

**THE ASSOCIATED STUDENTS OF  
CENTRAL OREGON COMMUNITY COLLEGE**

**CONSTITUTION**

**Preamble**

The Associated Students of Central Oregon Community College represent and serve all students by providing effective governance, advocacy, services and programs that contribute to individual student success, enhance the college experience, and benefit the College community. This constitution serves as the foundational document guiding ASCOCC, and is subject to the ultimate authority of the COCC Board of Directors who seeks to provide ASCOCC with substantial responsibility for the governing constitution and use of student activity fees.

**Article I. Name**

Section 1. Name

The name of the association shall be the Associated Students of Central Oregon Community College, hereinafter referred to as ASCOCC.

**Article II. Purpose**

Section 1. Purpose

The purpose of ASCOCC shall be to represent and serve all students by providing effective governance, advocacy, services and programs that contribute to individual student success, enhance the college experience, and benefit the COCC community.

**Article III. Membership**

Section 1. General Qualifications

Students of COCC, by virtue of their credit registration and payment of student fees verifiable by the COCC Enrollment Services, shall be members of the ASCOCC. All students are therefore subject to this constitution, its bylaws, and all other rules and/or regulations adopted.

Section 2. Nondiscrimination

Membership in ASCOCC shall not be denied upon the basis of age, disability, gender, marital status, national origin, color, race, religion, sexual orientation, or veteran status in any educational program, activities or employment.

**Article IV. ASCOCC Council**

Section 1. Council Size

The ASCOCC Council shall be comprised of elected and appointed officers. All officers shall be referred to as the "ASCOCC Council," regardless if elected or appointed.

### Section 2. Duties

ASCOCC Council member duties, position descriptions, and responsibilities are outlined in the bylaws. Positions may be changed, removed or added via the bylaw change process outlined in Article VIII.

### Section 3. Election and Appointment of Officers

- A. Three Council members shall be selected via an election.
- B. Three additional Council members shall be appointed by the Appointment Committee (see Article VI, Section 5).
- C. Election for Council members is held during spring term. Voting shall be done electronically using the College's online system and made available to students for a minimum of three consecutive days.
- D. Elections are administered and regulated by the Office of Student Life. Grievances regarding the election process may be submitted to the Director of Student Life who shall be responsible for facilitating resolution. If no mutual resolution can be reached, the Director of Student Life shall determine the appropriate outcome; his/her decision may be appealed to the Hearings Board.

### Section 4. Qualifications for Office

- A. GPA Requirements:
  - i. Council members must have a minimum COCC cumulative 2.0 GPA to run for or be appointed to office.
  - ii. Once elected or appointed, Council members must maintain a COCC term GPA of 2.3.
  - iii. If a Council member's cumulative GPA falls below 2.0 or term GPA is less than 2.3 during their term of office, s/he shall be placed on probation for one term. Should a Council member not achieve the required GPA by end of the next quarter, s/he shall be removed from office and unable to serve as a Council member until the next election cycle. Council members may appeal his/her removal to the ASCOCC Hearings Board if extenuating circumstances exist; students will not be dismissed from the Council until appeal process is completed. The Hearings Board shall make a recommendation to the Dean of Student and Enrollment Services. If the Board recommends removal from office, the Dean of Student and Enrollment Services shall confer with the COCC President. The Dean of Student and Enrollment Services and President's decision shall be final.
  - iv. Council members removed from office due to insufficient GPA shall be replaced in accordance with Article IV, Section 6.D.

- B. Credit Requirements:
  - i. All Council members must maintain a minimum six (6) COCC credits throughout each term in which they serve as a Council member.
  - ii. If a Council member's registration drops below six credits, s/he shall cease to serve as a Council member and not be eligible to serve the remainder of his/her term. Council members may appeal their removal to the ASCOCC Hearings Board if extenuating circumstances exist (see Bylaws, Article III.E); students will not be dismissed from the Council until appeal process is completed. The Hearings Board shall make a recommendation to the Dean of Student and Enrollment Services. If the Board recommends removal from office, the Dean of Student and Enrollment Services shall confer with the COCC President. The Dean of Student and Enrollment Services and President's decision shall be final.
  - iii. Council members removed from office due to insufficient credit load shall be replaced in accordance with Article IV, Section 6.D.
  
- C. Summer Term: Council members serving during summer term must maintain the minimum GPA requirement listed in Article IV, Section 4.A and shall be enrolled in at least one COCC course of three credits or more.

#### Section 5. Terms of Office and Term Limits

- A. A Council member's term begins with fall quarter and continues through the subsequent winter and spring quarters. Responsibilities during summer term shall be determined by ASCOCC Council on an annual basis.
  
- B. Council members shall serve a full term, unless they resign, are terminated or recalled, fail to maintain minimum qualifications for office as outlined in Article IV, Section 4, or are removed from office.
  
- C. A Council member may serve no more than three years combined as either an elected or appointed Council member; however, should an individual be appointed as a replacement Council member for less than half of a year in such role, they may serve as an elected or appointed Council member for three additional years.

#### Section 6. Vacancies in Office

- A. Resignation: ASCOCC Council members resigning from office must submit an official letter of resignation to ASCOCC Council and the Director of Student Life (or designee). ASCOCC Council shall vote to accept or reject the member's resignation.
  
- B. Termination: A Council member shall be automatically terminated from their position upon the following:
  - i. Resignation (see article IV, Section 6A).

- ii. Council member's failure to maintain the minimum qualifications for office in Article IV, Section 4.
  - iii. Should a Council member neglect their duties as outlined in the Constitution and Bylaws, remaining Council members shall attempt to resolve the situation informally. Should a resolution not be reached, ASCOCC Council may vote to remove the Council member from their position. The decision of this vote may be appealed to the Advisory Committee Hearings Board (see Bylaws Article III.E). The Hearings Board shall make a recommendation to the Dean of Student and Enrollment Services, who shall confer with the COCC President. The Dean of Student and Enrollment Services and President's decision is final.
  - iv. Death or permanent mental incapacity.
- C. Recall: Members of ASCOCC shall have the opportunity to initiate a recall process, through a majority vote of the student body, after they have exhausted the hearings/concerns process (Bylaws Article III.E). ASCOCC members wishing to initiate a recall should contact the Director of Student Life for guidance. A petition must be signed by ten (10) percent of the previous term's fourth week credit head count (fall, winter, spring) calling for a special election to remove the Council member.
- D. Replacement: In the event of a vacancy of office, a new Council member shall be appointed by the Appointment Committee (Article VI, Section 5). Vacancies shall be advertised for a minimum of one week and reasonable efforts shall be made to fill positions within thirty (30) days.

#### Section 7. Advisor

The ASCOCC Council Advisor shall be a COCC employee who provides College guidance to all areas of the organization. The Advisor shall provide financial and organizational advice, provide leadership relative to applicable COCC fiscal and personnel policies, provide leadership training, and assist in understanding and complying with laws regarding student government and public agency requirements and related matters. The Advisor shall serve as an ex-officio member of the ASCOCC Advisory Committee.

### **Article V. Council Meetings**

#### Section 1. ASCOCC Council Meetings

Meetings shall be held at least once per month.

#### Section 2. Special Meetings of the ASCOCC Council

Special meetings may be called by the majority of Council members with 24-hour notice to the public. At a minimum, such notice shall state the purpose of the meeting.

#### Section 3. Regulations for all ASCOCC Council Meetings

- A. Meeting dates, times, and agenda shall be posted for a minimum of 24 hours in advance for public viewing.
- B. Meetings are open to the public. Non-council members shall be allowed to discuss items upon recognition by the moderator during open forum.
- C. ASCOCC Council meetings shall be conducted with a quorum of current Council members.
- D. Write-in, absentee, and proxy votes on issues may be accepted if Council members have so documented their intent in writing. Council members may accept this vote if the motion does not change.
- E. The Council shall appoint a member (or designee) to be responsible for taking a written or audio recording of the proceedings and posting to a public forum.

## **Article VI. Committees**

### Section 1. College Standing Committees

Council members may serve on committees established by Central Oregon Community College faculty and staff. The Council shall appoint individuals, either ASCOCC Council or at-large students, to standing and special committees for which student representation is requested.

### Section 2. ASCOCC Committees and Task Forces

The Council members may establish any ASCOCC committee or task force as deemed necessary to enhance the performance of ASCOCC. The Council shall appoint individuals, either ASCOCC Council or at-large students, to ASCOCC standing and special committees.

### Section 3. Student Budget Committee

A Student Budget Committee shall be established with the primary purpose of recommending approval of allocation of student fees initiated by ASCOCC proposed budget.

- A. Purpose: A Student Budget Committee shall serve to review and approve a budget initiated by ASCOCC Council.
- B. Membership
  - i. The Student Budget Committee shall be comprised of two ASCOCC Council members, one of which will be the ASCOCC Budget Coordinator, two at-large students, and two College-appointed faculty or staff. The at-large student representatives and the additional ASCOCC Council Member shall be appointed by the ASCOCC Council; the College-appointments shall be made by the COCC President (or designee).
  - ii. The ASCOCC Advisor shall serve as a non-voting member to provide historical perspectives and assistance relative to compliance with College policy.

Section 4. Advisory Committee

An ASCOCC Advisory Committee shall be established with the primary purpose of providing guidance to and working collaboratively with the Council.

- A. Purpose: The ASCOCC Advisory Committee serves as the connection between ASCOCC and the College, providing advocacy, guidance, and direction on long-term issues related to the operation of Student Government, as well as complementing the role of the Student Government Advisor.
- B. Membership: The Advisory Committee shall consist of two at-large students, to be appointed by ASCOCC Council, and five College-appointed faculty or staff as appointed by the COCC President (or designee). Three members of the ASCOCC Council, appointed by the Council, and ASCOCC Advisor, appointed by the Dean of Student & Enrollment Services, shall serve as ex-officio members.

Section 5. Appointment Committee

- A. Purpose: An Appointment Committee shall be established with the primary purpose of selecting appointed and replacement Council members and ASCOCC appointments to the Student Budget Committee.
- B. Membership: The Appointment Committee shall consist of the three elected ASCOCC Council Members and two COCC faculty or staff, as appointed by the College President (or designee). The ASCOCC Advisor shall serve as the advisor and a non-voting member.
  - i. Members of the Appointment Committee shall serve a minimum of one Academic year.
  - ii. It is encouraged that one member belongs to the Diversity Committee.

**Article VII. Student Fees**

Section 1. Assessment of Fees

- A. The general purpose of the student fee is to support student-focused activities and services.
- B. A student fee of \$1.50 per credit, up to and including 12 credit hours, shall be assessed during fall, winter, spring, and summer terms.
- C. A \$0.25 per credit renewable energy fee, up to and including 12 credit hours per term, shall be assessed during fall, winter, spring, and summer terms. This fee is dedicated toward the purchase of renewable energy for the campus. Fees collected in excess of renewable energy charges shall be dedicated toward campus sustainability projects.

Section 2. Modification of Fees

Student fee recommendations may be made by any student to the COCC Board of Directors via any of the following processes:

- A. Student Election: ASCOCC Council may call for an election on a modification of the student fee. The results of that student election shall become a recommendation to the COCC Board of Directors.
- B. Referendum: Any student may submit a referendum for a special student fee election. The petition supporting the referendum must be signed by ten percent of the previous quarter's fourth week credit head count (fall, winter, spring). A referendum election shall be held within 30 days of verification of signatures. The results of that student election shall become a recommendation to the COCC Board of Directors.

All initiatives or referendums circulated for signatures must first have signatures verified by the Director of Student Life for membership of the ASCOCC. An initiative or referendum must include the full text of the proposed change.

Section 3. Approval of Fees

While respecting recommendations of students through elections and referendums, the COCC Board of Directors has the sole responsibility for increasing or decreasing student fees, including the amount and maximum credit to which the fee shall apply if the COCC Board of Directors determines that such modifications are in the best interest of students and COCC.

**Article VIII. ASCOCC Bylaws**

Section 1. Purpose

The ASCOCC Bylaws shall specify processes that support and implement the requirements of the ASCOCC Constitution.

Section 2. Changes and Approval

ASCOCC members may initiate a change to the bylaws during a Council meeting via a two-thirds majority vote. The results of the vote shall be sent to the Dean of Student & Enrollment Services for approval. Should the Dean of Student & Enrollment Services reject the initial recommendation, s/he shall notify the Council of issues or proposed changes and provide the council the opportunity to modify the recommendation. Taking ASCOCC Council final input into consideration, the Dean of Student & Enrollment Services shall make recommendation to the President who shall have the final decision regarding bylaw changes.

**Article IX. Constitution Amendments**

Section 1. Creation

Amendments to this Constitution may be recommended to the COCC Board of Directors via any of the following processes:

- A. ASCOCC Council: Amendments may originate and be voted on by the ASCOCC Council members during a special meeting and recommended to the COCC Board of Directors with a two-thirds majority vote.
- B. Student Initiatives: Any student can bring suggested changes to ASCOCC Council. Should ASCOCC Council reject such a recommendation, students may begin the referendum process.
- C. Referendum: A referendum may be presented by special petition signed by ten percent of the previous term fourth week credit head count (fall, winter, spring), and shall be referred to a special election. A referendum election shall be held within 30 days of verification of signatures. Should a majority of those voting approve the amendment, it shall be referred to the COCC Board of Directors for consideration and approval at the Board's discretion.
- D. All amendments, initiatives, and referendums must receive a majority vote to be ratified.
- E. All petitions circulated for signatures must first have signatures verified by the Director of Student Life for membership of ASCOCC and should comply with ASCOCC Bylaws. A petition must include the full text of the proposed change and a copy provided to ASCOCC Council.

### Section 2. Approval

Amendments to the ASCOCC Constitution shall require the approval of the COCC Board of Directors (or designee). Should the Board reject a Constitution amendment, the Board shall notify ASCOCC Council of issues or proposed changes and provide ASCOCC Council the opportunity to modify the recommendation. Taking ASCOCC Council final input into consideration, the COCC Board shall have the authority to amend the Constitution.