



BYLAWS

OF THE

AUXILIARY SERVICES ORGANIZATION

OF

RIO HONDO COMMUNITY COLLEGE DISTRICT

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ARTICLE I • NAMES AND PURPOSES

Section 1.01 Representative Names

- (a) **ASO Organization.** This Organization shall be known as the Auxiliary Services Organization of Rio Hondo Community College District (“Organization” or “ASO”).
- (b) **Rio Hondo Community College District.** The Rio Hondo Community College District (“District”) represents the Rio Hondo College.
- (c) **Rio Hondo Community College Board of Trustees.** The Rio Hondo Community College Board of Trustees (“Board of Trustees”) represents the elected officials comprising the Board of Trustees.

Section 1.02 Purposes

The purposes of the Organization are educational, to promote and assist educational programs at Rio Hondo Community College (“College” or “District”). Within this meaning the general purposes shall be to establish, operate, manage, promote and cultivate educational activities and relationships between and among the students, faculty and staff of the College and to aid the students, faculty, staff and management in the furtherance of their education, work and co-curricular activities in collaboration and coordination with the educational goals of the College.

ARTICLE II • AUTHORITY AND RESPONSIBILITY

Section 2.01. Authority and Responsibility

The operations of the Organization shall be self-supporting and shall not be constructed to prohibit the Organization from taking actions necessary to satisfy State and Federal tax laws. The Organization may conduct any of the services, programs and activities in order to:

- (a) Provide the fiscal means and the management procedures that allow the District to carry on educationally related activities not normally funded by State apportionment.

- (b) Eliminate the undue difficulty that would otherwise arise under the usual governmental budgetary, purchasing and other fiscal controls except as expressly prohibited by the Education Code or Title 5, or the District's procedures; or
- (c) Provide fiscal procedures and management systems that allow effective coordination of the auxiliary activities with the District in accordance with sound business practices.

ARTICLE III • MEMBERSHIPS

Section 3.01 Membership Classes

The Organization recognizes two types of membership classes; Directors and General Members as described below:

- (a) **Directors.** The Organization will be comprised of a Board of Directors appointed in compliance with these Bylaws and approved by the Rio Hondo Community College District Board of Trustees on an annual basis or as required.
- (b) **General Membership.** The Organization shall not have any general members

ARTICLE IV • BOARD OF DIRECTORS

Section 4.01: Board of Directors

The Board of Directors of the Organization shall consist of individuals derived from four areas including Administration, Faculty, Staff and Students and appointed by the District Board of Trustees as prescribed below:

- (a) **Administrative Directors.** Administrators from Academic Affairs, Student Affairs and Finance and Business will be recommended to the Board of Trustees annually by the Superintendent/President of the College. Administrators appointed to the Organization shall come from areas that are directly associated with the Organization and the management of the ASO budget.

- (b) **Faculty Directors.** Faculty shall be appointed to the Organization from full-time teaching and non-teaching faculty from the District. Faculty appointed to the Organization shall come from areas that are directly associated with the Organization and the management of the ASO budget.
- (c) **Student Directors.** Students shall be appointed to the Organization by the president of Associated Students of Rio Hondo College (ASRHC) or designee.
- (d) **Appointment of Directors.** The Superintendent/President of the College shall review annually all appointments to the Organization's Board of Directors and amend the Directors as necessary before submitting a roll of Directors to the Board of Trustees for approval of appointments.

Section 4.02: Duties

The Board of Directors shall have the power to hold meetings at such times and places as deemed advisable, to appoint committees, to authorize proper expenditures and to take such other measures as may be necessary and proper to carry out the purposes of the Organization.

Section 4.03: Meetings

All meetings of the Board of Directors shall be conducted in accordance with Robert's Rules of Order, newly revised edition, except for deviations included in these Bylaws.

- (a) **Regular Meetings.** Regular meetings of the Board of Directors will be held at least once a semester in accordance with the schedule established for that purpose. The first regular meeting of the fall semester shall be held not later than October 1. The agenda for such regular meetings will be prepared by the Chair of the Board of Directors, or designee, based on materials received from the Board Directors and distributed personally, or through other means to Board Directors not less than five (5) days before each meeting.
- (b) **Special Meetings.** Special meetings of the Board of Directors may be held at any time upon the call of the Chair of the Board, or upon the written request of not less than eight Directors directed to the Chair.

(c) **Notice.** Notice of every meeting of the Board of Directors shall be given by fax, by electronic mail, or by U.S. mail to each Director at least five (5) days before the day on which the meeting is to be held; and at least ten (10) days before the day on which the meeting is to be held if the notice is given by U.S. mail. Each such notice shall state the time and the place where the meeting is to be held. Notices given by mail, by fax, or by electronic mail, are deemed to be given when dispatched or mailed, as the case may be. For Special meetings, a minimum of 48 hours' notice shall be provided.

(d) **Quorum.**

(1) The presence of fifty percent plus one (50%+1) or more Board Directors shall constitute a quorum for the transaction of any business.

(2) If a quorum is not present, the Chair may adjourn the meeting to a time fixed by him/her.

(e) **Voting.**

(1) Each Board Director shall have one (1) vote on all items of business.

(2) A majority vote of the Board of Directors present at a meeting is required for the transaction of any and all business.

(3) The Officers of the Organization may be elected by simple majority, either by an electronic vote or at a meeting of present Directors at a meeting. Appointment of Officers will be conducted annually.

(f) **Order of Business.** The order of business at all meetings of the Board of Directors shall be as follows:

(1) Approval of the minutes of the last meeting

(2) Financial Reports

(3) Superintendent/President's Report

- (4) Committee Reports, if any
- (5) Unfinished Business, if any
- (6) New Business
- (7) Programmatic Presentations, if any
- (8) Information Items
- (9) Other Business

ARTICLE V • OFFICERS

Section 5.01: Composition of Officers

The Officers of the Organization shall be a Chair, a Vice Chair, Secretary, Treasurer, and such other officers as the Board of Directors may from time-to-time determine.

Section 5.02: Election and Tenure.

The Officers of the Organization, shall be elected on a two-year term at the first regular Board of Trustees meeting of the spring semester. Each such Officer shall hold office for two academic years and may be re-elected consecutively to the same office for other terms. Vacancies can be filled by temporary appointment of the college superintendent/president for the remainder of a vacated Officer's term.

Section 5.03: Chair

A Director serving on the Board and elected at a regular meeting will serve as the Organization's Chair. The Chair shall preside at all meetings of the Board of Directors. The Chair shall be responsible for the general supervision and control of the meetings. The Chair shall perform such other duties as requested by the Board of Directors or as are reasonably incidental to the Office of Chair. The Chair shall be an Ex-Officio member of the Board during the term served as chair.

Section 5.04: Vice Chair

A Director serving on the Board and elected at a regular meeting will serve as the Organization's Vice Chair. The Vice Chair shall perform the duties of the office of the Chair in case of a vacancy in the position of Chair, or in the Chair's absence or inability to act. The Vice Chair shall perform such other duties as assigned by the Board of Directors or the Chair.

Section 5.05: Treasurer

The Treasurer shall keep full and accurate accounts of receipts and disbursements in books belonging to the Organization and shall deposit all moneys and other valuable effects in the name of and to the credit of the Organization in such banks or other depositories as are designated by the Board of Directors. The Treasurer shall disburse the funds as requested by the Board of Directors, taking proper vouchers for the disbursements, and shall render to the Chair and Directors at the regular meetings of the Board of Directors whenever they may require it, a statement of all transactions and an account of the financial condition of the Organization. The Treasurer shall perform all other duties incident to the office of Treasurer.

The District's Accounting Office shall assume the role of the Treasurer and the Superintendent/President of the College or designee shall oversee this activity.

Section 5.06: Secretary

The Secretary shall issue notices of all meetings of the Board of Directors where notices are required by law or these Bylaws. The Secretary shall attend and keep the minutes of the meetings of the Board of Directors. The Secretary shall perform all other duties incident to the Office of Secretary and such other duties as assigned by the Board of Directors or the Chair.

Section 5.07: Compensation

No Director or Officer of the Organization, shall receive any compensation from the Organization for services performed in his or her official capacity.

ARTICLE VI • COMMITTEES

The Board of Directors may, as set forth in these Bylaws, or by resolution, or resolutions adopted by a majority of the entire Board, establish such committees (including their term, duties and

powers) as it shall deem necessary and advisable, each consisting of three or more Directors and each of which, to the extent provided in the resolution, shall have the authority of the Board, except that no committee shall have authority as to following matters:

- (a) Making any amendments to, or repeal of, these Bylaws,
- (b) Filling of vacancies in the Board or in any committee,
- (c) The amendment or repeal of any resolution of the Board which by its terms shall not be so amendable or repealable, or
- (d) Any action otherwise prohibited by law. Each committee of the Board shall keep minutes and report on these proceedings to the Board at or before the next scheduled Board meeting.

ARTICLE VII • RECORDS AND FINANCIAL MATTERS

Section 7.01: Records

The Organization shall keep complete books of all the business transactions and minutes of the proceedings of its Board of Directors and committees, these Bylaws, and any quarterly income statements or balance sheets.

Section 7.02: Fiscal Year.

The fiscal year of the Organization shall be July 1 through June 30.

Section 7.03: Sources of Funds

The Organization's funds and assets shall be derived from the commissions, sales and charges made by the several activities or services that it may administer. It may accept other monies for specific events, activities and for the support of other educational programs.

Certain Organization sponsored clubs may raise funds through either paid admission or voluntary donations at events under their sponsorship and must have numbered tickets, as well as receipts.

The funds are to be deposited with the college cashier's office with a completed financial statement the next business day following the conclusion of the event.

Section 7.04: Budget Development and Management

The Organization's budget shall be developed annually and shall follow the District's administrative procedures.

Section 7.05: Banks Accounts, Deposits.

All funds shall be deposited in an account or accounts in the name of the Organization in a bank or banks designated by the Board of Trustee and shall be used solely to pay the proper expenses of the Organization.

Section 7.06: Signatures.

All checks, drafts, notes, orders for the payment of money, withdrawals, and evidences of indebtedness of the Organization shall be signed by Superintendent/President of the College or the Vice President of Finance and Business.

Section 7.07: Financial Records and Accounts.

The Organization's financial records and accounts shall be kept in a form consistent with generally accepted accounting principles.

Section 7.08: Audits.

The Organization's financial records and accounts shall be audited annually, and at such other times as directed by the Board of Trustees of the District, by an independent certified public accountant.

ARTICLE VIII – GOVERNANCE

The Organization shall operate consistent with these Bylaws, policies and regulations of Rio Hondo Community College District. Nothing contained in these Bylaws shall be construed as diminishing the rights, duties and intentions of the policies and administrative procedures of the Board of Trustees of Rio Hondo Community College District.

ARTICLE IX - AMENDMENTS

These by-laws may be amended, altered or repealed in whole or in part, by the affirmative vote of at least a two third (2/3) majority of the Board of Directors at any regular or special meeting of the Board, provided that written notice of the substance of the amendment is given with notice of the meeting, to all Directors, in accordance with the notice provisions set forth in Article IV, Section 4.03 of these Bylaws.

Effective Date

These Bylaws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise provided.



CONSTITUTION

OF THE

AUXILIARY SERVICES ORGANIZATION

OF

RIO HONDO COMMUNITY COLLEGE DISTRICT

PREAMBLE

This Constitution is established as the guiding instrument of the Auxiliary Services Organization of Rio Hondo Community College District (“College” or “District”) through which students, faculty, staff and management work together for the purpose of providing supportive services and specialized programs to achieve the educational goals of the College.

ARTICLE I

NAME

The name of this organization shall be the Auxiliary Services Organization of Rio Hondo Community College District and shall be referred to throughout this document as the “Organization” or “ASO”.

ARTICLE II

PURPOSE

The purposes of the Organization are educational, to promote and assist educational programs at the College. Within this meaning, the general purpose of the Organization shall be to establish, operate, manage, promote and cultivate educational activities and relationships between and among the students, faculty, staff and management of the College and to aid in the furtherance of their education, work and co-curricular activities in collaboration and coordination with the educational goals of the College.

ARTICLE III

MEMBERSHIP

The Organization shall not have any general membership. Board of Directors will be recognized as being the only membership class.

ARTICLE IV
BOARD OF DIRECTORS

The Board of Directors of the Organization shall consist of individuals derived from four areas including Administration, Faculty, Staff and Students.

ARTICLE V
OFFICERS

Section 1

The Officers of the Organization shall be a Chair, Vice Chair, Secretary and Treasurer. These Officers shall be elected at the regular spring semester meeting pursuant to the Organization's bylaws, Article V, Section 5.02. All terms of office shall be for a two-year duration and shall commence upon adjournment of the regular meeting at which elected, and terminate upon adjournment of the appropriate second year following the regular meeting during fall semester, unless otherwise stipulated in a specific motion electing said officers.

Section 2

Vacancies can be filled by temporary appointment made by the college superintendent/president. The appointment will be in effect for the remainder of a vacated Officer's term.

Section 3

Any of the above positions shall be declared vacant immediately when the Officer ceases to be affiliated with the College.

Section 4

The duties of the Officers shall be prescribed in the bylaws.

Section 5

No Officer shall receive any compensation from the Organization for services performed in his or her official capacity.

Approved ??/??/????

ARTICLE V

MEETINGS

Section 1

All meetings of the Board of Directors shall be conducted in accordance with Robert's Rules of Order, newly revised edition. There shall be a minimum of two regular meetings per year, one during the fall semester, and one during the spring semester. Additional special meetings may be called as necessary by the Chair of the Organization, or upon the written request of not less than eight Directors, directed to the Chair, and must be announced at least 48 hours in advance of the meeting date.

Section 2

A quorum for conducting business shall be considered to be fifty percent plus one (50%+ 1) of the Board of Directors.

ARTICLE VI

AMENDMENTS

Section 1

Amendments to this constitution may be proposed by any Board Director in writing to the chair, one meeting before the amendment is voted on.

Section 2

This constitution may be amended by a two-thirds (2/3) voting majority of the Board of the Organization. Such action may take place at any regular or special meeting. Passed amendments will be noted in the minutes and placed in the Constitution. The revised Constitution will be distributed to all Board Directors within 90 days.

Section 3

Amendment repeals may be made if a motion to repeal a Constitutional amendment is submitted in writing to the chair, no oral repeals are acceptable. For a repeal to pass, a two-third (2/3) majority vote of the Board Directors present at a meeting will be required.

APPROVAL

This constitution was approved on.....

Approved ??/??/????