



## ADMINISTRATIVE PROCEDURE

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**TITLE: Associated Students Organization**

**ADMINISTRATIVE PROCEDURE # 5400**

**RELATED TO POLICY # 5400**

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- A. The College shall have one Associated Students organization, which is recognized by the UCC Board of Education, called the Associated Students of Umpqua Community College (ASUCC). Its governing board shall be called the ASUCC Leadership Board.
- B. All students registered for credit and other credit (ABE, GED, ESL) shall be encouraged to join the ASUCC Leadership Board.
- C. The governing board shall be elected and appointed in accordance with the ASUCC Constitution and Bylaws, which can be found at [www.umpqua.edu](http://www.umpqua.edu) website under ASUCC Student Leadership. The Board shall keep an account of its meetings, expenditures, authorizations and policies established.
- D. The ASUCC organization shall have an established ASUCC Constitution and Bylaws which defines its mission, membership, membership requirements, structure, elections and appointments of the governing body, responsibilities and duties of the governing body, recognition of student organizations, meetings of the governing body, quorum, and documents used by the governing body in support and execution of its operations.
- E. The ASUCC Leadership Board quorum is defined by three (3) ASUCC Executive Council Officers and five (5) other voting members who may be ASUCC Senators, club representatives or representatives from campus student organizations. Once quorum is established, the ASUCC Leadership Board can vote on substantive business. Any substantive business voted on in the absence of quorum will be invalid.
- F. The duties of the governing body officers shall reflect the responsibility to maintain official records including meeting agendas and minutes, budget expenditures, and established policies and procedures.
- G. The ASUCC Leadership Board shall make every effort to appoint a student representative to all UCC shared governance councils and committees.

- H. The Director for Student Engagement shall serve as advisor to the ASUCC Leadership Board.
- I. In accordance with Oregon SB 731, the ASUCC Leadership Board or a member of a recognized student government while acting as a member, may make a statement or issue a resolution to promote or oppose (a) the gathering of signatures on an initiative or referendum petition; or (b) the adoption of a measure. Except for facilitating the actions described above, the ASUCC Leadership Board may not use mandatory student-initiated fees, mandatory enrollment fees, mandatory incidental fees or any public moneys to promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder.

**RESPONSIBILITY:**

The Director for Student Engagement is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 1/28/2020 by CC**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**