

Bylaws of the ASGCCC Constitution

Adopted April 3, 2024

SECTION I – DEFINITIONS

- A. ASCCC – The Associated Students of Clackamas Community College (Student Body)
- B. ASGCCC – The Associated Student Government of Clackamas Community College
- C. Executive Council – The President, Vice President, and Secretary
- D. Cabinet – The Executive Council and all Chairs
- E. Selection Committee – Committee whose purpose is to hire members
- F. ASG Committee – Committees created by the President to assist in ASGCCC Goals
- G. College Committee – Committees run by staff that require an ASGCCC student representative
- H. Departments – ASGCCC has multiple departments that will each work toward the ASGCCC goals.
- I. Elected Members – The President and Vice President are elected members.
- J. Non-Elected Members – Secretary, Chairs, Officers and Senators are non-elected members.
- K. General Meeting – Meeting for all members to discuss the goals of ASGCCC

SECTION II – IMPLEMENTATION, ADOPTION AND REPEAL OF BYLAWS

- A. The Bylaws shall be the means whereby the precepts of the Constitution are outlined.
- B. All bylaws are subject to revision at any time deemed necessary and shall be subject to the approval of the ASGCCC.
- C. To be passed, the bylaws must be approved by a Two-Thirds vote of the ASGCCC.
- D. Voting members include Elected Officials, selected Chairs and Officers. Once a bylaw is passed, it shall take effect immediately.

SECTION III – SELECTION OF NON-ELECTED MEMBERS

- A. The ASGCCC Selection Committee shall consist of three active members of the ASGCCC and a representative from the Student Life and Leadership. If there are not enough active ASGCCC members to fill the criteria of the Selection Committee, the Selection Committee Chairperson with the ASGCCC Advisor shall seek former members of ASGCCC to fill in.
- B. The Selections Committee shall be responsible to fill the following student representative positions:
 - 1. A minimum of three Chairs
 - 2. Secretary
 - 3. Enough Officers and Senators to complete the ASG goals for the year

SECTION IV – QUALIFICATIONS FOR MEMBERSHIP

- A. Must be enrolled at Clackamas Community College
- B. Must maintain a 2.0 term GPA and remain a student in Good Standing.

SECTION V – DUTIES AND RESPONSIBILITIES OF PRESIDENT

- A. The president shall preside at all general and cabinet meetings of the ASGCCC.
- B. The President is responsible for being the liaison between the students, the administration and the Board of Education.
- C. The President is an ex-officio member of the Board of Education and is responsible for keeping the Board abreast of student needs and student interest.
- D. The President shall hold regularly scheduled Cabinet meetings.

- E. The President shall supervise and evaluate the work of the Cabinet.
- F. The President shall provide representation for ASGCCC in meetings of local, regional, and national organizations.
- G. The President shall exercise all rights of the office including:
 - a. Appointing ASG Committees; with exclusion of selection and election committees.
 - b. Vetoing actions that are not in the best interest of the students.
 - i. The President cannot veto their own removal from office;
 - ii. A Presidential veto can be over-ridden by a Two-Thirds vote of the ASGCCC.
 - c. Sitting on the ASGCCC selection committee.
 - i. If the President cannot attend, the Vice President may select a substitute.
 - d. Serving as or appointing the student government representative to the President Council.
- H. The President shall provide the leadership in the development and maintenance of all ASGCCC activities.
- I. The President shall attend the Executive Council meetings as scheduled.
- J. The President must register and complete a minimum of 9 credits or the equivalent for non-credit programs per term during their time in office.
- K. The President is required to work fifteen hours per work toward the ASGCCC goals.
- L. The President will attend college committees during each term in office.
- M. The President will be a voting member of the ASGCCC.
- N. The President will perform other duties as needed.

SECTION VI – DUTIES AND RESPONSIBILITES OF THE VICE PRESIDENT

- A. The Vice President shall assume the office of the President if the office is vacated before the term of office has expired.
- B. The Vice President shall preside at ASGCCC meetings and all other functions at the request of the President.
- C. The Vice President shall supervise and evaluate the work of the Chairs, Officers, and Senators.
- D. The Vice President shall attend all General, Cabinet and Executive Council meetings.
- E. The Vice President shall work with ASGCCC members to facilitate the development of ASGCCC.
- F. The Vice President shall coordinate and appoint all selection and election committees. They shall coordinate all meetings and interviews in cooperation with the ASGCCC advisors.
 - a. The President shall assign another member of the ASGCCC to coordinate the election or selection committee if the Vice President is running for office, has a personal relationship with the interviewee or is being screened by the selection committee.
- G. The Vice President must register for and complete a minimum of 9 credits or the equivalent for non-credit programs per term during their time in office.
- H. The Vice President is required to work fifteen hours per work toward the ASGCCC goals.
- I. The Vice President must attend college committees during each term in office.
- J. The Vice President will be a voting member of the ASGCCC
- K. The Vice President will be responsible for holding term evaluations for all ASGCCC members.
- L. The Vice President will be responsible for confirming team members are meeting the hours requirements for their positions.
- M. The Vice President will perform other duties as needed.

SECTION VII – DUTIES AND RESPONSIBILITES OF THE SECRETARY.

- A. The Secretary shall attend General, Cabinet, and Executive Council meetings.
- B. The Secretary shall work with the President, Vice President, and ASGCCC advisors to manage the records, documents, and budget of the ASGCCC.

- C. The Secretary must attend college committees during each term in office.
- D. Participation of the selection committee for non-elected members is required.
- E. The Secretary must register for and complete a minimum of 9 credits or the equivalent for non-credit programs per term during their time in office.
- F. The Secretary is required to work fifteen hours per work toward the ASGCCC goals.
- G. The Secretary will work with members of the ASGCCC to facilitate the development of ASGCCC and its goals.
- H. The Secretary will be a voting member of the ASGCCC
- I. The Secretary will perform other duties as needed.

SECTION VIII – DUTIES AND RESPONSIBILITIES OF THE CHAIRS

- A. The Chair will preside over their department meetings.
- B. The Chair will sit as a member of the Cabinet and work with its members to facilitate the development of ASGCCC.
- C. The Chair must attend General, Cabinet, and Department meetings.
- D. The Chair will work to achieve the goal(s) and complete task(s) to which they have been assigned in accordance with the ASGCCC goals for the year.
- E. The Chair must attend college committee meetings.
- F. Participation of the selection committee for non-elected members is required.
- G. The Chair must register for and complete a minimum of 9 credits or the equivalent for non-credit programs per term during their time in office.
- H. The Chair will be a voting member of the ASGCCC
- I. The Chair is required to work fifteen hours per work toward the ASGCCC goals.
- J. Specific duties shall be outlined in a position description developed following the establishment of ASGCCC Goals for the year.
- K. The Chairs will perform other duties as needed.

SECTION IX – DUTIES AND RESPONSIBILITIES OF THE OFFICERS

- A. The Officers must attend all General and Department meetings.
- B. The Officers will be voting members of the ASGCCC.
- C. The Officers must attend college committee meetings.
- D. Participation of the selection committee for non-elected members is required.
- E. The Officer must register for and complete a minimum of 6 credits or the equivalent for non-credit programs per term during their time in office.
- F. The Officer is required to work ten hours per week toward the ASGCCC goals.
- G. Specific duties shall be outlined in position descriptions developed according to ASGCCC's goals for the year. Officers shall work to achieve the goals and complete the tasks which their Chair sets as priorities based on ASGCCC's goals for the year.
- H. The Officers will perform other duties as needed.

SECTION X – DUTIES AND RESPONSIBILITIES OF THE SENATORS

- A. The Senators must attend all Department meetings.
- B. The Senator will NOT be a voting member of ASGCCC.
- C. Participation of the selection committee for non-elected members is required.
- D. The Senators must register for and complete a minimum of 2 credits or the equivalent for non-credit programs per term in their time of office.
- E. The Senators must work five hours per work towards ASGCCC goals.

- F. Specific duties shall be outlined in position descriptions developed according to ASGCCC's goals for the year. Senators shall work to achieve the goals and complete the tasks which their Chair sets as priorities based on ASGCCC's goals for the year.
- G. The Senators will perform other duties as needed.

SECTION XI – DUTIES AND RESPONSIBILITIES OF ALL MEMBERS

All ASGCCC Members regardless of their position shall:

- A. Attend three ASG sponsored events per term.
- B. Attending all assigned meetings as outlined in the duties and responsibilities above.
- C. Work closely with all other ASGCCC members to keep the team updated and promote a strong student government.
- D. Represent ASGCCC in assigned college clubs, organizations, and college committee meetings and report to ASGCCC when called upon to do so.
- E. Work the required hours outlined in the job descriptions.
- F. Obey the Behavior Code.
- G. Learn and understand basic parliamentary procedure.
- H. Abide by the Constitution, Bylaws, and Administrative Rules.
- I. Shall have the right to dissolve ASG Committees by a Two-Thirds vote of its members.
- J. All ASGCCC members must maintain a 2.0 term GPA
 - a. If a member fails to meet a 2.0 term GPA, a cumulative GPA of 3.0 will protect that member from removal.

SECTION XII – TERMS OF OFFICE

- A. The terms of office for President and Vice President shall be defined as the last day of spring term through the last day of the following spring term.
- B. The terms of office for other members of ASGCCC shall be defined as the agreed upon start date through the last day of spring term.

SECTION XIII – STUDENT BODY OFFICE ELIGIBILITY EXCEPTION

- A. Due to conflict of interest, no member of a Clackamas Community College classified staff bargaining unit, faculty bargaining unit, supervisor, administrator, classified, or confidential employee shall be allowed to run for or hold any student body office.
- B. Any person running for an elected position must hold a cumulative GPA of 2.0 or better and must be enrolled in a minimum of 2 credits at Clackamas Community College for the term that the elections take place.
- C. Any person running must have served at least one term on ASGCCC or currently be a member to run for a position.
- D. If no qualified candidate is elected ASG President and/or Vice President, an appointment process will be executed to fill the position of ASG President and/or Vice President before the end of spring term.

SECTION XIV - MEETINGS AND COMMITTEES

- A. Special meetings may be called by the ASG President or Cabinet with 24 hours' notice.
- B. All ASG committees must be chaired by an ASG member

SECTION XV – ELECTIONS PROCEDURES

- A. Elections Committee:
 1. The Vice President will act as Elections Chair. If the current Vice President is running for an elected position, the President, with consultation of a Student Life representative, will appoint an Elections Chair.
 2. The Elections Chair shall establish an Elections Committee. The Elections Committee shall assist the Elections Chair during the elections process.
 3. No person running for office or working on a candidate's campaign may be a member of the Elections Committee.
- B. Elections Timeline:
 1. The candidate application will be available Week 10 of Winter Term and the deadline to apply will be week 1 of Spring Term.
 2. The nomination shall be due Thursday of week 2.
 3. The elections shall occur Week 5 of Spring Term and close Friday at 4:00 p.m.
- C. Briefing:
 1. After the candidate application deadline, the Elections Chair shall hold an election briefing to inform all applicants on the elections code and elections procedures.
 2. The Elections Chair shall debrief the pertinent bylaw sections with the applicants.
 3. The Elections Chair must make a reasonable attempt to inform candidates of any changes made to the bylaws which will go into effect prior to the announcement of the winners.
- D. Voting:
 1. At least one polling place shall be open to voters a minimum of eight hours per day for Week 5 of Spring Term and shall be under the supervision of the Student Life and Leadership office

or a member of the Elections Committee.

- E. Any write-in vote shall be considered valid if the vote is cast for an ASCCC student that meets all the candidate requirements.
- F. Counting Ballots:
 - 1. The ballots will be counted electronically; a minimum of two Elections Committee members and a representative of the Student Life and Leadership Department shall be present at the ballot tabulation.
 - 2. Each candidate may have one observer present during vote counting.
 - 3. Observers must be silent and must not obstruct the counting process in any way.
 - 4. Suspected violations should be reported to the Elections Chair.
 - 5. ASGCCC will be provided with a printed report of votes cast.
- G. Online Voting:
 - 1. ASGCCC online elections shall be conducted via a secure server.
 - 2. Students may cast their votes without supervision of the Elections Committee.
 - 3. Students may vote from any computer, on or off campus.
- H. In the event ballots cannot be submitted electronically, ballots will be submitted and counted by hand by the elections committee and a Student Life and Leadership representative.

SECTION XVI – ELECTIONS CODE

- A. Nomination Petition/Candidate Status
 - 1. Each applicant is required to submit a nomination from one current ASCCC student.
 - 2. The nomination petition must be an official ASGCCC elections form.
 - 3. Upon the nomination's submission and validation, applicants become official candidates for ASGCCC elected offices and may begin campaigning as such.
- B. Campaigning
 - 1. Persons running for President and Vice President must campaign individually and publicity must be of an individual nature.
 - 2. Each candidate is responsible for being aware of campaign material being circulated on their behalf.
 - 3. Candidates must be aware of anyone who is representing their campaign and, in turn, are responsible for monitoring their actions.
 - a. If the candidate believes anyone associated with their campaign is practicing activity that is deviant from election policies, they are to immediately report the individual to the Elections Committee.
 - b. Candidates are responsible for the actions of their campaigners.
- C. Advertising Supplies
 - 1. Campaign signs meeting the following criteria may be used after obtaining the permission of Campus Services (The Grounds Committee):
 - a. Stake size: ¾” by 2” by 36”
 - b. Campaign signs are not permitted in the lawns but may be placed in raised shrub areas.
 - c. Stakes must be placed as close as possible to the concrete edge.

- d. Signs should not be tied or nailed to plants or plant roots.
 - 2. All campaigns have access to use specified amounts and types of ASG supplies, as set by the Elections Director during the elections briefing.
- D. Advertising Procedures
- 1. Posters shall be no larger than 20" by 30", with a limit of three large posters per candidate. "Large" is defined as any poster bigger than 8 ½" by 14".
 - 2. All campaign posters must clearly state candidacy, including the candidates' name and desired position that is visible from 5 feet away from the poster.
 - 3. All campaign publicity within 25 feet polling places must be removed before the polls open. No campaigning is allowed within 25 feet of polling places during voting.
 - 4. Candidate posters may only be removed by the Elections Committee before and during the elections.
 - 5. All campus rules pertaining to distribution and posting of materials are to be followed.
 - 6. Candidates must submit a request and materials to the elections director to have campaign information posted on CCC TV's.
 - 7. Candidates are responsible for removing all publicity on campus within 48 hours after the election results being announced.
 - 8. It is the candidate's responsibility to be aware of these rules.
- E. Non-Official Campaigns
- 1. Candidates for office and those running unofficial campaigns must not allow a member of their campaign staff to continue to campaign for them after having been prohibited from doing so by the Elections Committee.
 - 2. Those running non-official campaigns:
 - a. Individuals who are not officially recognized candidates must abide by campus posting rules.
 - b. Those running non-official campaigns are responsible for following all bylaws except those pertaining to submission of a nomination petition.
- F. Violations
- 1. Violations of the Elections Code by a candidate may disqualify them from the election.
 - 2. Written complaints must be submitted to the Elections Chair or Student Life and Leadership staff and will be forwarded to the Elections Challenge Committee.

SECTION XVII – ELECTIONS CHALLENGE PROCESS

- A. An Elections Challenge Committee shall be established to conduct a hearing upon submission of a written complaint.
- B. The Election Challenge Committee shall consist of five members including the Elections Chair and four non-ASG students.
- C. The Elections Chair will select four non-ASG members who are in no way affiliated with a campaign.
- D. Challenge of the voting process must be filed prior to the beginning of the tallying process.
- E. Challenge of the tallying process must be filed prior to the announcement of the winner.
- F. There are no exceptions to these two rules.
- G. Any challenge of the election process must be registered in writing to a member of the Elections Committee or Student Life and Leadership staff.

- H. The Elections Challenge Committee must determine the following by a simple majority vote:
 - 1. If a violation has occurred.
 - 2. What the violation is.
 - 3. If a penalty is appropriate.
 - 4. What, if any, should the penalty con
- I. A written copy of the Elections Challenge Committee decision must be submitted to the person accused of the violation.
- J. The accused person may request a hearing if they are not satisfied with the Elections Challenge Committee decision.
- K. The Elections Hearing Committee will consist of the Elections Chair, a Student Life and Leadership Staff member, one Academics Foundations and Connections Administrator, and 2 ASG members who are not affiliated with campaigns.
- L. Hearings will be scheduled no later than week 8 of Spring Term
- M. The decision of the hearing must be made within five working days after the hearing is conducted.
- N. After the hearing, the Elections Hearing Committee has the following options which must be agreed upon by a majority vote by the committee:
 - 1. Uphold the original decision handed down by the Elections Challenge Committee
 - 2. Modify the original decision handed down by the Elections Challenge Committee
 - 3. Overturn the original decision handed down by the Elections Challenge Committee

SECTION XVIII – PRESIDENT AND VICE PRESIDENT-ELECT

- A. The chief responsibility of the President-elect and Vice President-elect is to learn the duties and responsibilities of their positions.

SECTION XIX – PRESIDENTIAL AND/OR VICE PRESIDENTIAL APPOINTMENT COMMITTEE (PVPAC)

- A. Membership
 - 1. The PVPAC shall be chaired by the outgoing Secretary
 - a. If the Secretary is a candidate for the position(s), the outgoing Vice President will appoint a chair for the committee.
 - b. If the outgoing Vice President is a candidate for the position(s), the outgoing President will appoint a chair for the committee.
 - c. If the outgoing President is a candidate for the position(s), the ASGCCC advisor will select a chair for the committee.
 - 2. The committee shall also be comprised of:
 - a. Two members of the Student Life and Leadership staff
 - b. 4 ASG members not applying for the Presidential or Vice Presidential position, chosen by the committee chair.
- B. Duties and Responsibilities of the PVPAC:
 - 1. The appointment process shall begin after the election results have been announced and/or the need for the appointment process is present.
 - 2. The PVPAC will take no longer than ten business days to make a decision.
 - 3. The PVPAC’s decision will be shared with ASGCCC and ASCCC.

4. Presidential and Vice Presidential applicants must meet all requirements set forth by Section V of the Bylaws of the ASGCCC Constitution.

SECTION XX - TERMINATION FROM OFFICE APPEALS PROCEDURE

- A. If a member of ASGCCC is terminated from office and chooses to appeal the termination, the following process must be followed:
 1. Within three business days of written notification from Cabinet of termination, the subject wishing to appeal must submit a letter requesting an appeal hearing to the chair of the Appeals Committee.
- B. The Appeals Committee shall be comprised of the following:
 1. The Appeals Committee chair. The Appeals Committee chair shall be an ASG Chair selected by the ASGCCC Cabinet and shall exclude the president.
 2. Two ASG officers or senators.
 3. Two representatives of the Student Life and Leadership Department.
- C. The Appeals committee chair is responsible to provide all pertinent information to the Appeals Committee.
 1. The information when applicable shall include, but not be limited to the following documents of the person appealing:
 - a. A copy of their current transcript.
 - b. The term's ASGCCC meeting attendance records.
 - c. Copies of the letter requesting an appeal.
- D. After the appeals hearing, the Appeals Committee has the following options which must be agreed upon by a majority vote by the students of the committee:
 1. Reinstate the subject of appeal as an active member without any probationary terms.
 2. Reinstate the subject of appeal to the status of probationary member. The terms of probation shall be outlined by the ASGCCC Appeals Committee.
 3. Terminate subject of appeal without any further means of appeal.
- E. The committee's decision must be made within five working days after the letter requesting an appeal is submitted to the Appeals Committee chair.
- F. The subject of appeal can give an oral statement of appeal to the Appeals Committee.