

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

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.

LOS ANGELES COMMUNITY COLLEGES OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATIONS	INDEX NUMBER: S-2
REFERENCE:	TOPIC: ASO Funds
ISSUE DATE: June 3, 2010	INITIATED BY: Educational Support Services Division
CHANGES: Replaces Administrative Regulations E-24, E-25, E-26, E-27, E-28	DATES OF CHANGES:

1. GENERAL PRINCIPLES

- a. The Associated Student Organization Fund is established to promote the general welfare and morale of the students and shall be a common treasury and expended in such a way as to benefit the current and long-term interest of students.
- b. All public funds associated with the operation of the District, both appropriated and non-appropriated, are the direct responsibility and operate under the supervision of the Board of Trustees.
- c. Stewardship of the Fund rests with the elected representatives of the Associated Student Organization under the trusteeship of the President of the College.
- d. The College President shall be directly responsible for the conduct of the Associated Student Organization financial activities and shall be governed in this exercise by the Rules of the Board of Trustees and Administrative Regulations.
- e. All funds raised or expended in and for the common treasury and general welfare of the Associated Student Organization shall be maintained by the college's Chief Business Officer (or designee), in keeping with all District policies and procedures, in consultation with the ASO Advisor and ASO Treasurer/Financial Officer, under the direction of the College President/or designee.
- f. Management of the Associated Student Organization Fund shall be in accordance with the best business practices, including sound budgetary and accounting procedures subject to the control and regulation of the District fiscal policies.
- g. Representation by members of the Associated Student Organization shall be required in the raising and expending of the Associated Student Organization Fund.
- h. The College President shall have veto power over any action of the Associated Student governing body or the ASO Finance Committee. The College President shall provide a

written explanation for the veto to the ASO President. The College President's decision shall be final.

2. RESPONSIBILITIES OF THE COLLEGE CHIEF BUSINESS OFFICER (OR DESIGNEE)

- a. Act as custodian of the Associated Student Organization Fund, and shall be responsible, under the direction of the College President, for all cash collection of ASO student funds, and for maintaining records as prescribed by the Rules of the Board of Trustees.
- b. Furnish information to the ASO Finance Committee necessary for the preparation of the annual ASO Budget, and prepare related reports as otherwise required. This includes prior year information and estimated income.
- c. Provide the ASO Finance Committee monthly financial reports on revenue (actual and expected) and expenditures.
- d. Inform the ASO Finance Committee of the need, and extent of any required budget adjustments, based upon estimated revenues, which may require adjustments to conform to actual income. A specific timeline shall be provided.
- e. Ensure that all expenditures are in accordance with the approved budget and in compliance with appropriate rules and regulations.
- f. Provide access to books and records of Associated Student Organization activities to the Associated Student President, ASO Advisor and ASO Treasurer/ Financial Officer.
- g. Provide information to the Associated Student President, ASO Advisor and ASO Treasurer/Financial Officer regarding the locations of bank accounts, reserves and the interest earned.
- h. Provide Associated Student President, ASO Advisor and ASO Treasurer/ Financial Officer with quarterly updated information on all accounts.
- e. Requests for this information from other students must be made as public records requests, following District procedures.

LOS ANGELES COMMUNITY COLLEGES OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATIONS	INDEX NUMBER: S-3
REFERENCE:	TOPIC: ASO Fund Management
ISSUE DATE: June 3, 2010	INITIATED BY: Educational Support Services Division
CHANGES: Replaces Administrative Regulations E-26, 27, E-28, E-29, E-30, E-31, E-33, E-46	DATES OF CHANGES:

1. RESPONSIBILITIES OF THE FINANCE COMMITTEE

a. Membership

- (1) A Finance Committee shall be established with membership limited to the following:
 - (a) The Treasurer/ Financial Officer of the Associated Student Organization, who shall act as the Chairperson and a voting member of the Finance Committee.
 - (b) President of the Associated Student Organization.
 - (c) One elected member of the governing body of the Associated Student Organization appointed by the President of the Associated Student Organization and approved by a majority of the governing body.
 - (d) The Chief Student Services Officer or ASO Advisor.
 - (e) One faculty member appointed by the President of the College.
 - (f) The Chief Business Officer (or designee), serving as ex-officio member with no vote.
- (2) The Chief Business Officer (or designee) is responsible for ensuring that all actions by the Associated Student Organization Finance Committee are in accordance with Board Rules and District Policies, and is required to report to the College President any potential violations.
- (3) Student members of the Finance Committee must be paid members of the Associated Student Organization.

b. Responsibilities

(1) The ASO Finance Committee shall:

- (a) Plan, approve and submit the initial annual ASO budget, prepared on a line item basis, to the Associated Student Organization governing body for approval.
- (b) Submit the initial approved annual ASO budget to Chief Student Services Officer who shall forward it to the College President for approval.
- (c) Determine the disposition of financial requests, which alter the original fiscal operation plan, such as creation/deletion of accounts, transfer of funds, account augmentation, etc.
- (d) Oversee fiscal accountability of ASO funds.
- (e) Monitor, evaluate and assist the ASO Treasurer/ Financial Officer in the execution of the ASO budget expenditures and record keeping.

2. PROCEDURES

- a. Action taken at any ASO Finance Committee meeting is not considered legal unless there is a quorum of three voting members with a minimum of two students and the Chief Student Services Officer or ASO Advisor.
- b. A minimum of three favorable votes is required for Finance Committee approval on an item, regardless of the number of committee members present.
- c. ASO expenditures from approved budget line items and General Operations Accounts (e.g., supplies, printing and on-going equipment Maintenance agreements) that are \$1,000 or less, while subject to the approval requirements contained in Administrative Regulation S-4, Section 1, do not require Finance Committee approval prior to those expenditures. All other expenditures from approved budget line items and General Operations Accounts, with the exception of specific expenditures previously approved by the Finance Committee and expenditures for travel from an approved budget line for travel, require Finance Committee approval prior to their expenditure. However, all requests pertaining to the alteration of the initial ASO budget must be referred to the Finance Committee before submission to the governing body of the Associated Student Organization for action. Recommendations of the Finance Committee on all requests received must be reported in writing to the governing body.
- d. Actions of the Finance Committee may be overridden or amended by a 2/3 of the ASO governing body, present and voting at the meeting when such actions are reported. Actions overridden or amended shall be referred back to the Finance Committee for further consideration.

- e. The Finance Committee shall consider items overridden by the ASO governing body at its next regularly scheduled meeting. The action on those items must be reported in writing at the next regularly scheduled meeting of the governing body.
- f. Any item overridden once by the governing body, and not approved by the Finance Committee upon its review and reconsideration, may be approved by a vote equal to 2/3 of the full governing body of the ASO, at a subsequent meeting.
- g. Only the Finance Committee shall have the authority to determine the budgetary source or sources of budget line items.

The college president, or designee, as trustees, shall review all proposed Associated Student Organization Fund expenditures and may disallow inappropriate expenditures. If the College President disallows expenditures, the College President shall notify the ASO President in writing.

3. BUDGET

- a. The Associated Student Organization annual budget shall outline and control in detail the entire ASO student financial program for each fiscal year.
- b. Budget Development
 - (1) No later than the Monday of the first week in April, the Chief Business Officer (or designee) shall provide the ASO Finance Committee with a report on the expected revenue, from all sources, for the upcoming school year, and historical data on expenditures.
 - (2) No later than the third week in May, the ASO Finance Committee shall prepare, approve and submit the proposed budget for the upcoming fiscal year, prepared on a line item basis, to the Associated Student Organization governing body for approval.
 - (3) The Associated Student budget for the fiscal year, commencing July 1, shall be completed and approved by the ASO governing body and submitted to the College President through the Chief Student Services Officer no later than June 30.
- c. If the Associated Student Organization fails to enact a budget, the College President is authorized to adopt the immediately preceding fiscal year's budget to ensure continuity of operation.
- d. Until the annual budget is approved, the College President may authorize, in writing, financial actions necessary to fulfill legal contracts and commitments. The Chief Business Officer or designee is not permitted to make any expenditure during that period without written approval of the College President. The Associated Student Organization President, Chief Student Services Officer and ASO Advisor shall be notified in writing within three working days of such action.

- e. Approval of the budget does not eliminate the requirement for an individual authorization for expenditures where authorization is specifically required.
- f. Adjustments to the annual fiscal operation plan must follow the same approval procedure as the original fiscal operation plan.
- g. The Chief Business Officer (or designee) will furnish a prior year balance accounting to the ASO governing body, to the Chief Student Services Officer, and the ASO Advisor by September 1.

4. RESERVES

- a. The Chief Business Officer (or designee) shall provide the ASO Finance Committee with quarterly reports on the status (including interest and expenditures) of all reserves.

- b. Project Reserves

- (1) The Associated Student Organization may, by action of the governing body and with the approval of the College President, set aside funds for a specific future project, which shall be classified as a Project Reserve.
- (2) All established Project Reserves must be reviewed annually by the Chief Business Officer or designee and recommend any adjustments to the Finance Committee, which shall make recommendations to the governing body and the College President for approval.
- (3) Project Reserves may be established from current operating funds, gifts, or by segregation of available surplus. Interest earned by such funds may be credited to the project reserves earning it. Establishment of, addition to, or reduction of a Project Reserve must be approved by a 2/3 vote of the Associated Student Organization and the College President.
- (4) The College President has the authority to cancel Project Reserves as deemed necessary to assure that the Associated Student Organization Fund activities are conducted in a prudent and responsible manner.

- c. Working Capital Reserve

Working Capital Reserves must be established for scholarships or other identified needs.

- d. Contingency Reserves

- (1) The Associated Student Organization may, by action of the governing body and with the approval of the College President, set aside funds for contingencies.

- (2) Contingency Reserves shall be reviewed annually by the Chief Business Officer or designee and adjustments recommended to the Finance Committee, which shall make recommendations to the governing body and the College President for approval.

5. ASO FUND-NET WORTH

- a. Profit or loss on ASO financial operations shall be closed/posted to Associated Student Organization net worth and is available for subsequent budgeting, except when a deficit balance exists in net worth. Net worth consists of the difference between assets (what is owned) and liabilities (what is owed); the net worth of the Associated Student Organization is divided into two parts.

- (1) Reserves, which earmark a portion of the ASO equity for inventory investment, future specific projects, and unknown contingencies.

- (2) Surplus, which is the portion of the ASO equity available for use.

6. PROFITS FROM ASO ACTIVITIES

- a. Profits from Associated Student Organization activities are Associated Student Organization funds, and may not be credited to trust accounts, or later diverted to accounts of special groups, or the college general fund.
- b. Sharing of income and expenses from activities co-sponsored by the Associated Student Organization and the District must be agreed to in writing prior to initiation of the activity. This Agreement shall be ratified by the ASO Governing Body and signed by the ASO President and the College President.

7. LOANS

- a. The Associated Student Organization may co-sponsor or loan funds to clubs or other campus groups through written agreement with the Governing Body. Such co-sponsorships or loans must be made through regular procedures involving the recommendation of the Finance Committee and approval of the Governing Body and have the approval of the College President. Procedures for the repayment of the loans and/or agreement to participate in profits must be made in writing prior to any agreement.

8. AUDIT

- a. Associated Student Organization Fund books, financial records and procedures are subject to annual audit. The ASO may also request an external audit, but the cost of that audit will be paid out of ASO funds.

- b. Reports of the audit are submitted to the ASO Advisor, ASO President, the Chief Student Services Officer, the Chief Business Officer, the President of the College, and the Chancellor.
- c. Audit information, except that containing confidential information, shall be released to the Associated Student Organization by the College President or designee.

LOS ANGELES COMMUNITY COLLEGES OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATIONS	INDEX NUMBER: S-4
REFERENCE:	TOPIC: Expenditures of Associated Student Body Funds
ISSUE DATE: June 3, 2010	INITIATED BY: Educational Support Services Division
CHANGES: Replaces Administrative Regulations E-48, E-49, E-52, E-53, E-54	DATES OF CHANGES:

1. EXPENDITURES

- a. The College President is designated by the Board of Trustees as trustees of the Associated Study Organization Fund. All funds expended are subject to procedure established by the Associated Student Organization, and are subject to the approval of each of the following three persons prior to any such expenditures:
 - (1) The College President or designee.
 - (2) The academic employee who is designated as the budget signator for the Associated Student Organization.
 - (3) The Associated Student Organization President or his/her designee.
 - (4) These three signatories will verify that established procedures have been followed.
- b. The College President, as trustee of the ASO funds, shall review all proposed Associated Student Organization Fund expenditures and may disallow inappropriate expenditures. If expenditures are disallowed, the College President shall notify the ASO President in writing.
- c. Requests for ASO approved expenditures specifically listed below must be submitted to the College President for approval.
 - Buildings or other structures to be installed on school premises, or fixtures to be installed into existing structures.
 - Equipment, which will be attached to the premises.
 - Contributions to any out-of-college organization.
 - Purchases made from employees of the Los Angeles Community College District.
- d. The College President shall designate two persons in addition to himself/herself and the Chief Business Officer (or designee), who may withdraw funds for expenditures

approved by the ASO Governing Body, from the bank account(s) maintained in the name of the Associated Student Organization.

- The signatures of two persons acting jointly shall be required for all withdrawals.
 - One of the two signatures shall be that of the College Chief Business Officer (or designee) or the president of the college.
- e. Evidence supporting all expenditures must be kept on file, in the college Business Office. Signed receipts, timesheets, invoices or other properly approved documents are acceptable. Cancelled checks do not meet this requirement.
- f. Associated Student Organization Fund shall not be obliged to pay for any expenditures made by a student or District employee, or by any other person prior to appropriate approvals as delineated in this regulation and Administrative Regulation S-3.
- g. Confirming purchase orders covering the prior year's ASO approved purchases shall not be issued by the Chief Business Officer (or designee) without the written approval of the College President.

2. INVESTMENTS

- a. Associated Student funds, including scholarship funds, may be invested only with the written approval of the College President.

3. CONTRACTS

The ASO governing body, College President or designee must approve all ASO contracts in advance. All contracts must be in writing. Contracts are not binding until signed by the College President, Vice President of Administrative Services, the ASO Advisor and the ASO President, and the (other) contracting party.

LOS ANGELES COMMUNITY COLLEGES OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATIONS	INDEX NUMBER: S-5
REFERENCE:	TOPIC: ASO Accounts
ISSUE DATE: June 3, 2010	INITIATED BY Educational Support Services Division
CHANGES: Replaces Administrative Regulations E-34, 41, 42, 43	DATES OF CHANGES:

1. ASO accounts are to be used exclusively for ASO funds. No funds, unrelated to ASO or ASO club activities, may be deposited in ASO Accounts.
2. CLUB ACCOUNTS
 - a. Club accounts may be established and credited with funds raised through:
 - (1) Dues, assessments, and donations from members.
 - (2) Income from events, provided there is approval by the CSSO or designee.
 - (3) Sale of club or merchandise.
 - (4) Loans or co-sponsorship agreements from the Associated Student Organization.
 - (5) All club accounts must be deposited with College Business Office.
 - b. Club collections and disbursements are handled through the College Business Office. All collections and expenditures shall be approved by the club advisor, club president, Chief Student Services Officer (CSSO) or designee and supported with collection receipts and invoices.
 - c. Any remaining balances in club accounts after a club has been inactive for two years revert to the Associated Student Organization Fund. The advisor of the club, the CSSO or designee, and the Chief Business Officer or designee must be informed of the impending closure of such accounts at least one month prior to such closure.

3. FUND RAISING CAMPAIGNS BY ASO CLUBS

- a. All fundraisers by ASO clubs must be voted upon in the affirmative by a majority of its members, in a club meeting, and indicated in their minutes. The club advisor and the club president must sign the minutes.
- b. Copy of the minutes and detailed plans of the fundraiser must be submitted to the Chief Business Officer or designee and the ASO Advisor for their approval in order for the event to take place. The detailed plans must include:
 - (1) The purpose of the fund raising campaign.
 - (2) Organizations that will participate.
 - (3) Organizations or individuals that will benefit.
 - (4) Method of distributing funds raised.
 - (5) Method of distributing funds raised.
- c. Adequate safeguards for all cash collections including checks must be included in the detailed plans.
- d. If tickets or items are sold for five dollars (\$5.00) or more, numbered receipts must be issued and delivered to the Chief Business Officer or designee.
- e. All fundraising activities must be for college-related functions or community or civic activities in conformity with the guidelines set forth in Administrative Regulations.
- f. Valid receipts along with Purchase Request forms must be presented in order to receive reimbursement for personal funds utilized in fundraising activities.
- g. All drives or events that include solicitation of contributions or memberships; the sale of merchandise; the collection of books, money or other items of value; or any other fundraising techniques or activities shall be governed by these regulations.
- h. All funds collected will be deposited with the Chief Business Officer or designee in the Business Office no later than the next working day. Deposits in private banks are prohibited.

4. ASO SCHOLARSHIP ACCOUNTS

- a. The ASO may raise and set aside funds for scholarships. ASO scholarship accounts are established only by transfer of Associated Students funds and/or by donations from individuals or groups within the Associated Students Organization.
- b. ASO scholarship accounts shall be established only with the prior written approval of the College President.
- c. ASO scholarship awards may be made only to paid members of the Associated Students Organization.

- d. ASO scholarship funds shall be used only for the purpose of assisting worthy eligible students as determined by the College President or his designee ASO governing body, to remain in the college. Scholarship awards shall be considered gifts that may be repaid at the will of the recipient.
- e. ASO scholarship accounts derived from Associated Students funds fall into three major classes:
 - (1) Scholarship Investments - Invested funds where interest alone is used for scholarship purposes.
 - (2) Scholarship Trusts - Funds placed in trust and the principal and interest used for scholarship purposes.
 - (3) Direct Budget Allocations - Which shall be limited to 2% of the total budget, and which shall not be made where scholarships exceed the allowable maximum.
- f. Interest earned by ASO scholarship shall be credited to the Associated Student Body Fund and not to the scholarship account.

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

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.

LOS ANGELES COMMUNITY COLLEGES OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATIONS	INDEX NUMBER: S-7
REFERENCE:	TOPIC: Use of ASO Funds to hire classified and unclassified employees
ISSUE DATE: June 3, 2010	INITIATED BY: Educational Support Services Division
CHANGES: Replaces Administrative Regulations E-50	DATES OF CHANGES:

1. ASO funds may be used to hire classified and unclassified District employees to assist in ASO operations, in accordance with all Human Resources and Personnel Commission policies and procedures.
2. The ASO may not hire or employ individuals as “ASO Employees.”
3. District employees employed using ASO funds shall be under the supervision of the appropriate District employee.