**THE ASSOCIATED STUDENTS OF**

**CENTRAL OREGON COMMUNITY COLLEGE**

**BYLAWS**

**ARTICLE I. NAME AND MEMBERSHIP DESCRIPTION**

**Section 1. General Information**

The Council for the Associated Students of Central Oregon Community College Student (ASCOCC), shall be comprised of a minimum of six positions that will represent, advocate, and promote the needs and well-being of students at all Central Oregon Community College (COCC) campuses. These representatives shall also help to promote activities designated by the ASCOCC, act as responsible community representatives throughout Central Oregon, and promote a positive and welcoming experience at COCC.

**Section 2. Positions**

ASCOCC position descriptions, duties and responsibilities will be determined on an annual basis by a quorum1 vote of the council. Representative positions are currently defined as:

1. ASCOCC Council:
	1. **President (Elected) - 15 hour/week commitment:**
		* Chief executive officer & chair of council meetings
		* Acts as official spokesperson for COCC students on campus and in the community
		* Responsible for working with the council on the administration of programs
		* Initiates the annual budget planning process
		* Develops a yearly plan for council initiatives and student needs within 60 days of being elected
		* Establish expectations and goals for the council and evaluate the council’s performance twice yearly
	2. **Student Affairs Coordinator (Elected) - 12 hr/week commitment**:
		* Appoints student representatives to COCC governance committees
		* Coordinate all student organizations including room reservations, flyer requests, accounts, maintaining and updating the student organizations manual, determining active and inactive student organizations on campus
		* Meets with club advisors or club representatives at the beginning of fall term to go through club guidelines and ensure the club manual is received
		* Reach out to club leadership once a term to debrief and prepare for the upcoming term
		* Ensure that an ASCOCC representative attends at least one Student Organization meeting per year for each student organization
		* Assumes all duties pertaining to office of the president in the absence of the president and all other duties as delegated by the president
	3. **Legislative Affairs Coordinator (Elected) - 12 hr/week commitment:**
		* Legislative connection to statewide student associations, COCC administration, COCC Board of Directors, local, state and national legislators
		* In partnership with the Office of Student Life organizes and oversees student voter registration and voter education
		* Advocates on behalf of student concerns and issues on a state and national level
		* Works with students to identify campus wide concerns as appropriate
		* Generates a legislative report once per term
		* Coordinate annual Oregon Council of Student Services Administrators’ certification binder
		* Recruit at least one student to sit on the Oregon Students of Color Coalition and one student to sit on the Oregon Student Equal Rights Association Board
	4. **Finance Coordinator (Appointed) - 12 hr/week commitment:**
		* Assists the President with annual budget planning process
		* Reconcile ASCOCC accounts on a monthly basis
		* Process and manage monthly payroll
		* Perform a monthly audit report and retain fiscal oversight of ASCOCC accounts
		* Coordinate Student Organization and program funding with Student Affairs Coordinator
	5. **Branch Campus Coordinator (Appointed) - 10 hr/week commitment:**
		* Organizes events and programs for branch campus students
		* Coordinates ASCOCC involvement with Bobcat Orientation, Jump Start, and Stress Free Finals
		* Holds office hours and organizes council members to visit the campus locations once per term.
		* Works to provide equity for all initiatives for branch campuses including student organizations, voter registration campaigns, food bank distribution, events and services
	6. **Public Relations & Events Coordinator (Appointed) - 10 hr/week commitment:**
		* Coordinate the monthly newsletter and press releases
		* Update the ASCOCC website, social media, and Blackboard
		* Manages Thanksgiving food drive
		* Coordinate social media campaigns and community outreach
		* Completion of class raps for entry-level2 courses to educate students on ASCOCC functions
		* Organizes minimum of one large event per term on or off campus
		* Coordinates ASCOCC Bend campus involvement with Bobcat Orientation, Jump Start, Stress Free Finals, Meals for Miles, and partners with appropriate student organizations to sponsor campus blood drives.
	7. **Coordinator (Appointed) - 8 hr/week commitment:**
		* Work on at least one project at all times, with a completed action plan, that serves the needs of students
		* Establishes at least four office hours per week in order to make progress on projects, emails, committee tasks, and meetings
		* Serve on at least two college standing committees for the purpose of serving as a voice of the students
		* Report back to council with committee meeting summary and project action plan updates
	8. **Coordinator (Appointed) - 8 hr/week commitment:**
		* Work on at least one project at all times, with a completed action plan, that serves the needs of students
		* Establishes at least four office hours per week in order to make progress on projects, emails, committee tasks, and meetings
		* Serve on at least two college standing committees for the purpose of serving as a voice of the students
		* Report back to council with committee meeting summary and project action plan updates
	9. **Office Coordinator (Appointed) - 4 hr/week commitment:**
		* Support ASCOCC with daily operations and procedures
		* Coordinate and maintain office supplies
		* Manages the Bend food bank

**Section 3. Changes to ASCOCC Positions**

ASCOCC position descriptions, duties and responsibilities can be changed by a quorum1 vote of the council. Position descriptions and titles must be completed and voted on by October 15 of every year.

**Section 4. Term of Office**

Refer to the ASCOCC Constitution for length of service.

1. ASCOCC President, Student Affairs Coordinator, Legislative Affairs Coordinator, and Finance Coordinator is July 1 to June 30.
2. ASCOCC Branch Campus Coordinator, Public Relations & Events Coordinator, Coordinator(s) and Office Coordinator is September 1 to June 30.

**Section 6. Qualifications**

1. Credit Enrollment: Council members, assistants, and committee members will maintain and complete six COCC credits per term, verified at week two, week six and at end of the term as outlined in the ASCOCC Constitution Article IV.4.B.
2. GPA Requirement: Each council member must earn at least a 2.3 term GPA and maintain a 2.0 cumulative GPA as outlined in the ASCOCC Constitution Article IV.4.A.
3. Summer Enrollment: Council members will be enrolled and complete one course for summer term as outlined in the ASCOCC Constitution Article IV.4.C.
4. Hearings Board Appeals for Qualification: If a council member appeals a decision to the Hearings Board, all attempts will be made to review appeals within two weeks of receipt of the appeal; see Article III.4.E.

**ARTICLE II. COUNCIL RESPONSIBILITIES**

**Section 1. Council Responsibilities**

All ASCOCC Council will:

1. Follow the COCC Code of Conduct and Campus Policy and Procedure Manual.
2. Address student needs and concerns in a timely manner.
3. Accurately and responsibly, maintain and distribute student fees and monies.
4. Accurately, responsively and respectively support student organizations and activities.
5. Neutrally represent the associated student body in matters of state, local, and campus legislative issues.
6. Keep students informed of campus events, council decisions, and community issues affecting students through accurate and responsible public relation practices.
7. Support and encourage student campus involvement, enthusiasm, and pride through positive event coordination.

**Section 2. General Objectives**

The Council will work together to establish annual priorities4 by which the Council will focus its resources.

**Section 3. Objectives and How They are Met**

1. Representation
2. Represent students by regularly attending COCC committees and task forces throughout the year. Attend OSA3 Board of Directors meetings.
3. Actively speak out on behalf of students’ interests.
4. Student Support
5. Direct student issues and concerns to the appropriate campus departments and staff.
6. Follow through to ensure student concerns have been resolved.
7. Promote the Well Being of Students
	1. Attempt to pursue a solution to student concerns.
	2. Uphold the COCC Mission: “Central Oregon Community College promotes student success and community enrichment by providing quality, accessible, lifelong educational opportunities”
	3. Uphold the COCC code of conduct, Student Rights and Responsibilities and all other applicable College policies and procedures.

**Section 4. Code of Ethics**

The ASCOCC Council, assistants and committee members shall follow and uphold the ASCOCC code of ethics available on the ASCOCC website at <http://www.cocc.edu/ASCOCC/>.

**Article III: COMMITTEES**

**Section 1. College Standing Committees**

All ASCOCC Council members may serve on at least one College committee per term, in alignment with Article VI.1 of the ASCOCC Constitution. The Council will work together to balance student class schedules and personal commitments.

**Section 2. ASCOCC Committees and Task Forces**

In alignment with Article VI.2 of the ASCOCC Constitution, Council members will serve on or select student at large representatives for ASCOCC-specific committees or task forces.

**Section 3. Student Fee Committee**

In alignment with Article VI.3 of the ASCOCC Constitution:

1. Operations
2. The ASCOCC Council shall initiate the budget process by preparing a proposed budget allocation based on the previous year’s allocation. The proposal will show, at a minimum, the estimated revenue from student fees and a comprehensive allocation of funds. Allocations for the following will be included: ASCOCC internal operating expenses, individual student organizations, student organizations and activities, and a sufficient unallocated expense to support opportunities not evident at the time of the initial budget development.
3. The initial budget will be developed in January as needed for the Student Fee committee proposal. A detailed budget process will begin after initial approval from the Student Fee Committee. The detailed budget will be available for student review for two weeks prior to the general budget meeting.
4. Once ASCOCC approves the first version of the detailed budget, it will be submitted to the Student Fee Committee for review.
5. The Student Fee Committee shall review the ASCOCC proposal and either approve the proposed budget or reject the budget proposal. If the Student Fee Committee rejects the proposal, it shall provide feedback to ASCOCC and remit the proposal to ASCOCC for revision, up to two additional times. If both ASCOCC and the Student Fee Committee agree on the budget, the budget will be submitted to the Dean of Student and Enrollment Services for review and approval. If ASCOCC and the Student Fee Committee do not agree on the budget, both entities will submit a budget to the DOES; the DOES shall make the final determination as to ASCOCC’s budget and notify both entities in writing of the decision.
6. Procedures
7. Once the DOES has approved the ASCOCC budget allocations, any request to change these allocations will be approved as follows:
	* 1. A simple majority of the ASCOCC Council members is needed to approve reallocations under $3,000.
		2. If a reallocation is greater than $3,000, ASCOCC must seek approval from the Student Fee Committee.

**Section 4. Advisory Committee**

In alignment with Article VI.4. of the ASCOCC Constitution:

1. Advisory Committee general responsibilities include:
2. Providing guidance and direction on issues related to ASCOCC Council, including questions regarding the Constitution and Bylaws.
3. Reviewing and providing feedback on ASCOCC recommended changes to the Constitution, prior to being sent to the full student body for a vote.
4. Reviewing and providing feedback on ASCOCC recommended changes to bylaws or other governing policies, prior to ASCOCC recommendation to the Dean of Student and Enrollment Services.
5. Convene a Hearings Board (Bylaws Article III.4.E.iv) to address grievances not directly covered by the Student Rights and Responsibilities or the Student Concerns process.
6. As an advisory group, this committee can only recommend changes to ASCOCC and/or College administration. As such, the Advisory Committee shall not supplant the day-to-day responsibilities of ASCOCC members or the advisor, nor shall they control ASCOCC meetings and associated votes.
7. Regular Meetings: The Committee will meet at least once per term. Minutes will be taken at the Committee meeting and made available within two weeks to the public.
8. Executive Session: During the course of a regular meeting, the Student Government Advisory Committee may call an executive session in compliance with Oregon statutes. Executive sessions will only be open to voting and standing Advisory Committee members. Members of the news media and designated staff (as approved by the Advisory Board Chair) are allowed to attend executive session, noting that the media may not report on the deliberations of executive session.
9. Committee Chair: The Committee will elect its Chair on an annual basis, generally in fall term. The Chair will be responsible for calling meetings, coordinating the agenda for each meeting, managing time during meetings and ensuring that all responsibilities of the Committee are met. Unless the Committee agrees to other operating guidelines, the Committee meetings will operate under Robert’s Rules of Order.
10. Student Concerns and the Role of the Advisory Committee: The College expects that most issues will be resolved informally by a discussion between the concerned individual(s) and ASCOCC Council. To that end, should someone have a concern about ASCOCC Council members and/or their activities, the following process shall be utilized:
11. The concerned party will bring the issue to the ASCOCC Council and/or their College-appointed advisor. If the concern is related to COCC’s Student Rights and Responsibilities, the Council or the advisor will automatically refer the concern to the Director of Student Life. If not an issue under the Rights and Responsibilities, then all parties will exhibit professionalism and a good-faith effort to resolve the concern informally.
12. If no mutually acceptable resolution is reached, the concerned party will present a written summary of their concern to the Dean of Student and Enrollment Services, making sure to include the following information:
13. The act, omission, or matter which is the subject of the concern;
14. All facts the concerned party believes are relevant to the concern;
15. Steps previously taken to resolve the matter informally;
16. The resolution sought; and
17. All arguments in support of the desired solution.
18. Having received a written or verbal complaint, the Dean of Student and Enrollment Services shall take one or more of the following actions:
19. Dismiss the concern if it is untimely, is being currently reviewed in another forum, was previously reviewed or decided upon prior to this request, is frivolous, or is filed in bad faith.
20. Refer the concern to the Student Conduct Process if the concern appears to be a violation of COCC’s Student Rights and Responsibilities.
21. Refer the concern to the ASCOCC Advisory Committee Hearings Board.
22. If the issue requires convening the Advisory Committee as a Hearings Board, the Hearings Board will utilize the following process:
23. If applicable, the Hearings Board will meet in executive session.
24. The Chair of the ASCOCC Advisory Committee will serve as Chair of the Hearings Board, and read the concern to the other members of the Hearings Board.
25. If invited to do so by the Hearings Board chair, the individual(s) issuing the complaint may provide a verbal summary.
26. If invited to do so by the Hearings Board chair, ASCOCC members may provide a verbal or written summary.
27. The Board may ask questions/seek information to fully understand the complaint from the concerned individual(s), ASCOCC members or other parties as needed.
28. The concerned parties and ASCOCC will be required to leave the room while the Board reviews the concern.
29. The Hearings Board will recommend appropriate next steps to the Dean of Student and Enrollment Services in writing.
30. The Dean of Student and Enrollment Services will accept the Hearings Board’s recommendation, refer the issue to the appropriate campus process or reject the Hearings Board’s recommendation. Should the Advisory Committee recommend removal from office, the Dean of Students shall confer with the College President.
31. Confidentiality: All information related to a Hearings Board shall remain confidential unless otherwise required by law, and will not be available for public review.
32. Hearings Board Membership: The Hearings Board shall consist of the ASCOCC Advisory Committee chair, two faculty or staff from the existing ASCOCC Advisory Committee and two students from the existing ASCOCC Advisory Committee. No member of the Hearings Board shall be directly connected to the specific concern being addressed. If needed to address conflict of interest, the Chair may make an appropriate substitution at his/her discretion.
33. The Dean of Student and Enrollment Services’ decision shall be provided in writing to the appropriate parties.

**Section 5: Appointment Committee**

In alignment with Article VI, Section 5 of the ASCOCC Constitution:

1. Operations
2. The Appointment Committee will run a selection process during the spring term.
3. The position announcement will be posted for two weeks; if there are no applicants/or unqualified applicants, pool will remain open until position is filled.
4. All applicants must be asked the same questions to ensure consistency, although the Committee may ask follow up questions specific to the candidate’s answer to original questions.
5. The Appointment Committee shall make a written offer or phone call to all finalists within approximately one week of the final interview.
6. All other applicants must be informed within one week of candidate selection with a standardized email or phone call.
7. If there are no qualifying candidates5, the Committee must re-open a search for a new Council member(s).
8. Committee will abide by the COCC nondiscrimination policy.

**ARTICLE IV. TRAINING**

**Section 1. Fall Term Training**

All current council members are required to participate in leadership training prior to the start of the fall term.

**Section 2. Professional Development**

The council should seek professional development opportunities throughout the year by attending conferences voted on by the council using the funds allocated in the professional development fund.

**Section 3. Transition**

The outgoing council members shall engage in an active transition and training period with the incoming officers as reasonable. Each outgoing council member will create transition materials by June 1 of each year to help with the transition and information sharing to the incoming council. The materials shall include, but are not limited to, work completed with examples of posters or paperwork, contacts made, and suggestions for the next council member.

**ARTICLE V. MEETINGS**

**Section 1. Regular Meetings**

1. Time, place and frequency of ASCOCC Council meetings shall be determined on a term-by-term basis.
2. Meetings shall be, at a minimum, two times a month during the fall, winter, and spring terms.
3. A quorum1 must be present at all regular and special meetings for the official transaction of business.
4. Public notice6 of regular meetings shall be posted in a public forum 24 hours in advance.

**Section 2. Special Meetings**

1. A special meeting may be called by a majority vote7 of the ASCOCC.
2. Notice of such meetings must be delivered to all ASCOCC members by email at least 48 hours in advance of the special meeting. The general public must be given at least 24 hours’ notice.
3. Special meetings may be held in person, by phone, or through electronic media.
4. A quorum1 is required to conduct official business, regardless of meeting format.

**Section 3. Meeting Minutes**

1. ASCOCC meeting minutes for regular and special meetings will be taken and posted for public view within two business days of the meeting.

**Section 4. Executive Session**

An executive session may be called by a majority vote7 of the ASCOCC for topics pursuant to Oregon statute. Notice of such meetings must be delivered to all ASCOCC members and the media by email at least 24 hours prior to the executive session. These meetings will only be open to Council members, the ASCOCC Advisory Committee, applicable COCC staff, and members of the media.

**Section 5. Voting**

ASCOCC will decide annually on preferred style for council voting procedures. If ASCOCC decides to use parliamentary procedure, they shall follow the most current version of Robert’s Rules of Order.

**Section 6. Meeting Attendance**

Attendance at all scheduled regular (Article V.1) ASCOCC meetings is mandatory for all council members. If a council member is unable to attend a meeting, the council member must notify the remaining council members in advance of the meeting. If an ASCOCC member misses three consecutive meetings without approval of the council, they may be removed from the ASCOCC in alignment with Article IV.6.B.iii of the ASCOCC Constitution.

**Section 7. Conflict of Interest**

If a council member, or anyone within their immediate family, could benefit from the proposal being voted on, the council member will acknowledge the conflict to their fellow council members. If the remaining council members feel the council member cannot remain objective that member will need to abstain from voting on the proposal.

**ARTICLE VI. FISCAL RESPONSIBILITIES**

**Section 1. Budget Authority**

The Finance Coordinator will have signing authority for all approved ASCOCC expenditures for the year and will follow the procedures outlined in the ASCOCC College Policy and Procedure Manual.

**Section 2. Budget Approval**

Non-budgeted expenditures over $3,000.00 must have prior approval by a majority7 vote at a Council meeting and majority7 approval by the Student Fee Committee. (See Article III.3.B)

**Section 3. Funds Requests**

Non-budgeted expenditures over $100.00 and up to a maximum of $500.00 per term, per council member, must have prior approval by a majority7 vote at a Council meeting.

**ARTICLE VII. STUDENT ORGANIZATIONS**

**Section 1. Purpose**

Each student organization must seek to engage current Central Oregon Community College students. Student organizations may not discriminate on the basis of age, disability, gender, marital status, national origin, color, race, religion, sexual orientation or veteran status.

**Section 2. Qualifications**

1. All proposed student organizations must submit:
	1. Submit the student organization form identifying four members; members must be currently enrolled in at least one COCC credit and every term for the remainder of the academic year.
	2. A signature from a faculty or staff member, which indicates their intent to advise the proposed student organization. Electronic signatures may be received as long as they received via the advisors email.
	3. A budget that will be reviewed by the ASCOCC Council.
	4. Forms are available at the ASCOCC website, Student Organizations and Programs section.
2. The Student Affairs Coordinator will review the proposed student organization’s budget and member form and if the information is complete, student members may request recognition of the student organization by the ASCOCC Council.
3. All financial assets and official student organization records shall be submitted to the ASCOCC Council to be kept on file for an additional two terms after the organization is no longer active. ASCOCC Council shall secure all monies and assets and the student organization shall be declared inactive.

**Section 3. Student Organization Meetings**

1. Each student organization should schedule at least one meeting each term and submit it to the Student Affairs Coordinator.
2. Regular student organization meetings must be open meetings and properly publicized through means such as Facebook, College bulletin boards, ASCOCC website, or classroom rap.

**Section 4. Responsibilities**

1. Communicate with the ASCOCC Council to advertise meetings each term.
2. Student organization shall email the Student Affairs Coordinator once per term regarding organization activities and future plans.
3. The Student Affairs Coordinator shall help organize a recruitment event for Student Organizations once per term during fall, winter and spring terms.
4. Organize participation in a minimum of one event and one project per year that creates awareness of the student organization and is open to the public.
5. Submit Student Organization information to be posted on the ASCOCC website to the Student Affairs Coordinator annually.

**Section 5. Activities**

1. Event requests must be completed 30 days in advance of the event and submitted to the Student Affairs Coordinator for advertising.
2. Room requests must be completed two weeks in advance and submitted to the Student Affairs Coordinator.

**Section 6. Budget and Finances**

1. The ASCOCC Council will manage student organization accounts. Any funds raised must be deposited with the Finance Coordinator. A student organization must submit an annual budget, detailing all revenue and expenses, to the Student Affairs Coordinator by the third week of fall term.

**Section 7. Funds Requests**

1. The request for ASCOCC funds must come through the Student Affairs Coordinator. The Finance Coordinator will confirm funds are available to the student organization
	1. At least one member from the student organization is encouraged to attend an ASCOCC Council meeting and present the funds request that are outside of the budget that was submitted to the Student Affairs Coordinator.
2. The activity or project must be open to COCC students.
3. The request for funds must be made at least two weeks prior to the intended activity or project. If extenuating circumstances exist, the Student Affairs Coordinator and Finance Coordinator may decide on a funds request in a shorter timeframe.
4. Any student organization receiving funds for an activity or project from ASCOCC must submit an event summary form to ASCOCC Council members within one week after the activity or project. The form is available on the ASCOCC website in the Student Organizations and Programs section.

**Section 8. Violations**

1. Violations may result in the ASCOCC Council suspending the student organization’s right to coordinate activities or projects, including scheduled or future activities. Any student organization can appeal the ASCOCC Council’s decision to the ASCOCC Advisory Committee.

**ARTICLE VIII. VACANT POSITIONS**

**Section 1. Vacancies for Council Members**

Vacated council positions will be filled as deemed necessary by the council through the ASCOCC appointment committee process.

**Section 2. Appointment Committee Members**

In the event of a council member’s vacancy, all current council members will serve on the appointment committee with the two COCC appointed staff.

**Section 3. Unaccepted Council Resignation**

If the ASCOCC Council rejects a council member’s resignation, (ASCOCC Constitution Article IV, section 6, A) the requesting council member may then present their resignation to the ASCOCC Hearings Board for further review and action.

**ARTICLE IX. COMPENSATION**

**Section 1. ASCOCC Council Compensation**

Compensation for the ASCOCC Council is dependent upon their position titles as outlined below and salaries will be paid monthly. $11.00 per hour.

1. President $660 per month
2. Student Affairs Coordinator $528 per month
3. Legislative Affairs Coordinator $528 per month
4. Finance Coordinator $528 per month
5. Branch Campus Coordinator $440 per month
6. Public Relations & Events Coordinator $ 440 per month
7. Coordinator $352 per month
8. Coordinator $352 per month
9. Office Coordinator $176 per month

**Section 3. Compensation Changes**

Current council members can make recommendations for changes to council or assistant compensation for the following academic year, to go in effect with the new incoming council, with a quorum1 vote of the council. Council may not make changes to their current compensation; any change to compensation is subject to review via the by-law change process.

**ARTICLE X. BYLAW APPROVAL**

**Section 1. Approval**

In alignment with the ASCOCC Constitution Article 8, Section 2, bylaws shall go into effect immediately upon two-thirds majority vote of council and approval from the Dean of Student & Enrollment Services.

**ARTICLE XI. DEFINITIONS AND TERMS WITH IN THE BYLAWS**

1. Quorum: Defined as 50% plus 1 member of the ASCOCC Council members to do business.
2. Entry-level courses: Classes that typically have a large percentage of new or first-year students enrolled; include but not limited to Human Development classes such as HD 100CS College Success.
3. OSA: Oregon Student Association
4. By means of an example, the 2012-13 Council collaborated to identify one main priority for each term for the academic year.
5. Qualifying Candidate: Someone who meets the minimum qualifications, see Article IV, section 4 of the ASCOCC Constitution.
6. Public notice: State law requires that basic information be included in public postings, including meeting time, place, location, full agenda items.
7. Majority Vote: Defined as 50% plus 1 member of the ASCOCC Council.