum 2.0 GPA and be in good standing with the college and community to be eligible.
4. The ASO Executive Board must approval all nominees before the club advisor scholarship committee meets.
 - i. Nominations shall be submitted by the 3rd Friday in March.
5. The club advisor committee will determine the recipient(s) of this award.
6. Active club leaders/officers shall be granted priority for receiving awards out of the ASO general award fund.

- F. All campus clubs shall have an article in the constitution allowing funds to be used for awards.**
- G. The budget for scholarships and awards must be approved by the current executive board.**

Article III – Scholarships

- A. Scholarship nominations will only be considered if a completed scholarship application is submitted to the Financial Aid office on or prior to the due date in March.**
- B. Students who are active members of a Taft College sanctioned student club shall be considered before any other candidate.**
- C. Scholarship committees shall be established to determine the recipients of the scholarships out of ASO the budget.8u9**
- D. ASO award recipients shall have a current ASO sticker.**
- E. All clubs shall create a bylaw within the club’s constitution for scholarships if club funds are to be used to award scholarships.**
- a. All clubs under ASO shall make scholarships available to its club members under the guidelines set forth in this Bylaw.
 - b. Club members must following the scholarship application process established by the financial aid department in other to receive an award funded by a Taft College sanctioned club.
- F. The awarding of any club scholarship may be suspended if the executive board deems that financial conditions require it.**
- G. Scholarships shall be made payable to a college bookstore or to an institution to pay for tuition. (FCMAT ASB Accounting Manual).**



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H. Scholarships shall be awarded at the end of the spring semester to graduating members of the any ASO/campus club.

- a. The amount of each scholarship shall not exceed five hundred dollars per recipient (\$500.00).
 1. **ASO Academic Excellence Scholarship:** The recipient must be transferring to a four-year institution and be a graduating member of a sanctioned Taft College club. The recipient must have a 3.5 or higher cumulative grade point average for all classes taken at Taft College as of the fall semester before graduation. Academic excellence of the student shall be the primary selection criteria.
 - i. This scholarship shall be awarded to one student.
 2. **ASO Athletic Achievement & Leadership Scholarship:** The recipient must have been an active member of a Taft College athletic team for two seasons. The recipient must be transferring to a four-year institution. The recipient must have a 3.0 or higher cumulative grade point average for all classes taken at Taft College as of the fall semester before graduation and be a positive, competitive member on their team. Letter from coaches are recommended for this scholarship.
 - i. This scholarship shall be awarded to one student.
 3. **ASO Bookstore Scholarship:** Recipients shall be a member of the Taft College bookstore rental program. The recipients shall be determined by the Bookstore Manager.
 - i. This scholarship shall be awarded to two students.
 - ii. This scholarship shall not exceed two hundred (\$250.00)
 4. **ASO Leadership Scholarships:** The recipients of this scholarship shall be an active member of a club's executive board or a club officer. The recipient must be transferring to a university, trade school, or program related to their degree. The recipient must have a 2.5 GPA and demonstrate leadership skills in their role. Other considerations for this scholarship shall include community service and outreach.
 - i. The number of scholarships available shall be determined by the ASO executive board annually.
 - ii. The ASO executive board shall also approve the nominations for this award.
 1. Nominations shall be submitted by the 3rd Friday in March.

I. Other scholarships specific to a campus club or organization shall have criteria for the scholarship established in the club's bylaws.



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Article IV – Campus Clubs and Organizations

A. All clubs shall update their constitution as needed.

- a. Updated constitutions shall be submitted to the Student Life Coordinator.

B. All campus clubs and organization shall be subject to their own bylaws.

- a. Their bylaws are subject to approval of the Associated Student Organization Executive Board.

C. Clubs must submit an online event request form prior to an event, including fundraisers, and an online event report immediately after an event.

- a. Event Request shall be submitted on the 20th of the month prior.

D. To begin a campus club, a student member must complete an Associated Student Organization Petition for New Organization prior to October 1st of that year.

- a. To be recognized as a club or organization, a member must first submit to the Executive Board the ASO Petition which includes the name of its faculty advisor.
- b. The faculty advisor shall submit all appropriate paperwork to HR
- c. To be considered a SANCTIONED (official) Taft College club, an updated constitution must be to the ASO advisor/ student life coordinator by the first week of October.
- d. Newly formed clubs must show a semester of active involvement to become an official club.
- e. Official clubs shall:
 - i. Have a Webpage
 - ii. Be eligible to receive grant funds

Article V – Advisors

A. Advisors shall:

- a. Submit the Advisors Consent Form by the last Friday in August;



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- i. Consent forms are located on the HR webpage
- b. Attend the campus club advisor in-service
- c. Attend executive board meetings
 - i. Review notes to make sure agenda items align with Taft College's policies and procedures.
- d. Assist club leaders with managing the club budget;
- e. Ensure club leaders follow all protocols and policies
 - i. see [Event Planning Guide](#)
- f. Submit a copy of all deposits slips to the student life office or email it to ASO advisor
- g. Keep an accurate attendance record
- h. Ensure the club pays national association fees (if applicable)
- i. Approve and sign all check requests for the club.

Article VI – Fundraising

- A. In the case of fundraising activities sponsored by the associated student organization or campus clubs and organizations, prior approval from the club advisor, vice president of student-services, dean of student success, and associated student organization advisor/student life coordinator is required.**
 - a. An online event request must be submitted and approved prior to beginning publicizing or implementing a fundraiser.
 - b. Request should be turned in by the 20th day of the month prior to the event.
 - c. Fundraiser report should be submitted immediately after the event.
 - d. Fundraisers must align with Taft College policies and procedures.
- B. The purposes of coordinating all fundraising activities through the ASO and student services:**
 - a. To avoid conflict and duplication of efforts in the fundraising programs;
 - b. To maximize the contributions from each donor;



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- c. To provide continuity for understanding of and support for funding needs throughout the campus;
 - i. To ensure that all gifts are properly acknowledged; and
 - ii. To ensure that efforts are in compliance of Taft College administrative and board policies.

Article VII – Budget

- A. Budget plan shall be established by the newly elective Executive Board.
 - a. The graduating board shall provide direction to assist with the budget plan.
 - b. General plans shall include the following:
 - i. Equipment Replacement
 - ii. Grants for student clubs
 - iii. ASO Induction Dinner
 - iv. Welcome Week
 - v. Outreach/Resource Days
 - vi. General events for the student body
 - vii. Graduation Stoles
 - viii. Technology Replacement
 - ix. Scholarships
 - x. Awards
 - xi. Rallies
 - xii. Fall Trip
 - xiii. Spring Trip
 - xiv. Student Senate of California Meeting
 - xv. Regional Meetings



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- xvi.** ASO Final Meeting of the Year
- xvii.** Diversity, Equity, and Inclusion Education