

The Associated Students of Chemeketa Bylaws
Chemeketa Community College
2014-2015

ARTICLE 1. NAME AND MEMBERSHIP DESCRIPTION

Section 1.01 General Information: The Associated Students of Chemeketa, known as the ASC, shall be comprised of an odd number of employed positions to be determined by the ASC and their advisor that will represent, advocate, and promote the needs and well being of students at all Chemeketa campuses. This body will be composed of coordinators dedicated to serving specific needs of the ASC and the Student Body, and representatives dedicated to representing specific student populations within Chemeketa in addition to any ex-officio members appointed by the ASC.

Section 1.02 Disability Services Representative: The person in this position shall represent students with disabilities. This person should be aware of and sensitive to the needs of students with disabilities, but does not have to have a disability to fill this role. This person will create opportunities and venues that foster community building and support for students with disabilities. These venues will seek to listen to the voice of students with disabilities and take action to advocate and promote their needs and wants. This person will advocate for students that are recipients of Disability Services at legislative hearings, campus forums, and other appropriate venues. When appropriate, they will also coordinate mentor, mentee, and other service opportunities for disabled students.

Section 1.03 Athletics Representative: This person should be aware of and sensitive to the needs of students athletes, but does not have to be a current varsity student athlete to fill this role. This position shall communicate with students in athletic programs regularly to determine issues and concerns that need to be addressed. This person will create forums and venues for student athletes' voices to be heard and work to find opportunities for action to be taken to help address issues or concerns voiced by student athletes'. This person will help to promote athletic events, recruit volunteers when needed, and represent ASC at said events.

Section 1.04 International Representative: The person in this position shall represent International Students and shall either be an International Student or student employee of the International programs. This position shall communicate with students in International programs regularly to determine issues and concerns that need to be addressed. This person will help to promote International events, recruit volunteers when needed, and represent ASC at said events. When appropriate, they will also coordinate mentor, mentee, and other service opportunities for International students.

Section 1.05 Multicultural Representative: The person in this position shall be a student employee of the Multicultural Student Services. This position shall regularly communicate with students and student groups of diverse cultural, ethnic, and racial backgrounds to determine issues and concerns that need to be addressed. This person will attend the Chemeketa Diversity Action Council, OSCC and OSERA events when possible. This person will advocate for multicultural student needs at legislative hearings, campus forums, and other appropriate venues. Additionally they will promote multicultural events, recruit volunteers when needed, and represent ASC at said events.

Section 1.06 Veterans Representative: This person in this position shall represent student veterans and shall either be a veteran or be aware of and sensitive to the needs of student veterans. This position shall regularly communicate with student veterans to determine issues and concerns that need to be addressed. This person shall advocate for veteran student needs at legislative hearings, campus forums, and other appropriate venues. This person will create opportunities and venues that foster community building and support for student veterans. These venues will seek to listen to the voice of student veterans and take action to advocate and promote their needs and wants. When appropriate, they will also coordinate mentor, mentee, and other service opportunities for student veterans.

Section 1.07 Executive Coordinator: The Executive Coordinator is the Chair of the ASC Board. The ASC Executive Coordinator is the lead liaison between students, administration, and the Chemeketa Community College Board of Education. The Executive Coordinator will attend the Board of Education meetings to represent Chemeketa Community College students, report students' needs and concerns to the board, and serve on committees as appointed by administration. This person is responsible for writing the ASC board reports for each Board of Education meeting and having them submitted by the deadline. As needed, this person will meet on with the college administration, in particular with the executive team to communicate student needs and concerns, and to further strengthen the relationship between the ASC and the college administration. The Executive Coordinator will oversee hiring and firing decisions as referred to in Section 3.04 of the Bylaws, faculty and ASC committee appointments, and shall oversee ASC committee work. Where position and committee roles and responsibilities are unclear the Executive Coordinator will delegate accordingly. They will review project proposals by members and committees within ASC and maintain the email account and master calendar for the organization. The Executive Coordinator shall arrange meeting space for all ASC board meetings and committee meetings and ensure an agenda is prepared and reviewed. The Executive Coordinator will review all minutes prior to distribution. They will organize any additional work sessions required and facilitate trainings when appropriate. The Executive Coordinator shall coordinate the promotion of Student Retention and College Life activities, promote student government awareness, and any other events or activities that the ASC deems appropriate.

Section 1.08 Legislative Coordinator: The Legislative Coordinator is the Vice-Chair of ASC. This position will serve on the board of the Oregon Community College Student Association (OCCSA) to represent Chemeketa's interests. The Legislative Coordinator will attend all OCCSA board meetings and subcommittees or provide a suitable substitute with a proxy vote if unable to attend. The Legislative Coordinator will meet with legislators at the State and local levels to communicate student concerns. This may be coordinated through the ASC advisor, Oregon Community College Student Association (OCCSA), the Oregon Community College Association (OCCA), or through the Oregon Student Association. They will also recruit students for rallies, call in days, letter writing campaigns, and public hearings to testify on behalf of student needs and interests. The Legislative Coordinator shall be responsible for preparing and maintaining the OCCSA Certification Model which will be used by the Dean and College President. The Legislative Coordinator may also assist the Vote Coordinator with voter registration and get out the vote campaigns.

Section 1.09 Programming Coordinator: The Programming Coordinator is the Treasurer for ASC. The person in this position shall work with students active in the different campus clubs and shall communicate with club members or club representatives regularly to determine issues and concerns that students want addressed. This person may also assist the Civic Engagement Coordinator with planning and leading Pizza & Politics events. This person will also assist the Civic Engagement Coordinator in coordination of the Council of Clubs and Club Fairs. The duties of this appointment will include:

- A. Being aware and informed about club procedures
- B. Determining the active and inactive clubs on campus
- C. Registering club events and assisting clubs with events
- D. Authorizing fundraisers and raffles with clubs and their advisors
- E. Arranging security for club events
- F. Providing contracts and other paperwork to clubs and their advisors
- G. Overseeing Club Accounts
- H. Scheduling training for club members and their advisors
- I. Planning and coordinating club fairs
- J. Organizing and updating club interest cards.

Section 1.10 Sustainability Coordinator: The person in this position will work to assist in advancing sustainability initiatives at Chemeketa. These responsibilities may include:

- A. Assisting with organization of Campus Sustainability Day
- B. Organizing ASC's Earth Day celebration
- C. Promoting eco-activities such as recycling on campus
- D. Leading a sustainability themed Into the Streets community service project
- E. Advocating for sustainability in a legislative capacity
- F. Assisting with implementation of the ACUPCC Climate Commitment implementation efforts

The Sustainability Coordinator also sits on the college-wide Sustainability Advisory Council (SAC).

Section 1.11 Communication Coordinator: The Communication Coordinator is the Secretary for ASC. As Secretary, this person will create ASC meeting agendas in collaboration with the ASC Executive Coordinator, take minutes of each meeting, and provide a written copy of the minutes to the ASC Executive Coordinator for review within five business days following the meeting. The person in this position will be responsible for facilitating communication between ASC, the Student Body, Faculty, the Administration, and the Community at Large. This person shall create materials that seek to promote ASC meetings, events, programming, services, and campaigns. They will oversee the ASC's existing social media outlets as well as the ASC's Chemeketa Webpage, and will create or expand the ASC's presence into other appropriate venues as they see fit. The Communication Coordinator will regularly update the Student Body with pertinent information about the College, ASC, and the Legislature in an easily readable and accessible format. They will communicate regularly with the Chemeketa Courier and Marketing Department to promote ASC's presence and activities. The Communication Coordinator will make themselves available to the student body in the ASC office when they are not pursuing other duties that require them to be elsewhere.

Section 1.12 Political Engagement Coordinator: The person in this position will be responsible for engaging and educating the student body on current political topics and issues. A main venue used for engaging students in political issues is a monthly event known as Pizza and Politics where information on a specific political topic is presented and discussed. The Political Engagement Coordinator will use surveys and other methods to determine which political issues are most important to Chemeketa students. This person will create topics for Pizza & Politics, coordinate Pizza & Politics, and coordinate other political forums. This person will also assist in coordination of political candidate debates, town hall meetings, and other political visits to Chemeketa.

Section 1.13 Vote Coordinator: The person in this position will lead two campaigns that are designed to get more and more Chemeketa students voting during elections. The first campaign is focused on getting more students registered to vote. The second campaign is focused on assisting, teaching, and reminding students when to vote, why it is important that they vote, how to vote, and also about election deadlines. This person will partner with the Oregon Community College Student Association (OCCSA), the Oregon Student Association (OSA), and the Oregon Student Foundation (OSF) on both of these campaigns. This person will recruit student volunteers to assist with various aspects of the voter registration and get out the vote campaigns listed above. This person will partner with the Advising & Counseling office and the Civic Engagement Coordinator to ensure that Chemeketa is in compliance with law that mandates that we offer voter registration information and materials during all Orientation events. This person will attend OCCSA/OSA meetings focused on voter registration (as budget

allows). This person is the first proxy for OCCSA board meetings if the Legislative Coordinator is unable to attend. This person will work with the Civic Engagement Coordinator to update the Chemeketa Voter Registration Compliance Guide.

Section 1.14 Yamhill Valley Campus Representative: A member of the Yamhill Valley Campus student leadership team may sit on the ASC Board to act as a liaison and ASC team member.

Section 1.15 Woodburn Center Representative: A member of the Woodburn Center student leadership team may sit on the ASC Board to act as a liaison and ASC team member.

Section 1.16 Ex-Officio Members: Ex-Officio Members are non-voting positions on the ASC Board that consist of the Community Service Assistants, and any ad-hoc positions the Board deems necessary.

Section 1.16.01 Community Service Assistants: Student Assistants to the Community Service staff. Staff may sit on the board to act as liaisons to our Community Service projects.

Section 1.16.02 Ad-Hoc positions: Ad hoc positions may be for any purpose the ASC deems appropriate. The ASC may grant ad-hoc membership at any given time by majority vote.

ARTICLE 2. MEMBERSHIP, NON-DISCRIMINATORY CLAUSE

Section 2.01 Membership: Membership in the ASC positions shall consist of students who are enrolled in Chemeketa Community College in a minimum of 12 credit hours and maintaining a 2.75 GPA, unless otherwise approved by the ASC Advisor.

Section 2.02 Non-Discriminatory Clause: ASC will not discriminate based upon, but not limited to, race, color, religion, age, gender, sexual orientation, marital status, pregnancy or related conditions, family relationship, veteran status, tobacco use, ethnicity, national origin or disability.

Section 2.03 Membership Responsibilities: All ASC members will follow the Chemeketa Community College Student Rights and Responsibilities.

Each member shall maintain the minimum number of hours per week as assigned by the ASC Advisor and ASC Executive Coordinator.

Minimum workload levels must be maintained as condition of membership in the ASC. Alterations will only be accepted if they are approved by the ASC Advisor.

Attendance to all scheduled ASC meetings is mandatory. If an ASC member will be

unable to attend a meeting, the ASC Advisor must be notified in advance of the meeting. If an ASC member misses three consecutive meetings without approval of the ASC Advisor, they may be removed from the ASC. Failure to comply with the responsibilities of these positions may result in removal from ASC.

Members hired directly by ASC shall be appointed to and sit on two ASC committees in addition to regular meetings and trainings. Members appointed to ASC from other departments shall be appointed to and sit on one ASC committee.

All ASC members will be required to prepare weekly position reports as well as a legacy project at the end of their term. Position reports will be presented to the Committees on which they sit.

Section 2.04 Objectives and how they are met:

(a)Representation

- Represent students on the Chemeketa Board of Education and Oregon Community College Student Association (OCCSA) board meetings, through Ad Hoc committees and planning groups, and at conferences on campus and in the community.
- Actively speak out on behalf of students' interests.
- Maintain student membership in ASC to include academic programs as well as other student programs and organizations.

(b)Advocacy

- Direct student issues and concerns to the right people.
- Guide students to the right communication channels.
- Follow through to ensure the students' concerns have been resolved.

(c)Promote the well-being of students

- Attempt to pursue a solution to every student concern.
- Up-hold the Chemeketa Creed:
“We are a community enriched by the diversity of our students and staff. Each individual and group had the potential to contribute on our learning environment. Each has dignity. To diminish the dignity of one is to diminish the dignity of us all.”
- Up- hold the Chemeketa Community Student Rights and Responsibilities.

The ASC shall follow Chemeketa students' rights and responsibilities guidelines and all other applicable college policies and procedures.

ARTICLE 3. Officers and Terms of Office

Section 3.01 Chair: Chair shall be the ASC Executive Coordinator. "In event that Executive coordinator the chair shall be filled by the Legislative coordinator."

Section 3.02 Vice Chair: Vice Chair shall be the ASC Legislative Coordinator. If the Legislative Coordinator is not present, the Vice Chair shall be then assigned to whomever has been selected as the Secretary.

Section 3.03 Term of Office: No officer position shall serve more than one consecutive year in the same position without being re-appointed by the Selection Committee and not more than three consecutive years. Any person replacing an officer position will serve for the remainder of their term of office.

Section 3.04 Removal from ASC: Any member of the ASC may initiate the process to remove an ASC member. A written request for removal is submitted which must be based on the member's failure to perform the duties of the position, including satisfying GPA and credit requirements. The member in question will be given a chance to present a defense prior to the vote of the ASC. Removal of the member requires approval by three-fourths vote of the ASC and ASC Advisor must be notified prior to the vote.

If an ASC member fails to perform the duties of the position they may be removed from office by the ASC Advisor. If these positions are student employees, they are subject to all rules governing student employment.

Section 3.05 Vacancies: In the event of a vacancy, the ASC board will search for suitable candidates for replacement and submit those candidates' applications to the Selection Committee or the ASC Advisor. The vacancy will be filled from the applicant pool.

Section 3.06 Committees: Committees consist of the Selection Committee and any Ad hoc committees the ASC deems necessary in the course of doing business.

Section 3.06.01 Selection Committee: The Selection Committee consists of a minimum of the Executive Coordinator, the ASC Advisor and at least one other member of Student Life. This committee is responsible for advertising vacancies, reviewing applications, interviewing, and selecting ASC members. The committee is also responsible for reviewing requests for member removals and determining the correct course of action for those requests. Selection process will involve gathering applications for positions at the beginning of spring term and selecting positions by the end of spring term.

Section 3.06.02 Executive Committee: The Executive Committee shall consist of the Executive Coordinator and the Chairs of the Communications, Programming, and Legislative Committees. The Executive Coordinator will act as Committee Chair, and the Public Relations Coordinator will act as the Committee Secretary. The committee will be responsible for appointing members to other

ASC committees. They will review the minutes and agendas of the Chemeketa Board of Education and Faculty Committees to get a sense of the state of affairs at the college. The committee will regularly review the bylaws and constitution and suggest appropriate changes to the ASC Board. The committee will oversee member removal as outlined in Section 3.04. The committee will set goals at the beginning of each term for the ASC and prepare a backwards plan for said goals. The committee will prepare the ASC accreditation report, create training materials, lead trainings, enact previous legacy projects and compile new ones.

Section 3.06.03 Communications Committee: The Communications Committee shall consist of the Communications Coordinator, the Sustainability Coordinator, and the Committee Secretaries of the Executive, Programming, and Legislative Committees. The Communications Coordinator will act as the committee chair and the Sustainability Coordinator will act as the committee secretary. The committee will be responsible for reviewing the minutes and agendas of the ASC Board and ASC committees and distributing them to the student body. Additionally they will be responsible for the documentation and publication of ASC meetings and events in written, audio, and video formats both independently and in cooperation with The Courier, Chemeketa's marketing department, and other media venues. They will maintain and regularly update the ASC's message boards in the hallway and outside the book exchange.

Section 3.06.04 Programming Committee: The programming committee shall consist of the Programming Coordinator, the Political Engagement Coordinator, and any additional members appointed by the Executive Committee. The Programming Coordinator will act as the committee chair, and the Political Engagement Coordinator shall act as the secretary. The programming Committee will be responsible for determining programming, setting dates and times, reserving rooms, and recruiting volunteers. They will communicate regularly with our Americorps staff and Student Retention Assistants to address ways in which ASC can assist them. Additionally they will assess the needs and wants of the student body and create new programs and services to address them.

Section 3.06.05 Legislative Committee: The Legislative Committee shall consist of the Legislative Coordinator, the Political Engagement Coordinator, and any additional members appointed by the Executive Committee. The Legislative Coordinator shall act as the committee chair and the Political Engagement Coordinator shall act as the Secretary. The committee will be responsible for researching upcoming issues recommending legislative priorities to the ASC Board. They organize campaigns based on and determine the best course of action. They will coordinate class raps, interest card collection, and phone banking for these campaigns and lobby on behalf of the student body and the state and local level. They will organize lobby visits, rallies, call in days, and letter writing campaigns when appropriate. They will review publications from the OCCSA, the OSA, the OSCC, the OSERA, and the OCCA and inform both the

ASC and the General Student Body as to the state of affairs at Oregon's Community Colleges. They will communicate regularly with the OCCSA, the OSA, the OSCC, the OSERA, and the OCCA to determine ways in which we could partner with them for the benefit of the student body. The committee will conduct surveys as necessary to assess the priorities of the student body and to communicate these priorities to any relevant parties.

Section 3.06.06 Ad hoc Committees: Ad hoc committees may be for any purpose the ASC deems appropriate. The ASC may form ad hoc committees at any given time by majority vote. Ad hoc committees shall consist of a minimum of two ASC members.

ARTICLE 4. MEETINGS

Section 4.01 Regular Meetings – ASC: Meetings shall be weekly during the fall, winter, and spring academic terms. A quorum is met if there are 50% plus one members of the ASC present to do business. The Chair shall count as a non-voting member of the quorum, except in the case of a tie.

Section 4.02 Workshop Meetings – ASC: A workshop meeting shall be held as needed during the fall, winter, and spring academic terms. These are informal ASC meetings.

Section 4.03 Committee Meetings Meetings shall be weekly during the fall, winter, and spring academic terms. A quorum is met if there are 50% plus one members of the ASC Committee present to do business. The Chair shall count as a non-voting member of the quorum, except in the case of a tie.

ARTICLE 5. PARLIAMENTARY AUTHORITY

All ASC meetings shall follow the most current version of Robert's Rules of Order.

ARTICLE 6. ENABLING CLAUSE

Section 6.01 Enabling clause: Bylaws shall go into effect immediately upon the validation by the ASC, if those results show two-thirds (2/3) majority approval.

Section 6.02 Amendment Enabling clause: Bylaw amendments may be initiated by a two-thirds (2/3) vote of the ASC. Any proposed amendments to the Bylaws must be passed by a two-thirds (2/3) majority vote by the ASC.

Amendments shall go into effect immediately, or as specified by the measure, and upon validation by the ASC, if those results show two-thirds (2/3) majority approval.

ARTICLE 7. ASC CONSTITUTION

Section 7.01 Amendments: The ASC Constitution may be amended by a two-thirds (2/3) majority of votes cast by the ASC. The vote will be cast as part of a special election to be arranged by the ASC. Any proposed amendment to the ASC Constitution will be made public to the student body two weeks prior to the special election.

Section 7.02 Implementation: When the ASC Constitution has been ratified by the student body, it will be implemented through publication on the school website, distribution to ASC, and any other media necessary so the administration and student body are informed appropriately.

Amendments to the ASC Constitution shall be implemented in the same manner as the original implementation of the ASC Constitution after the special election and if amendments are approved.

ARTICLE 8. ADMINISTRATIVE CHANGES

Section 8.01 ASC Constitution and Bylaw changes: The ASC Constitution and Bylaws may be changed for the purpose of keeping them current with college policies, state laws, and terminology. Examples of such administrative changes include but are not limited to changes in department titles, staff titles, changes in specific college policies or funding and changes in the college calendar. When such alterations are deemed necessary, the following procedure will be used:

- ASC, with approval from the ASC Advising staff member, will review the constitution and bylaws near the end of the academic year and make suggested changes.
- During the final month of the academic year the ASC Student Council administrative changes will be reviewed.
- Administrative changes shall be placed on the first available agenda as an action item. Approval of administrative changes requires fifty plus one member majority vote.
- If passed, new copies of the constitution and bylaws will be created and passed on to the appropriate administrative authority and published.
- “Changes to ASC Constitution and Bylaws shall be made as needed throughout the school year. this is done to maintain an up to date Constitution and Bylaws at all times.”