

**ASSOCIATED STUDENTS OF  
UMPQUA COMMUNITY COLLEGE**

**BYLAWS**

**Article I - The Associated Student Leadership Team**

**Section 1 – Executive Council**

The ASUCC Executive Council officers shall be President, Vice President, Activities Officer, Business Manager, and Public Relations Officer and shall be elected in accordance with the ASUCC Constitution and Bylaws. Executive Council officers will receive one (1) vote at ASUCC Student Leadership Team meetings with the exception of the ASUCC President.

**Section 2 – Student Senate**

There shall be up to ten (10) student senators, appointed in accordance with the ASUCC Constitution and Bylaws. Each student senator will receive one (1) vote at ASUCC Student Leadership Team meetings.

**Section 3 – Club Council**

Each recognized student club or organization shall be represented by one (1) club or organization member at ASUCC Student Leadership Team meetings. Club Council representatives are expected to report to the ASUCC Student Leadership Team about their activities, meetings and projects. Club Council representatives will be elected in accordance with the respective student club or organization’s constitution and bylaws. Club Council representatives shall receive one (1) vote at ASUCC Student Leadership Team meetings.

**Article II - ASUCC Executive Council**

**Section 1 - Purpose**

The purpose of the ASUCC Executive Council is to manage, direct and monitor all of the activities and policies of the ASUCC Student Leadership Team, and to serve, when appropriate, as agents for inquiry and support for the students of Umpqua Community College.

**Section 2- Authority**

The ASUCC Executive Council has the power to direct and regulate all activities and policies of the ASUCC Student Leadership Team and implement and enact measures voted on by the ASUCC Student Leadership Team.

**Section 3 - Membership**

The ASUCC Executive Council shall be comprised of the following elected officers, who meet the academic requirements to hold office:

1. ASUCC President
2. ASUCC Vice President
3. ASUCC Activities Officer
4. ASUCC Business Manager
5. ASUCC Public Relations Officer

**Section 4 – Selection**

ASUCC Executive Council members, also referred to as officers, shall be elected in accordance with ASUCC Constitution and Bylaws. ASUCC Executive Council officers shall have a term limitation of three (3) years serving as an officer.

#### Section 5 - Assumption of Duties

ASUCC Executive Council officers are elected for one (1) academic year. Elected ASUCC Executive Council officers assume their responsibilities and duties the day after commencement.

#### Section 6 - Compensation

Upon satisfactory completion of the responsibilities and duties outlined below in Sections 8, 9 and 10, ASUCC Executive Council officers shall receive quarterly tuition assistance (for fall, winter and spring terms) of no less than \$500 but no more than twelve (12) credits of in-state, resident tuition, excluding any and all fees.

The ASUCC Executive Council officers shall receive compensation for summer training, as determined by the ASUCC Advisor.

#### Section 7 – ASUCC Executive Council Officer Responsibilities

It shall be the responsibility of an officer to:

1. Assume the responsibility of being a leader of students.
2. Work with the Student Life Office to develop processes and strategies to maximize student involvement and applicants for leadership positions.
3. Attend and participate in at least 80 percent of regularly scheduled ASUCC Student Leadership Team meetings per quarter, excluding summer, unless an absence is approved by the ASUCC Student Leadership Team.
4. Serve as a voting member of ASUCC Student Leadership Team, except in the case of the ASUCC President, who shall vote only in case of a tie.
5. Establish and maintain a minimum of twelve (12) working hours per week, which includes the one (1) hour weekly ASUCC Student Leadership Team meeting, the one (1) hour weekly ASUCC Executive Council meeting and ten (10) office hours to be served during regular college business hours, excluding finals week and quarterly breaks.
6. Attend summer training as scheduled by the ASUCC Advisor. Summer training is mandatory. However, if unable to attend the training, the officer must meet with the ASUCC Advisor on their own time to receive an overview of the training.
7. Lobby, when necessary and appropriate.
8. Be responsible for taking any student concerns to the ASUCC Student Leadership Team.
9. Serve on at least two (2) college committees and/or task forces unless otherwise approved by the ASUCC Student Leadership Team.
10. Support all ASUCC Student Leadership Team functions and activities, as practical.
11. Assist with Student Life Office and campus events, as practical, including (but not limited to) Commencement.
12. Provide tours of the college upon request and as available.
13. Participate, as schedules permit, in quarterly leadership development.
14. Attend off-campus leadership development conferences, as schedules allow.

15. Develop and maintain a healthy working relationship with the officers, senators and Club Council representatives of the ASUCC Student Leadership Team, ASUCC Advisor and the UCC Vice President for Student Development.
16. Demonstrate a working knowledge of the following:
  - a. ASUCC Constitution and Bylaws
  - b. ASUCC Office Procedures Manual
  - c. ASUCC Performance Review Handbook
  - d. ASUCC Elections Handbook
  - e. ASUCC Candidates' Handbook
  - f. ASUCC Club Handbook
  - g. ASUCC Budget
  - h. Student Code of Conduct
  - i. Umpqua Community College Mission, Vision and Values and Strategic Plan
17. Maintain files of all the official documents and records pertinent to the position, retaining an archive of no less than three (3) years and ensuring that said documents and records are transferred to incoming officers.
18. Perform other duties as set forth in the ASUCC Constitution and Bylaws.
19. Perform other duties as agreed upon by the ASUCC Student Leadership Team.

#### Section 8 – ASUCC Executive Council Officer Duties

##### A. ASUCC President

It shall be the responsibility of the ASUCC President to:

1. Serve as Chair of the ASUCC Student Leadership Team.
2. Serve as Chair of the ASUCC Constitution and Bylaws Review Committee.
3. Attend and report at all Board of Trustees meetings.
4. Serve, when appointed, on applicable college standing and ad hoc committees and task forces, including College Council (or other similar governance body). Any absences from the College Council meetings must be approved by the ASUCC Student Leadership Team.
5. Certify the ASUCC Student Leadership Team with the Oregon Council of Student Services Administrators (CSSA) by the posted deadline.
6. Write an annual report for archive purposes.
7. Serve as an ex-officio member of all ASUCC Student Leadership Team committees and task forces (where not serving as chair or voting member).
8. Create and dissolve ASUCC task forces.
9. Interpret and carry out the provision of the ASUCC Constitution and Bylaws.
10. Act as the official liaison and representative between the ASUCC, all applicable ASUCC Student Leadership Team and college standing and ad hoc committees and task forces and the Umpqua Community College Board of Trustees.
11. Enforce the decisions of the ASUCC Student Leadership Team.
12. Be vested with the authority to act for ASUCC Student Leadership Team, where time necessitates, and report such action at the next regular ASUCC Student Leadership Team meeting.
13. Veto any action taken by the ASUCC Student Leadership Team which is not in the best interests of the ASUCC and report any such action at the next regular ASUCC Student Leadership Team meeting. The veto can be overwritten with a three-fifths (3/5) vote of the ASUCC Student Leadership Team.

14. Conduct one (1) hour orientation sessions for new ASUCC senators.
15. Conduct weekly one (1) hour training sessions with ASUCC senators.
16. Perform other duties as specified in the ASUCC Constitution and Bylaws.
17. Perform other duties as agreed upon by the ASUCC Student Leadership Team.

#### B. ASUCC Vice President

It shall be the responsibility of the ASUCC Vice President to:

1. Discharge the duties of the ASUCC President in the case of the absence, resignation, or forfeiture of office by the ASUCC President.
2. Serve as Chair of the ASUCC Elections Committee provided he/she is not a candidate for any ASUCC Executive Council position.
3. Serve as the representative of ASUCC to the Oregon Community College Student Association (OCCSA).
4. Maintain a working relationship with local legislators on issues that affect community college students.
5. Update the ASUCC Student Leadership Team on legislative issues that affect community college students.
6. Work with the ASUCC Public Relations Officer to distribute relevant legislative information on campus.
7. Acquire a working knowledge of the Oregon State legislative structure, hotlines and bill procedures.
8. Serve as a representative on the Achieving the Dream college committee. If the ASUCC Vice President cannot fulfill this duty, then he/she must designate a representative from the ASUCC Student Leadership Team.
9. Coordinate and supervise ASUCC general and special elections processes as per the ASUCC Constitution and Bylaws and the ASUCC Elections Handbook, unless a conflict of interest exists.
10. Facilitate any ASUCC Student Leadership Team appointments through the proper processes.
11. Review and update the ASUCC Elections Handbook, ASUCC Candidates' Handbook, filing forms and any other election or appointment information.
12. Perform other duties as specified in the ASUCC Constitution and Bylaws.
13. Perform other duties as agreed upon by the ASUCC Student Leadership Team.

#### C. ASUCC Activities Officer

It shall be the responsibility of the ASUCC Activities Officer to:

1. Oversee the researching of social, cultural and entertainment needs of Umpqua Community College students.
2. Plan, coordinate and implement student programs and activities.
3. Acquire a working knowledge of the campus policies and procedures relevant to the implementation of activities.
4. Schedule and oversee all volunteers for ASUCC Student Leadership Team events.
5. Act as coordinator for student organizations, clubs and interest groups and serve as a liaison between the student organizations, clubs, interest groups and the ASUCC Student Leadership Team.
6. Meet regularly with clubs, as scheduling and time allows.

7. Assist student organizations and clubs with planning and coordinating club programs and activities, as necessary.
8. Plan and implement quarterly Club Fairs.
9. In coordination with the ASUCC Advisor:
  - a. Mediate conflicts between and within student organizations, clubs and interest groups.
  - b. Plan and implement the training of ASUCC Club Council Representatives and advisors if training is desired.
  - c. Prepare and periodically update the ASUCC Club Handbook.
10. Perform other duties as specified in the ASUCC Constitution and Bylaws.
11. Perform other duties as agreed upon by the ASUCC Student Leadership Team.

#### D. ASUCC Public Relations Officer

It shall be the responsibility of the ASUCC Public Relations Officer to:

1. Publicize all ASUCC Student Leadership Team events.
2. Develop flyers, posters and other promotional materials for all ASUCC Student Leadership Team sponsored events and activities.
3. Provide timely promotion of events in such a way that the campus community is informed.
4. Communicate matters of public interest to *The Mainstream*.
5. Assist in the coordination of student news among the administration, staff, the ASUCC Student Leadership Team and ASUCC student body.
6. Coordinate public (off campus) release of information with the UCC Community Relations office.
7. Be responsible for maintaining the outdoor bulletin boards.
8. Perform other duties as specified in the ASUCC Constitution and Bylaws.
9. Perform other duties as agreed upon by the ASUCC Student Leadership Team.

#### E. ASUCC Business Manager

It shall be the responsibility of the ASUCC Business Manager to:

1. Serve as Chair for the ASUCC Finance Task Force.
2. Serve as Chair for the ASUCC Project CANS Task Force.
3. Prepare the agenda before each scheduled ASUCC Student Leadership Team meeting.
4. Distribute meeting agendas and supporting materials at ASUCC Student Leadership Team meetings.
5. Be responsible for keeping a record of attendance for ASUCC Student Leadership Team meetings.
6. Record the minutes of ASUCC Student Leadership Team meetings.
7. Record all action items voted on during ASUCC Student Leadership Team meetings and maintain as permanent record.
8. Prepare official minutes for review and approval at ASUCC Student Leadership Team meetings.
9. Publish and distribute approved minutes of all ASUCC Student Leadership Team meetings.
10. Oversee records and files of any ASUCC Student Leadership Team committees and task forces including copies of correspondence, meeting minutes and agendas.

11. Maintain an ongoing calendar of all ASUCC Student Leadership Team and college meetings and ASUCC Student Leadership Team events.
12. Provide the chair for any ASUCC Student Leadership Team committee and task force with a list of all members and any materials or documents and instructions intended for the committee and/or task force.
13. Keep, on record, a list of all college committees and task forces and the names of ASUCC members that serve on them and provide the list to the chair of each committee and/or task force.
14. Announce at ASUCC Student Leadership Team meetings any committee meetings scheduled for the week.
15. Monitor expenditures from the ASUCC Student Leadership Team budget.
16. Monitor active ASUCC Student Organizations and ASUCC Student Club accounts.
17. Provide one (1) written financial report per term to the ASUCC Student Leadership Team.
18. Perform other duties as specified in the ASUCC Constitution and Bylaws.
19. Perform other duties as agreed upon by the ASUCC Student Leadership Team.

### **Article III – ASUCC Student Senate**

#### **Section 1 - Purpose**

The purpose of the ASUCC Student Senate is to assist ASUCC Student Leadership Team with the activities of the ASUCC Student Leadership Team and to serve, when appropriate, as agents for inquiry and support for the students of Umpqua Community College.

#### **Section 2 – Membership**

The ASUCC Student Senate shall be comprised of no more than ten (10) students who meet the academic requirements for the position as set forth in the ASUCC Constitution and Bylaws.

#### **Section 3 – Selection of ASUCC Student Senators**

ASUCC Student Senators, also referred to as senators, shall apply and be appointed in accordance with the ASUCC Constitution and Bylaws.

#### **Section 4 - Assumption of Duties**

ASUCC Student Senators assume their responsibilities and duties upon appointment by the ASUCC Student Leadership Team.

#### **Section 5 - Compensation**

Upon satisfactory completion of the responsibilities outlined below in Section 7, a senator shall receive a stipend of \$175. This stipend will be supplemented with an additional \$20 per consecutive quarters of service to the ASUCC Student Leadership Team as defined in Resolution Number One of academic year 2011-2012 – Senator Pay Schedule.

A returning senator who served for a full prior academic year shall receive a stipend of \$195. This stipend will be supplemented with an additional \$20 per consecutive quarters of service to the ASUCC Student Leadership Team as defined in Resolution Number One of academic year 2011-2012 – Senator Pay Schedule.

## Section 6 – ASUCC Student Senator Responsibilities

It shall be the responsibility of a senator to:

1. Assume the responsibility of being a leader of students.
2. Work with the Student Life Office to develop processes and strategies to maximize student involvement and applicants for leadership positions.
3. Attend and participate in at least 80 percent of regularly scheduled ASUCC Student Leadership Team meetings per quarter unless an absence is approved by the ASUCC Student Leadership Team.
4. Serve as a voting member of ASUCC Student Leadership Team.
5. Establish and maintain a minimum of seven (7) working hours per week, which includes the one (1) hour ASUCC Student Leadership Team meeting, the one (1) hour ASUCC Executive Council Meeting, the one (1) hour senator training, and four (4) office hours which are served during regular college business hours, excluding finals week and quarterly breaks. Scheduling conflicts with any regularly established meeting must be approved by the ASUCC Student Leadership Team and rescheduled as an office hour by the senator.
6. Participate in a one (1) hour orientation session with the ASUCC President before starting his/her first term as senator.
7. Lobby, when necessary and appropriate.
8. Be responsible for taking any student concerns to the ASUCC Student Leadership Team.
9. Serve on at least one (1) ASUCC Student Leadership Team committee or task force and/or one (1) college committee or task force unless there is an insufficient amount of committees and task forces to work with or unless approved to do otherwise by the ASUCC Student Leadership Team.
10. Support all ASUCC Student Leadership Team functions and activities, as practical.
11. Assist with Student Life Office and campus events, as practical, including (but not limited to) Commencement.
12. Provide tours of the college upon request and as available.
13. Attend on or off-campus leadership development conferences, as schedule allows.
14. Develop and maintain a healthy working relationship with the ASUCC Executive Council officers, Club Council representatives and the ASUCC Advisor.
15. Demonstrate a working knowledge of the following:
  - a. ASUCC Constitution and Bylaws
  - b. ASUCC Office Procedure Manual
  - c. ASUCC Performance Review Handbook
  - d. ASUCC Budget
  - e. Student Code of Conduct
  - f. Umpqua Community College Mission, Vision and Values and Strategic Plan
12. Perform other duties as set forth in the ASUCC Constitution and Bylaws.
13. Perform other duties as agreed upon by the ASUCC Student Leadership Team.

## Section 7 – Summer Term Training

Senators maintaining their position from spring quarter to fall quarter may train with the ASUCC Executive Council through summer quarter if they choose. Senators training throughout the summer will receive the same stipend as the officers participating as long as the senators attend the training times, unless approved to do otherwise by the ASUCC Student Leadership Team.

## **Article IV – ASUCC Club Council**

### Section 1 - Purpose

The purpose of the ASUCC Club Council is to share information, provide support for the ASUCC Student Leadership Team events and activities and to serve, when appropriate, as agents for inquiry and support for the students of Umpqua Community College.

### Section 2 - Membership

The ASUCC Club Council shall be comprised of a representative from each of the active ASUCC recognized Student Organizations and Student Clubs.

### Section 3 - Selection

ASUCC Club Council representatives, also referred to as representatives, must be enrolled in a minimum of three (3) credit hours. A student cannot serve as a representative for any club if he/she has been previously dismissed from the position.

Each ASUCC Club Council representative is selected by the voting body of his/her respective club. Each ASUCC Student Organization and ASUC Student Club has the option of selecting more than one (1) student to serve as an ASUCC Club Council Representative. However, in the situation where there is more than one (1) ASUCC Club Council representative for an ASUCC Student Organization or ASUCC Student Club, that Student Organization or Student Club is still allotted one (1) vote.

A club may select a student to serve as the ASUCC Club Council representative who does not meet the academic requirements as outlined above, but will not be considered a voting member of the ASUCC Student Leadership Team.

### Section 4 - Assumption of Duties

Each ASUCC Club Council representative assumes his/her responsibilities and duties upon selection by his/her respective club and confirmation from the ASUCC Advisor that the academic requirement has been met.

### Section 5 – ASUCC Club Council Representative Responsibilities

It shall be the responsibility of an ASUCC Club Council representative to:

1. Attend and participate in at least three (3) regularly scheduled ASUCC Student Leadership Team meetings each quarter (excluding summer quarter) in order to ensure active club status. If there is a scheduling conflict and an ASUCC Club Council representative cannot attend the ASUCC Student Leadership Team meetings, the absence must be approved by the ASUCC Student Leadership Team.
2. Serve as a voting member of ASUCC Student Leadership Team if the academic qualifications for serving as a representative are met.
3. Report on ASUCC Student Organization or ASUCC Student Club activities.
4. Report back to the ASUCC Student Organization or ASUCC Student Club regarding ASUCC Student Leadership Team activities.
5. Be responsible for taking any student concerns to the ASUCC Student Leadership Team meetings.
6. If asked, solicit volunteers from the ASUCC Student Organization or ASUCC Student Club to assist with ASUCC Student Leadership Team activities.



7. If asked, assist with promotion of ASUCC Student Leadership Team activities.

## **Article V – Absenteeism and Performance**

### Section 1 - Absenteeism

1. ASUCC Student Leadership Team members need to give prior notice when unable to attend a scheduled meeting, activity or event.
2. Any ASUCC Student Leadership Team member with two (2) or more unexcused absences, in a single term, shall be called before the ASUCC Student Leadership Team to provide an explanation for the absences. If the council deems the reasons unsatisfactory, the member shall be removed by a two-thirds (2/3) majority vote of the ASUCC Student Leadership Team and the vacancy filled as required by the ASUCC Constitution and Bylaws.
3. Any ASUCC Student Leadership Team member with four (4) absences shall be removed by a two-thirds (2/3) majority vote of the ASUCC Student Leadership Team and the vacancy filled as required by the ASUCC Constitution and Bylaws.

### Section 2 - Performance

1. When at least two (2) executive officers feel a member of the ASUCC Student Leadership Team is not fulfilling the responsibility of their position they shall be called before the ASUCC Student Leadership Team Review Committee. The committee will make the recommendation to the ASUCC Student Leadership Team whether the member should be removed from their position or not.
2. The recommendation from the ASUCC Student Leadership Team Review Committee shall be brought before the ASUCC Student Leadership Team to be acted upon.
3. A two-thirds (2/3) majority vote, by written ballot, of the ASUCC Student Leadership Team shall be required to remove a member from the ASUCC Student Leadership Team.

## **Article VI – ASUCC Elections**

ASUCC general elections shall be held each academic year for five (5) ASUCC Executive Council positions.

- ASUCC President
- ASUCC Vice President
- ASUCC Business Manager
- ASUCC Activities Officer
- ASUCC Public Relations Officer

ASUCC special elections will be held when deemed necessary by the ASUCC Student Leadership Team.

### Section 1 – ASUCC Elections Timeline

The timeline for ASUCC elections shall be determined by the ASUCC Vice President (or Elections Chair) in consultation with the ASUCC Elections Committee. ASUCC general elections will be held in spring quarter each academic year.

### Section 2 - ASUCC Executive Council Candidate Qualifications

All candidates, including write-in candidates on the ballot must, by the end of the first week of spring quarter:

1. Be currently enrolled in nine (9) credits or more at Umpqua Community College.
2. Possess a 2.50 cumulative grade point average (GPA) at Umpqua Community College.
3. Possess an immediate previous quarter grade point average (GPA) of 2.50.
4. Have completed a minimum of nine (9) credits in the previous quarter.
5. Be in good financial standing with the college.
6. Not have any outstanding disciplinary or grievance actions with the college.

A student cannot hold office if he/she has previously resigned from office, was asked to resign due to a recall or has been previously dismissed from office.

### Section 3 - Filing for ASUCC Executive Council Candidacy

Officially filing for candidacy in any ASUCC election requires the following to be submitted no later than on the posted deadline date for filing:

1. A petition for candidacy with fifty (50) signatures from currently enrolled Umpqua Community College students, enrolled in three (3) or more credits, to be verified by the ASUCC Vice President (Elections Chair) and the ASUCC Advisor. No student may petition for more than one (1) ASUCC officer position during any election.
2. A typed platform and qualification statement no less than two hundred and fifty (250) words and no longer than five hundred (500) words.
3. An ASUCC Student Leadership Team application form.
4. An unofficial copy of the candidate's Umpqua Community College transcript. Transcripts must include all quarters completed prior to the application deadline.

All candidates are required to schedule a meeting with the officer currently in the desired position prior to submitting the application.

All candidates must attend no less than two (2) regularly scheduled ASUCC Student Leadership Team meetings prior to campaigning.

### Section 4 – Filing for Write-In Candidates for ASUCC Executive Council Positions

Any candidate who misses the official deadline date for filing may run as a write-in candidate. Any candidate running as a write-in candidate will not have information listed on the voting ballot. Write-in candidates are required to meet the same qualifications for office as stipulated above in Section 2 and file as stipulated above in Section 3. Write-in candidates must file for candidacy by the posted deadline for write-in candidates.

### Section 5 – Verification and Acceptance of Nomination

All candidates for office must have their eligibility verified by the ASUCC Vice President (or ASUCC Elections Chair) and ASUCC Advisor. All verified candidates will have their candidacy formally acknowledged by the ASUCC Student Leadership Team in a regular meeting.

### Section 6 – Candidates' Orientation

Prior to officially campaigning, all candidates and campaign managers are required to attend the mandatory Candidates' Orientation meeting. All candidates shall receive a copy of the ASUCC Candidates' Handbook at the Candidates' Orientation, which shall contain the rules and

regulations pertaining to conduct and campaigning before and during elections and will be required to sign a Campaign Code of Conduct.

#### Section 7 - Campaigning

Campaigning shall be conducted in accordance with the current ASUCC Candidates' Handbook.

#### Section 8 – ASUCC Elections Ballot

The ASUCC elections ballot shall be presented in accordance with the current ASUCC Candidates' Handbook.

#### Section 9 - Campaign Violations

Campaign violations are detailed in accordance with the current ASUCC Candidates' Handbook.

#### Section 10 – ASUCC Election Results

The ASUCC election results shall be presented in accordance with the current ASUCC Candidates' Handbook.

#### Section 11 – Officer-Elect Requirements

All officer-elects must usher at the commencement proceeding their term as officer. Officer-elects must meet with the current officer holding their position for a minimum of two (2) hours a week after election results are announced.

### **Article VII – ASUCC Student Senator Appointments**

#### Section 1 - ASUCC Student Senator Applicant Qualifications

##### 1. Returning Students

- a. All returning students who apply, must, at the time of application:
  - i. Be currently enrolled in six (6) credits or more at Umpqua Community College
  - ii. Possess a 2.50 cumulative grade point average (GPA) at Umpqua Community College
  - iii. Possess an immediate previous quarter grade point average (GPA) of 2.50 and have completed a minimum of six (6) credits.
  - iv. Be in good financial standing with the college.
  - v. Not have any outstanding disciplinary or grievance actions with the college.

A student cannot serve as a senator if he/she was asked to resign or has been previously dismissed from the position.

##### 2. New Students (defined as a student who has not previously earned college credit at Umpqua Community College)

- a. All new students who apply, must, at the time of application:
  - i. Be currently enrolled in six (6) credits or more at Umpqua Community College.
  - ii. Be in good financial standing with the college.

#### Section 2 - Filing for ASUCC Student Senator Positions

Applications for senator positions will be made available quarterly at all times. Filing requires that the following be submitted to the ASUCC Vice President:

1. A petition for candidacy with fifty (50) signatures from currently enrolled Umpqua Community College students, enrolled in three (3) or more credits, to be verified by the ASUCC Vice President and the ASUCC Advisor.
2. A typed platform and qualification statement no less than two hundred and fifty (250) words and no longer than five hundred (500) words.
3. An ASUCC Student Leadership Team application form.
4. An unofficial copy of the candidate's Umpqua Community College transcript. Transcripts must include all quarters completed prior to the application deadline. Unofficial transcripts are required of all returning students.

### Section 3 – Selection of ASUCC Student Senators

After submitting an application for student senator, the applicant will be scheduled for an interview with the ASUCC President and ASUCC Vice President. After the interview, the applicant will be presented to the ASUCC Student Leadership Team as a potential senator. The ASUCC Student Leadership Team will then vote on whether to approve the applicant for the senator position. A senator applicant must be approved by a simple majority vote of the ASUCC Student Leadership Team.

## **Article VIII – ASUCC Student Organizations, ASUCC Student Clubs and ASUCC Student Interest Groups**

### Section 1 – Chartering for ASUCC Student Organizations

ASUCC Student Organizations are defined as co-curricular organizations which are affiliated with and formally recognized by a state, regional or national organization. In order to be recognized as an ASUCC Student Organization for the academic year, the Student Organization shall:

1. Complete an ASUCC Club Petition.
2. Complete a Constitution and/or Bylaws developed in accordance with the regional or national requirements.
3. Complete an ASUCC Advisor Agreement.
4. Submit the ASUCC Club Petition, ASUCC Advisor Agreement, Constitution and/or Bylaws to the ASUCC Activities Officer.
5. Obtain approval by a majority vote of ASUCC Student Leadership Team members at a regularly scheduled ASUCC Student Leadership Team meeting.

The ASUCC Student Organization must submit a list of officers and the name of the ASUCC Club Council Representative to the ASUCC Activities Officer no later than two (2) weeks after official approval. Officers must be currently registered students of Umpqua Community College. Officially recognized representatives of ASUCC Student Organizations will be considered voting members of the ASUCC Student Leadership Team.

### Section 2 – Chartering for ASUCC Student Clubs

ASUCC Student Clubs are defined as co-curricular or extracurricular clubs offering students opportunities in social, cultural, entertainment, recreational, multicultural and leadership experiences. In order to be recognized as an official ASUCC Student Club for the academic year, the Student Club shall:

1. Complete an ASUCC Club Petition.
2. Complete an ASUCC Advisor Agreement.

3. Accept a generic Constitution and/or Bylaws.
4. Submit the ASUCC Club Petition, ASUCC Advisor Agreement and generic Constitution and/or Bylaws to the ASUCC Activities Officer.
5. Obtain approval by a majority vote of ASUCC Student Leadership Team members at a regularly scheduled ASUCC Student Leadership Team meeting.

ASUCC Student Clubs are encouraged to have officers. However, ASUCC Student Clubs without officers must ensure that individuals who are made responsible for such activities including but not limited to event planning, finances and travel are currently registered students of Umpqua Community College. The ASUCC Student Club must, at a minimum, submit the name of the ASUCC Club Council Representative to the ASUCC Activities Officer no later than two (2) weeks after official approval. Officially recognized representatives of ASUCC Student Clubs will be considered voting members of the ASUCC Student Leadership Team.

### Section 3 – Chartering for ASUCC Student Interest Groups

ASUCC Student Interest Groups are defined as a group of Umpqua Community College students who wish to form around any theme or interest. In order to be recognized as an official ASUCC Student Interest Group for the academic year, the Student Interest Group shall:

1. Complete an ASUCC Club Petition.
2. Acquire a written commitment from the UCC Director for Student Life or designee to serve as the college resource/contact.
3. Submit the ASUCC Club Petition to the ASUCC Activities Officer.
4. Obtain approval by a majority vote of ASUCC Student Leadership Team members at a regularly scheduled ASUCC Student Leadership Team meeting.

ASUCC Student Interest Groups will not be eligible for funding through the ASUCC Student Leadership Team, cannot fundraise, will not be eligible to vote at the ASUCC Student Leadership Team meetings and are not required to participate in ASUCC Student Leadership Team meetings.

ASUCC Student Interest Groups can become an ASUCC Student Club by completing the process defined above in Section 2.

### Section 4 - Active Student Organization/Student Club Status

ASUCC Student Organizations and ASUCC Student Clubs are considered active for the academic year provided the Student Organization or Student Club:

1. Charters, as described above in Section 1 or Section 2 or reauthorizes, as described below in Section 13.
2. Is represented at no less than three (3) ASUCC Student Leadership Team meetings each quarter (excluding summer), or has their ASUCC Club Council Representative's absence approved by the ASUCC Activities Officer.
3. Holds regular meetings on a weekly, bi-weekly, or monthly basis.
4. Maintains at least four (4) active members.

An ASUCC Student Organization or ASUCC Student Club which fails to remain active will have their status as an officially active Student Organization or Student Club withdrawn.

### Section 5 – Officers

Officers of the ASUCC Student Organization or ASUCC Student Club will be determined by the Student Organization or Student Club and should follow the Constitution and Bylaws set forth by the Student Organization or Student Club.

### Section 6 - Advisor

The role and responsibilities of an advisor to an ASUCC Student Organization or ASUCC Student Club shall be set forth in the ASUCC Advisor Agreement. If an ASUCC Student Organization or ASUCC Student Club acquires a new advisor, the Student Organization or Student Club must submit a new ASUCC Advisor Agreement to the ASUCC Activities Officer.

### Section 7 – Membership

ASUCC Student Organization and ASUCC Student Clubs must maintain a minimum of four (4) active members.

### Section 8 - Use of Facilities

Only ASUCC Student Organizations and ASUCC Student Clubs that are actively represented on the ASUCC Student Leadership Team shall have the ability to reserve the use of facilities through the UCC Special Events Office. ASUCC Student Interest Groups may request the use of facilities through the UCC Director for Student Life.

### Section 9 – Distribution of Materials

Active ASUCC Student Organizations, ASUCC Student Clubs and ASUCC Student Interest Groups may distribute materials in accordance with ASUCC Student Leadership Team and college policy and procedures. New Student Organizations, Student Clubs and Student Interest Groups in the process of chartering must receive approval by an ASUCC Executive Council member prior to distributing materials.

### Section 10 – Funding

ASUCC Student Organizations may upon approval maintain outside sources of funding through their national organization, in addition to an on-campus account. ASUCC Student Clubs must maintain an on-campus club account, held by the UCC Finance Office. All active ASUCC Student Organization and ASUCC Student Club on-campus accounts will be monitored by the ASUCC Advisor.

Active ASUCC Student Organizations and ASUCC Student Clubs may conduct fundraising activities in accordance with the policies and procedures set forth by the college. Any earned funds must be deposited into the on-campus club account. Expenditures must be made in accordance with the policies and procedures set forth by the college.

An ASUCC Student Organization or ASUCC Student Club which is inactive for nine (9) consecutive academic terms (excluding summer) will cede its rights to any funds held in its on-campus club account. The funds will revert for use by the ASUCC Student Leadership Team unless otherwise determined by the ASUCC Student Leadership Team.

Active ASUCC Student Organization and ASUCC Student Clubs shall take part in the ASUCC Student Organizations Leadership Incentives for Development (SOLID) Program and will be

eligible to receive funding as defined by the SOLID Program criteria. This criteria is outlined in Proposal Number Nine of Academic Year 2012-2013.

#### Section 11 - Rights, Responsibilities and Discipline of ASUCC Student Organizations, ASUCC Student Clubs and ASUCC Student Interest Groups

The rights and responsibilities of ASUCC Student Organizations, ASUCC Student Clubs and ASUCC Student Interest Groups and appropriate disciplinary actions shall be set forth in the ASUCC Club Handbook.

#### Section 12 – Training

Training of ASUCC Student Organization and ASUCC Student Club officers will be offered by the ASUCC Executive Council and attendance is encouraged. Attendance may be tied to funding as set forth in the ASUCC Student Organization Leadership Incentives for Development (SOLID) Program.

#### Section 13 – Reauthorization

All ASUCC Student Organizations, ASUCC Student Clubs and ASUCC Student Interest Groups must be reauthorized yearly. The reauthorization process requires the completion of an ASUCC Club Recertification Form and if necessary an updated ASUCC Advisor Agreement and Constitution and/or Bylaws. Any ASUCC Student Organization or ASUCC Student Club who fails to remain active during an academic year, as described above in Section 4, must be reauthorized if official status is desired.

### **Article IX – ASUCC Committees/Task Forces/Boards**

#### Section 1 – ASUCC Constitution and Bylaws Review Committee

4. Meetings: The ASUCC Constitution and Bylaws Review Committee must meet starting the January of every academic year to review the ASUCC Constitution and Bylaws or upon receipt of a valid initiative which has an impact on the ASUCC Constitution and Bylaws.
5. Quorum: The ASUCC Constitution and Bylaws Review Committee quorum shall be the chair and three (3) voting members.
6. Voting: All decisions of the ASUCC Constitution and Bylaws Review Committee will be made by a majority vote. Decisions that affect the ASUCC Constitution and Bylaws must be brought to the ASUCC Student Leadership Team for final approval in the form of a two-third (2/3) majority vote of the ASUCC Student Leadership Team.

#### Section 2 – ASUCC Student Leadership Team Review Committee

4. Meetings: The ASUCC Student Leadership Team Review Committee shall meet only upon the receipt of an officially filed grievance or appeal.
5. Quorum: The ASUCC Student Leadership Team Committee quorum shall be 100% of all ASUCC Student Leadership Team Review Committee members, excluding the chair.
6. Voting: All decisions of the ASUCC Student Leadership Team Review Committee will require a minimum three-fifths (3/5) vote of members to pass. Abstentions are not allowed.

7. Policies and Procedures: The ASUCC Performance Review Handbook shall be the official policies and procedures manuals for the ASUCC Student Leadership Team Review Committee.

### Section 3 – ASUCC Elections Committee

1. Meetings: The ASUCC Elections Committee shall meet weekly beginning the fifth week of winter quarter, unless otherwise determined.
2. Quorum: The ASUCC Elections Committee quorum shall be the chair and three (3) voting members.
3. Voting: All decisions of the ASUCC Elections Committee must be approved by a majority vote.
4. Policies and Procedures: The ASUCC Elections Handbook and the ASUCC Candidates' Handbook shall be the official policies and procedures manuals for the ASUCC Elections Committee. Any changes to the ASUCC Elections Handbook or the ASUCC Candidates' Handbook must be presented to the ASUCC Student Leadership Team, and approved with a two-thirds (2/3) majority vote of the ASUCC Student Leadership Team before the change is adopted.

### Section 4 – ASUCC Finance Task Force

1. Membership: The ASUCC Finance Task Force shall be comprised of the following
  - a. ASUCC Business Manager, chair.
  - b. Two (2) additional ASUCC Student Leadership Team members, voting members, appointed by the ASUCC Business Manager.
  - c. ASUCC Advisor, advisory member, non-voting member.
2. Responsibilities: It shall be the responsibility of the ASUCC Finance Task Force to conduct a quarterly review of the ASUCC Student Leadership Team finances and an annual review of active ASUCC Student Organization and ASUCC Student Club finances.
3. Meetings: The ASUCC Finance Task Force shall meet as is deemed necessary by the chair or ASUCC Student Leadership Team.
4. Quorum: The ASUCC Finance Task Force quorum shall be the chair and two (2) voting members.
5. Voting: All decisions of the ASUCC Finance Task Force must be approved by a majority vote.

### Section 5 – ASUCC Project CANS Task Force

1. Membership: The ASUCC Project CANS Task Force shall be comprised of the following:
  - a. ASUCC Business Manager, chair, non-voting member.
  - b. ASUCC President, voting member.
  - c. ASUCC Vice President, voting member.
  - d. ASUCC Activities Officer, voting member.
  - e. ASUCC Public Relations Officer, voting member.
  - f. ASUCC Student Senators, voting members.
  - g. Student volunteers, voting members.
2. Responsibilities: It shall be the responsibility of the ASUCC Project CANS Task Force to:



- a. Oversee the operation of the project.
  - b. Develop and implement fund-raising opportunities.
3. Meetings: The ASUCC Project CANS Task Force shall meet as deemed necessary by the chair.
4. Quorum: The ASUCC Project CANS Task Force quorum shall be comprised of five (5) voting members and the chair.
5. Voting: All decisions of the ASUCC Project CANS Task Force must be approved by a majority vote.

#### Section 6 – ASUCC Elections Review Board

1. Membership: The ASUCC Elections Review Board shall be comprised of the following:
  - a. UCC Vice President for Student Development or designee, chair, non-voting member.
  - b. Five (5) students-at-large, voting members, selected by the UCC Vice President for Student Development and confirmed by the ASUCC Student Leadership Team, who shall have little or no prior knowledge and no bias for or against the sanction or grievance, as determined by the UCC Vice President for Student Development.
2. Responsibilities: It shall be the responsibility of the ASUCC Elections Review Board to review:
  - a. Election sanction appeals.
  - b. Contest of election results.
  - c. Election grievances.
3. Meetings: The ASUCC Elections Review Board shall meet only upon the receipt of an officially filed appeal or grievance
4. Quorum: The ASUCC Elections Review Board quorum shall be 100% of all Elections Review Board members, excluding the chair.
5. Voting: All decisions of the ASUCC Elections Review Board will need a minimum three-fifths (3/5) vote of Elections Review Board members to pass. Abstentions are not allowed.
6. Policies and Procedures: The ASUCC Elections Handbook and ASUCC Candidates' Handbook shall be the official policies and procedures manual for the ASUCC Elections Review Board.

#### **Article X – Appointments to Committees and Task Forces**

Appointments of students to positions on both UCC and ASUCC Student Leadership Team committees and task forces shall be made by the ASUCC Vice President no later than the fourth week of fall quarter unless otherwise determined by the ASUCC Student Leadership Team.

1. The ASUCC Vice President shall announce openings for student representation on all applicable committees and task forces by the second week of fall quarter.
2. If within seven (7) calendar days no applications are received concerning a posted opening, the ASUCC Vice President shall actively recruit a potential representative from the general student body. Appointments shall be completed by the fourth week of the quarter.
3. All appointments to committees and task forces shall be reported to the ASUCC Student Leadership Team by the ASUCC Vice President and presented for

confirmation. Names shall then be forwarded to the respective committee and/or task force chairs as requested.

### **Article XI - Removal from Office**

Any ASUCC officer, ASUCC senator or ASUCC club representative may be dismissed from office for the following:

1. Failure to maintain the responsibilities, duties, and/or minimum qualifications of his/her office.
2. Failure to follow the policies and procedures outlined in any of the ASUCC documents and applicable UCC documents.
3. Abuse of power of office.
4. If found by the UCC Vice President for Student Development to have committed a violation of the Student Code of Conduct.

Removal of an ASUCC officer, ASUCC senator or ASUCC club representative from a position may be initiated through a recall, through action taken by the ASUCC Executive Council, or result from the performance review process.

#### Section 1 - Recall

Recall procedures shall be set forth in the ASUCC Constitution.

#### Section 2 – Probation

1. Academic Probation
  - a. Any ASUCC officer, ASUCC senator or ASUCC club representative who fails to meet the academic requirements specified in the ASUCC Constitution and Bylaws shall be placed on academic probation.
  - b. The ASUCC officer or senator placed on probation shall receive verbal notification of the probation from either the ASUCC President or the ASUCC Advisor.
  - c. The probationary period shall last for a period of one (1) quarter.
  - d. The probationary period shall be served the quarter immediately following the quarter in which the requirements were not met.
  - e. At the end of the probationary period the ASUCC President or ASUCC Vice President shall remove the probationary status or present to the ASUCC Student Leadership Team a recommendation for the dismissal of the officer or senator on probation.
  - f. The ASUCC Student Leadership Team must make a decision within two (2) weeks after the recommendation is received; failure to do so will result in the ASUCC President or ASUCC Vice President's original recommendation becoming binding on the ASUCC Student Leadership Team.
  - g. No ASUCC officer, ASUCC senator or ASUCC club representative shall serve more than one (1) probationary period in an academic year.
2. Performance Probation
  - a. Review of the performance of an ASUCC officer, ASUCC senator or ASUCC club representative will be handled through the process outlined in the ASUCC Performance Review Handbook.

- b. No ASUCC officer, ASUCC senator or ASUCC club representative shall serve more than one (1) probationary period in an academic year.

### Section 3 - Suspension

All ASUCC officer, ASUCC senator or ASUCC club representative suspensions will be handled under the process outlined in the ASUCC Performance Review Handbook.

The ASUCC Student Leadership Team may, based upon a recommendation from an ASUCC Student Leadership Team member, vote to suspend, without pay, an ASUCC officer or ASUCC senator pending the outcome of an investigation pertaining to a violation of the Student Code of Conduct. The decision to suspend an ASUCC officer, ASUCC senator or ASUCC Club Representative must be approved by a two-thirds (2/3) vote of the ASUCC Student Leadership Team.

### Section 4 - Dismissal

All ASUCC officer, ASUCC senator and ASUCC club representative dismissals will be handled under the process outlined in the ASUCC Performance Review Handbook.

The ASUCC Student Leadership Team may vote to dismiss, without pay, an ASUCC officer, ASUCC senator or ASUCC club representative found to have violated the Student Code of Conduct. The decision to dismiss an ASUCC officer, ASUCC senator or ASUCC club representative must be approved by a two-thirds (2/3) vote of the ASUCC Student Leadership Team.

## **Article XII – Resignation**

Any member of the ASUCC Executive Council or ASUCC Student Senate who wishes to resign his/her duties must submit to the ASUCC President a written letter of resignation. In the event that the ASUCC President wishes to resign, he or she must submit a letter of resignation to the ASUCC Vice President. Resignations must be accepted by the ASUCC Student Leadership Team in a regularly scheduled meeting and are effective the business day following its acceptance. All resigned ASUCC officers and ASUCC senators will not receive compensation for the remainder of the academic year.

## **Article XIII – Leave of Absence**

An ASUCC Executive Council officer can request a leave of absence for one (1) term. The leave of absence must be approved by a majority vote of the ASUCC Student Leadership Team. Only (1) member of the ASUCC Executive Council can take a leave of absence in a quarter. An ASUCC Executive Council officer that takes a leave of absence will not receive compensation for that term.

## **Article XIV - Supporting Documents**

All supporting documents shall be drafted, reviewed and amended in accordance with the provisions set forth in, and shall be consistent with, the ASUCC Constitution and Bylaws.

### Section 1 – ASUCC Office Procedures Manual

The ASUCC Office Procedures Manual is a document for the ASUCC officers and senators and includes information on ASUCC and college policies and procedures. It is reviewed and updated annually by the ASUCC Business Manager.

#### Section 2 – ASUCC Performance Review Handbook

The ASUCC Performance Review Handbook outlines the policies and procedures for resolving issues related to the performance of an ASUCC officer, ASUCC senator or ASUCCC club representative. The document is reviewed annually by the ASUCC President.

#### Section 3 – ASUCC Elections Handbook

The ASUCC Elections Handbook outlines the policies and procedures for ASUCC regular and special elections. It includes the election timeline, appropriate behavior when staffing polling stations, and advice for increasing voter turnout. The document is reviewed annually by the ASUCC Vice President and the ASUCC Elections Committee. Amendments to the ASUCC Elections Handbook must be approved by a two-thirds (2/3) vote of the ASUCC Student Leadership Team.

#### Section 4 – ASUCC Candidates' Handbook

The ASUCC Candidates' Handbook outlines the policies and procedures for all candidates, including write-in candidates, running for an elected position on the ASUCC Executive Council. It includes regulations for campaign practices and publicity, as well as tips on campaigning and corrective action taken for any violation of the policies and procedures. It also includes the requirements and deadlines for applying for office. The document is reviewed annually by the ASUCC Vice President and the ASUCC Elections Committee. Amendments to the ASUCC Candidates' Handbook must be approved by a two-thirds (2/3) vote of the ASUCC Student Leadership Team.

#### 5 – ASUCC Club Handbook

The ASUCC Club Handbook is a document for ASUCC Student Organizations, ASUCC Student Clubs and ASUCC Student Interest Groups. It includes information on the chartering process, funding information, and helpful advice for running an effective organization. It is reviewed annually by the ASUCC Activities Officer. Amendments to this document must be approved by a two-thirds (2/3) vote of the ASUCC Student Leadership Team.

#### 6 – ASUCC Budget

The ASUCC Budget is the document resulting from the Student Activities Fee budget development process, which occurs each academic year. Once the budget is adopted by the ASUCC Finance Task Force, the budget will be presented to the ASUCC Student Leadership Team for approval.

## **Article XV - Definition of Terms**

- Achieving the Dream: Achieving the Dream, Inc. is a national nonprofit that is dedicated to helping more community college students, particularly low-income students and students of color, stay in school and earn a college certificate or degree. Umpqua Community College is a participating institution in this initiative.
- Advisor: Person employed by the college who has agreed to provide support to an ASUCC Student Organization, ASUCC Student Club or ASUCC Student Interest Group.
- ASUCC Board: A group of students authorized by the Umpqua Community College (UCC) Vice President for Student Development and the ASUCC Student Leadership Team to resolve an issue. Any decisions rendered by the board are final and are not subject to approval by the ASUCC Student Leadership Team, although in certain circumstances the decision may be appealed to the UCC President.
- ASUCC Committee: A group of students authorized by the ASUCC Student Leadership Team to work on specific projects. Any decisions rendered by the committee must be approved by the ASUCC Student Leadership Team with a two-thirds (2/3) majority vote.
- ASUCC Task Force: A group of students authorized by the ASUCC Student Leadership Team to work on projects that are presented to the ASUCC Student Leadership Team for approval.
- Board of Trustees: The governing body of Umpqua Community College (UCC); the board members are elected by the voters of Douglas County and serve the educational needs of the UCC district.
- CSSA: The Oregon Council of Student Services Administrators. The council is comprised of the lead student service administrators from Oregon community colleges.
- ASUCC Advisor: The ASUCC Advisor, also known as the Director for Student Life, is responsible for planning, organizing, implementing and evaluating a comprehensive program of co-curricular and extra-curricular student activities that enhance the educational experience and development of all students. The Director for Student Life can serve as the advisor to the ASUCC Student Leadership Team and its related functions.

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| <u>Initiative:</u>                             | The procedure by which students can propose an addition or change to an existing ASUCC policy or procedure by petition and ensure its submission to the student body for a vote.  |
| <u>OCCSA:</u>                                  | The Oregon Community College Student Association advocates for students at the Oregon Legislature, meets monthly to provide ideas to other campuses to better community colleges and help meet their mission and visions.   |
| <u>Office Hours:</u>                           | Time spent in the office doing work and remaining available to the students.  |
| <u>Parliamentarian:</u>                        | One who is expert in parliamentary procedures, rules, or debate. When in need of a parliamentarian, the ASUCC Advisor can serve the ASUCC Student Leadership Team in this capacity.   |
| <u>Project CANS:</u>                           | The ASUCC supplemental food program for eligible students.  |
| <u>Referendum:</u>                             | The procedure by which a member of the ASUCC Student Leadership Team can propose an addition or change to an existing ASUCC policy which, once passed with a two-thirds (2/3) majority vote of the ASUCC Student Leadership Team, will be referred to the ASUCC in a general or special election. |
| <u>Student Activity Fee:</u>                   | Monies paid by students, in the form of a fee, that are set aside for services and activities to benefit the student body. Use of the fees is governed by the ASUCC Student Leadership Team.  |
| <u>SOLID Program:</u>                          | Funding incentive program for ASUCC Student Organizations and ASUCC Student Clubs.  |
| <u>Substantive Business:</u>                   | Business to be voted on by the ASUCC Student Leadership Team that will change any ASUCC documents or which proposes the allocation of student activity fee funds.   |
| <u>The Mainstream:</u>                         | Umpqua Community College's student newspaper and related website.   |
| <u>UCC Finance Office:</u>                     | The administrative department of Umpqua Community College which provides financial services including accounts receivable and accounts payable.   |
| <u>Vice President for Student Development:</u> | The lead student service administrator for Umpqua Community College; supervises the Director for Student Life and provides oversight for ASUCC boards and committees when necessary.  |