



Constitution

Article I – Name and Colors

- A. The name of this organization shall be the Associated Student Organization of Taft College.**
- B. The official colors shall be black and gold.**
- C. The identifying mascot shall be the cougar.**
- D. The official insignia shall be the “TC ASO”.**

Article II – Membership

- A. All duly registered students, enrolled in a minimum of 5 units at Taft College, in good standing, and holders of a current associated student organization sticker shall be named committee members of the associated student organization of Taft College.**
- B. Only active members of this association shall, hold office, receive priority for awards and other benefits, or represent this association in any way.**
- C. Honorary membership in this organization may be conferred upon any person by a two-thirds vote of the executive board.**
 - a. College employees and the board of trustees shall be honorary members of this organization.
 - b. Honorary graduating student members of this organization shall receive a white Taft College associated student organization stole prior to graduation.
 - c. The ASO board shall determine those members to receive the ASO stole upon graduation based on their active involvement in clubs
 - d. Honorary graduating student members must attend graduation to receive an ASO stole.
 - i. Honorary graduating student members will only receive a stole once all other graduating materials have been purchased, including the cap, gown, and graduation certificate.

Article III – Qualification For, And Terms of Officers

- A. A candidate for elective office shall:**
 - a. Be an active member of the ASO of Taft College or any other campus club/organization.



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- b. Maintain a cumulative grade point average of 2.0 or higher for all courses taken at Taft College.
- c. Be regularly enrolled at Taft College carrying a minimum of 5 units.
- d. Attend all scheduled meetings
- e. Shall be in good standing with the college
- f. Must have completed at least one semester of classes at Taft College

B. All elective officers shall hold office for one college calendar year.

C. Term shall begin July 1 and end June 30

D. Elected offices may run for office for a second term in the same position or different position.

E. All officers shall function in accordance with the constitution, bylaws, and special rulings of the executive board.

Article IV- Elective Officers and Appointments

A. The “President” of this association shall be elected by a plurality vote of the associated student organization and shall:

- a. act as Chief Executive of the Executive Board and this association;
- b. act as official representative of the associated students of Taft College;
- c. fill any and all vacancies, elective and appointive, created by resignation or disqualification, subject to majority approval of the Executive Board;
- d. appoint and dissolve committees not provided for by this constitution and bylaws;
- e. vote only to break a tie;
- f. be an ex-officio member of all committees;
- g. be responsible to establish and carry out the selection and approval process for all Executive Board members;
- h. appoint a student member to serve as the Taft College representative at the Region 6 monthly meetings held every third (3rd) Friday of the month.
- i. serve as the voting delegate for Taft College at the California Student Senate General Assemblies or designate a student to serve as the delegate;



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- j. exercise such other powers as have been granted to him/her by this constitution, or shall be granted to him/her by the Executive Board in accordance with the constitution;
- k. attend all Executive Board and committee meetings;
- l. work with board to make sure online event request forms are completed on the 20th day of the month prior to the event;
- m. prepare all agendas of the Executive Board and the committee; and,
- n. work with the ASO Secretary Treasurer to maintain notes of the Executive Board meetings.

B. The Vice-President of this association shall be elected by a plurality of the Associated Student Organization and shall:

- a. assume the duties of the President during his/her absence and succeed to that office upon the resignation or disqualification of the President;
- b. shall be responsible for the formation of an election committee and shall serve as chairperson of this committee;
- c. shall be responsible for the formation of a budget committee which shall prepare a yearly ASO general funds budget not later than one month after the beginning of the spring semester;
- d. exercise such other powers as have been granted to him/her by this constitution, or shall be granted to him/her by the Executive Board in accordance with this constitution;
- e. oversee sub-committees;
- f. assist the president in the preparation of all the executive board and committee agendas;
- g. maintain notes of the committee meetings with the secretary;
- h. email minutes to board immediately following the ASO meeting;
- i. send meeting minutes to the advisor; and,
- j. make updates to the Taft College ASO webpage as needed.

C. The Secretary/Treasurer of this association shall be elected by a plurality of the ASO and shall:



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- a. keep accurate, written minutes of proceedings transmitted during executive board meetings;
 - i. maintain a complete and current file of all such minutes in the ASO office;
- b. prepare an electronic copy of the minutes of proceedings transmitted during each meeting of the committee;
 - i. maintain a complete and current file of all such minutes in the ASO office;
- c. update the agenda minutes on the Taft College ASO webpage within twenty-four (24) hours following the meeting;
- d. conduct all official correspondence in the name of the ASO, when so directed by the executive board president, and shall keep accurate files of all said corresponds and such other recorders as are deemed necessary;
- e. conduct such other secretarial duties as specified by the Executive Board President;
- f. be responsible for distributing the Executive Board agenda at committee meetings;
- g. keep an accurate record of attendance of committee members;
- h. be responsible for making and signing all check requests and making all deposits related to the ASO general fund and make a weekly financial report to the Executive Board;
- i. keep accurate financial records of all expenditures and deposits and maintain an accurate running balance of the ASO general fund;
- j. complete an event report following every executive board and committee meeting; and,
- k. keep all completed activity reports for all campus clubs in the file.

D. The “Social Media and Public Relations Officer” of this association will be elected by a plurality of the Associated Students and shall:

- a. act as president of the association in the absence of the president and vice president;
- b. attend all executive board meetings and committee meetings;
- c. responsible for attend community roundtables or meetings;
- d. act as the liaison between the ASO and businesses in the community;
- e. prepare and implement contracts between the local businesses and ASO;
- f. ensure that ASO and club events are kept up-to-date on all social media connected to Taft College;



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- g. work closely with Taft College's Executive Director of Marketing and Community Relations;
- h. be responsible for the promotion of athletic and social events on the ASO webpage;
- i. make sure photo release forms are signed by student participants at all events;
- j. complete an event report after every ASO event outside of meetings;
- k. assist the interclub commissioner with promoting all campus club events on the calendar;
- l. work with club leaders to assist with publicizing events; and,
- m. work with club leaders to collect photos or video for social media and the webpage.

E. The "Interclub Commissioner" of this association will be elected by a plurality of the Associated Students and shall:

- a. attend all executive board meetings and committee meetings;
- b. serve as a liaison between the executive board and all campus clubs and organizations;
- c. act as the chief executive of the interclub council consisting of one representative from each campus club and organization;
- d. hold monthly interclub council meetings;
 - a. Interclub council meetings shall be held the second week of each month;
- e. train all club leaders on the policy for holding events;
- f. assist club leaders with submitting the event request form;
- g. review grant request from clubs at the executive board meetings;
- h. maintain a calendar of all club events on canvas, and the Taft College webpage; and,
- i. assist the social media and public relations officer with the promotion of all campus clubs' and organizations' activities.

Article V - Directors

A. The Associated Student Organization Directors shall be elected by the Executive Board. Four director positions shall be available to members of the ASO committee:



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- a. The Director of Publicity shall work in collaboration with the Social Media and Public Relations Officer and Interclub Commissioner with the promotion of athletic and social events.
 - b. The Director of Academics shall work as the liaison between the Associated Student Body and Taft College administration and faculty.
 - c. The Director of Public Affairs shall be the Taft College representative within the community. This director will also attend community meetings and events to promote Taft College.
 - d. The Rally Director shall be the spokesperson for all on-campus activities and assist the Activities Coordinator and Interclub Commissioner with all campus events.
- B. Each director may hold office for two (2) calendar years beginning September 30 of the fall semester.**

Article VI – Committees

A. Constitution Committee

- a. There shall be to the Constitution Committee the following members: the advisor, Executive Board, region 6 representative, student trustee and one (1) active committee member.
- b. Responsibilities shall include:
 - i. Make appropriate changes recommended by the resolution committee.
 - ii. Present the final draft to the executive board for approval at the last meeting of the year.

B. Election Committee

- a. The executive board vice president shall appoint from a minimum of four (4) active members of the Associated Student Organization.
- b. Election Committee members cannot be a candidate.
- c. Responsibilities shall include:
 - i. Ensuring that each candidate qualifies for an executive board position or the Student Trustee.
 - ii. Publicizing the location and time the polls should open.
 - iii. Announcing the running candidates.



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- iv. Setting up and manning the polls.
- C. **If there is a failure to appoint the needed division member to the board, the Executive Board may, at any time, select students to fill vacancies with a majority vote.**
- D. **No student may hold more than two division appointments within one committee.**
- E. **Other committees are to be approved by the ASO Executive Board.**
- F. **Any committee appointee who has three unexcused absences during a semester shall be subject to dismissal from the position held by a two-thirds majority vote of the Executive Board.**

Article VII- Governing Body

- A. **The governing body of this association shall be the “Executive Board” of the Associated Student Organization of Taft College.**
- B. **The governing body of this association shall consist of the following: President, Vice-President, Secretary/Treasurer, Social Media and Public Relations Officer, and Interclub Commissioner.**
- C. **The voting members of this association shall consist of the following: the executive board, student trustee, directors, one representative from each recognized organization, and five committee member of the Associated Student Organization.**
- D. **Meetings**
 - a. Meetings may be called by an officer of the Executive Board with approval of the advisor.
 - b. A majority vote will consist of one vote more than 50% of all voting membership.
 - c. The association shall meet quorum with a minimum attendance of the following members: the executive Bboard and three (3) committee members.
 - d. Robert’s Rules of Order will be used.
- E. **The executive board of this association shall:**
 - a. Have the power to legislate and execute all resolutions, bylaws, and codes governing the association, subject to referendum.
 - b. Represent the association in all internal and external affairs.
 - c. Require all officers and members of this association to comply with the provision of this constitution.



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- d. Hear reports of all officers and committee chairpersons of this association, and any other reports by members, clubs, and/or outside organizations.
- e. Approved interim appointments may be determined by the executive board President to fill vacancies in the Executive Board, created by disqualification, resignation, or other causes until special elections are held.
- f. Exercise supervision and control over all expenditures from the Executive Board and Associated Students funds.
- g. Approve annually a yearly ASO general fund budget not later than one month after the beginning of the spring semester.
- h. Set the price of ASO cards for the following year in the spring semester of the current year with administrative approval.
- i. Shall have the right of free discussion in its meeting and show responsibility on behalf of the association.

F. Each member of the executive board shall be one vote.

- a. An executive board member may not delegate his/her voting power without a two thirds vote approval by the executive board.

G. The advisor shall be present at executive board meetings and shall act in that capacity.

Article VIII-Student Trustee

A. The Student Trustee (Student Member) shall be selected by the Associated Student Organization.

- a. The student member must not be an executive officer of the associated student organization.
- b. Must attend meetings of the West Kern Community College District (WKCCD) Board of Trustees and all other campus committee meetings as an Associated Student Body representative.
- c. The student trustee shall be seated with the WKCCD board and shall be recognized as a full member of the board meetings.
- d. The student trustee will be a non-voting member of the board.
- e. The student trustee is responsible for all tasks mentioned in the student trustee role and responsibility document.



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- B. The student trustee shall be a member of California at the time of nomination.**
- C. If the seat of the student trustee becomes vacant during his or her term, the executive board may appoint a student to serve the remainder of the term in accordance with procedures established in the constitution.**

Article IX- Nominations and Elections

A. Nominations

- a. Nominations shall be made by petition obtained from the Taft College ASO office or the ASO webpage.
- b. Petitions shall be returned with 20 signatures of ASO members and a completed election application.
- c. Petitions must be secured and filed within the time specified and publicly announced by the election committee.
- d. Nominations can be denied if applicants do not completely fill out applications.
- e. Nominations and applications shall be presented to the executive board for approval of qualifications no later than one week prior to the election.
- f. No person may file for more than one elective office.

B. Elections

- a. The executive board vice president shall appoint from its members an Election committee to oversee all aspects of the student election.
 - i. No candidate shall serve on the election committee.
 - ii. The election committee shall be responsible for setting the election dates no later than three (3) weeks prior to the end of the spring semester.
- b. Polls shall be open from 11:00 a.m. to 1:00 p.m.
- c. No candidate shall campaign within one hundred (100) feet of the polling place while the election is in progress. Violation of this clause will result in immediate withdrawal of name from the ballot.
- d. All members of the student body may vote.



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- i. Ballots completed by voters with a current associated student organization sticker will be placed in the official count
- ii. All Taft College employees are honorary members of the ASO; votes will be placed in the official count.
- iii. Supplemental Votes
 - i. Ballots of students without a current ASO sticker
 - ii. Supplemental votes will be used in case of a tie (less than a ten –vote (10) margin of difference) or if the overall official voter count is less than fifty (50).

C. The officers shall be elected from a secret ballot.

- a. The ballot will be counted by the election committee in the presence of the advisor.
- b. No candidate shall count ballots.
- c. Ballots shall be counted by the advisor, administrator, and at least two members of the board.
- d. The results shall be immediately announced.
- e. In event that the ballot margin is less than ten, the ballots shall be recounted in the presence of the dean of student success.
- f. The student member shall be elected by plurality vote of those voting in a regular election of the student body, meaning the number of votes cast for the winning choice must exceed more than one half of the total votes cast in a contest of more than two candidates.

D. The duly elected officers shall take office at the last regular Executive Board meeting of the spring semester, two weeks before the conclusion of the spring semester

- a. In the event that plurality is not obtained for an office on the first ballot, a run-off will be held between the two candidates receiving the most votes within two school days where the majority count stands.
- b. Special election may be called by two-thirds vote of the Executive Board.

E. Election of the Student Trustee

- a. The student cannot be a member of the ASO executive board.



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- b. The student member shall be elected by all the students of the student body in the general elections.
 - c. A member of the executive board shall stand in as the student trustee representative in the absence of the student trustee
 - d. The executive board may vote a non- board member into the student trustee position if no candidate runs for the position at the time of the elections.
 - i. Executive board can recruit a non-board member to the student trustee position is the position is not filled during the elections.
 - 1. Recruitment period begins May 1st and ends August 1st
 - ii. The student member must meet the requirements of the position
 - iii. The student member must submit the student trustee application
- F. A special election shall be held if the office becomes vacant by reason of resignation or disqualification of an elected student.**

Article X - Special Elections

- A. Special elections shall be held should a vacancy occur between the spring election day and of the second week of the fall semester of the term year.**
- B. Special elections shall be held if an executive board position becomes vacant by reason of recall, disqualification, dismissal, or resignation. Special elections shall be held within thirty days after notice of the vacancy comes to the attention of the superintendent/president and vice president of student services.**
 - a. If the vacancy occurs during the summer or within the last 3 weeks of the spring election term, then special elections shall be held within the first thirty days of the fall semester of term.
- C. Candidates for the position may nominate themselves or be nominated by others by filing of an application certifying that the candidate is eligible for service under the criteria set forth in California law and ASO Constitution. The election will be conducted in accordance with the administrative procedures as follows:**
 - a. Notice communicated to the student body of an executive board opening in the case of a the recall election, dismissal, a disqualification, or any other reason;



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- b. An application period for the students to submit an application to become a candidate for the open position that will be open for at least 10 days after the notification, on days which classes are regularly held ;
- c. Following the application period, and approval of nomination, each candidate can campaign for 5 days upon which classes are regularly scheduled;
- d. Voting for the special election will be concluded within 30 days following the date upon which the position became vacant.
- e. No special election will be called if the vacancy occurs within 30 days of a regularly scheduled election for students. An interim officer appointed by the executive board will hold the position for the remainder of the semester.

Article XI- Filling Vacancies

- A. The Executive Board shall select the student member best qualified to fill the position should an Executive Board position becomes vacant between after the second week of the fall term year.**
- B. The executive board shall recruit a candidate that fits all the requirements of the vacant position.**
- C. The student member selected by the executive board shall be an active member of the associated student organization.**
 - a. An applicant must complete the executive board application and submit a letter of interest within two weeks of the vacancy.
 - b. The executive board will interview all eligible candidates to determine the most qualified student member for the position.

Article XII- Initiative and Referendum

- A. The ASO shall have the power to initiate rules, regulations, and laws by means of a petition signed by 25% of its electorate. This petition must contain the full text of the proposed legislation. The petition shall be presented to the executive board who shall call an election within ten (10) school days after the filing of the petition. The text of the proposed legislation must be posted in conspicuous places for the inspection of the associated student organization at least five (5) school days prior to election. A majority of the votes cast shall be sufficient to pass such legislation. Should such proposed legislation be passed by the bxecutive Board as presented, it shall become effective immediately.**



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- B. Any rules, regulations, or laws passed by the executive board, except financial, shall be subject for fifteen (15) school days to the referendum vote of the associated students. A written petition signed by 25% of its electorate shall be necessary for the referendum. The petition shall be presented to the executive board who shall call an election within ten (10) school days after the filing of the petition. The text of the legislation shall be posted in conspicuous places for inspection at least five (5) school days prior to the election to rescind action.**

Article XIII-Recall, Disqualifications, and Dismissal

- A. All officers of this organization shall be subject to recall by the Associated Student Organization. A request for recall shall be made by written petition stating the exact reason for the recall. The petition must be signed by 25% of the students enrolled at the time of filling. Presentation of a petition to the Executive Board shall be made within five (5) school days following the request. A two-thirds vote of the total cast shall be required to recall an officer. No recall election will be held if the petition is received within 30 days of a regularly scheduled election of the Executive Board.**
- B. An executive board member or any student member may be immediately dismissed from a position by the approval of the associated student organization advisor and the vice president of student services under any violation of the Taft College Standard of Student Conduct**
- a. Any officer of the executive board or student member who has three unexcused absences during a semester shall be subject to dismissal from the office or position held by two-thirds vote of the voting members.**
- C. An executive officer or any student member shall be disqualified from a position with a grade point average falling below the mandatory 2.0 minimum requirement prior to holding the office position or at the end of the first semester of being in office.**

Article XIV –Budget

- A. Budget plan shall be established by the newly elective executive board during the last meeting of the spring semester.**
- a. The graduating board shall provide direction to assist with the budget plan**
- b. General plans shall include the following**
- i. Equipment Replacemnt**
 - ii. Grants**
 - iii. Scholarship**
 - iv. Awards**
 - v. Fall Trip**
 - vi. Spring Trip**



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- vii. Student Senate of California Meeting
- viii. Regional Meetings
- ix. Diversity, Equity, and Inclusion Education
- x. Clery Education

B. Club funds shall be spent for the benefit of the students who are enrolled in Taft College and who are active members of the club.

C. Fundraising

- a. Fundraising events shall contribute to the educational experience of the club.
- b. Fundraisers must be approved by the club advisor, student life coordinator, the dean of student success, and the vice president of student services.
- c. Funds shall be raised to benefit the entire club or student group.

D. Donations

- a. All conditions for donated funds shall be made in writing with approval of the club's governing board prior to acceptance

E. Advisors shall manage the club budget and submit revenues to the business office.

- a. Deposit receipts and expense reports shall be submitted to the student life office.

F. Carryover

- a. The amount of money the club has at the end of the year after all revenues are deposited and all bills have been paid.
- b. Twenty percent (20%) of the amount raised by the club shall remain in the club fund if there is carryover.
 - i. Carryover does not include the annual club allotment for awards or scholarships out of the ASO general fund.
 - 1. Unused funds provided out of the ASO general account shall be returned to the ASO general fund at the end of the academic year.
 - ii. Clubs may carry over more than 20% of the fundraised under special circumstances established by the club board, advisor, student life coordinator, and the vice president of student services.

G. Scholarship/Awards

- a. Clubs shall establish criteria for scholarships and/or awards in the club bylaws.



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- b. All clubs shall follow the guidelines established in the ASO bylaws, article I and II.

Article XV – Bylaws

- A. The Executive Board shall create and enforce bylaws in accordance with the goals of this constitution.**
- B. Amendments to the bylaws may be made in the following manner:**
 - a. Proposed amendments shall be written in full, with one copy for each member of the Resolution Committee.
 - a. Resolution Committee shall consist of four (4) active club members and/or executive board members and the ASO Advisor
 - b. The Resolution Committee shall determine the amendments that best suit the interest of the student body in compliance with California legislation and aligns with the overall mission of Taft College.
 - c. At the following regular meeting the proposed amendment shall be presented to the Executive Board.
- C. Bylaws shall be continuous until amended or revoked by a two- thirds majority vote of the executive Board.**