

# **Associated Students of Cascades Campus Constitution**

## **Preamble**

Our Mission: The ASCC is an advocate enabling students to be involved in governing and decision-making of the University Administration and empowering students to actively shape a diverse academic community that best serves their needs and interests.

## **Article I: Name**

The name of this association shall be the Associated Students of Cascades Campus, hereinafter referred to as the ASCC.

## **Article II: Purpose**

The purpose of the ASCC is to promote self-governance in the best interests of students at Oregon State Cascades Campus.

## **Article III: Membership**

All enrolled students of Oregon State Cascades Campus are members of the ASCC.

ASCC does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, age, disability, or veteran status in any of its policies, procedures, or practices.

## **Article IV: Executive Branch**

### **Section One: Executive Officers**

The student body shall elect the following executive officers: President, Vice President, Secretary, Treasurer, and Activities Coordinator and other position(s) as needed and approved by the Student Fee Committee.

These positions are open to all eligible students as outlined by Article V and must be continuously advertised for at least five (5) business days prior to final application deadline in advance of appointment.

The Executive Officer appointments shall come from recommendations made by the ASCC in accordance with the ASCC Constitution and Statutes.

## Section Two: Powers / Duties

It shall be the primary duty of the Executive Branch to represent the ASCC and to fulfill the specific duties outlined in the ASCC Constitution and Statutes.

ASCC President:

It shall be the duty of the President of ASCC to:

- Conduct the administrative business and correspondence of ASCC including chairing weekly ASCC meetings and supervising other ASCC positions and volunteers
- Propose and organize any initiatives and bring to the ASCC to vote on
- Set priorities for the ASCC guided by voting
- Sit on campus committees as needed
- Coordinate, communicate, and get any information needed for initiatives from administration at OSU-Cascades
- Establish agendas for meetings and facilitate meetings / decision-making
- Delegate work for initiatives to the ASCC as needed
- Work with the Vice President to submit reports each term to the Student Fee Committee
- Attend weekly ASCC meetings

ASCC Vice President

It shall be the duty of the Vice President of the ASCC to:

- Assist President with any work on initiatives that are voted on by the ASCC
- Sit on campus committees as needed
- Coordinate, communicate, and get any information needed for initiatives from OSU main campus in Corvallis, UO main campus in Eugene, and COCC in Bend
- Develop marketing for ASCC in general including but not limited to: newsletter articles, website maintenance, and forums
- Assist President with term reports to the Student Fee Committee
- Succeed to the office of the ASCC President should a vacancy occur
- Attend weekly ASCC meetings

ASCC Secretary / Treasurer

It shall be the duty of the ASCC Secretary / Treasurer to:

- Organize weekly meeting times and reschedule if needed
- Keep detailed official minutes of meetings record any decisions

- Preside over the official records of ASCC correspondence, meeting minutes, and financial transactions
- Track ASCC spending, fill out forms for purchases, and produce monthly budget statements for the ASCC and the Student Fee Committee
- Review previous meeting minutes before proceeding with current weekly meeting
- Work with Activities Coordinator on budget proposals to the Student Fee Committee for events
- Assist in work on initiatives voted on by the ASCC, as delegated by the President
- Attend weekly ASCC meetings

### ASCC Activities Coordinator

It shall be the duty of the ASCC Activities Coordinator to:

- Propose and organize events for each term, bringing each event idea to the ASCC to be voted on
- Plan and execute a minimum of 2 events each term for the campus community
- Delegate event duties so that they are fully completed prior to each planned event
- Maintain a calendar of all events
- Purchase all supplies needed for the ASCC operations and events
- Work with Secretary / Treasurer on funding for events from Student Fee Committee
- Assist in work on initiatives voted on by the ASCC, as delegated by the President
- Supervise other ASCC positions and volunteers in event planning and production process
- Attend weekly ASCC

## Section Three: Election

The ASCC shall hold an election two (2) months prior to the Executive Officer's term ending. All enrolled students of OSU-Cascades are eligible if they meet the requirements listed in Article V Section I.

## Section Four: Term of Office

The Executive Officers of the ASCC shall assume office on June 1st of the election year and shall remain in office until May 31st of the following year. Each member of the Executive Branch will be allowed to hold office two times, unless in the event of a position being vacated during an elected term.

## Section Five: Succession

If the Executive Office of President is vacated during his / her elected term, the Vice President shall succeed to the office. In the event that the Executive office of Vice President is vacated during the elected term, the ASCC shall select a successor from the student body.

In the event the Executive Offices of Secretary / Treasurer and Activities Coordinator are vacated during the appointed term of office the President of the ASCC shall appoint a successor within two (2) weeks following the selection procedure guidelines as outlined in Article V, Section Two.

## Section Six: ASCC Meetings

The Executive Branch of the ASCC shall hold weekly meetings during Fall, Winter, and Spring terms with the exception of finals week. All regular meetings shall be open to the public.

Special meetings may be called when needed. Any member of the ASCC is eligible to call a special meeting.

Closed meetings of the Executive Branch may be held only to consider the appointment or recall of any non-elected officer or committee member of the ASCC.

## Article V: Requirements for Candidacy or Appointed Positions

### Section One: University Requirements

Candidates for any elected or appointed office must meet the following University requirements to hold office:

- Undergraduate students shall have earned at least six (6) hours of credits in their most recently completed term, be currently registered for at least six (6) hours, not be on conduct probation, and have a minimum cumulative grade point average (GPA) of 2.5.
- Graduate students shall have earned at least five (5) hours of credit in their most recently completed term, be currently registered for at least five (5) hours, not be on conduct probation, and have a minimum cumulative grade point average (GPA) of 3.0.
- Failure to enroll during summer term shall not disqualify an otherwise qualified candidate for elections or appointment.
- An ASCC candidate must be a member of the college they wish to represent at the time of the elections and must remain in that college for at least three (3) terms after elected, excluding summer term.

### Section Two: Procedure Guidelines for Appointing Replacements

In the event the Executive Offices of Secretary / Treasurer and Activities Coordinator are vacated during the appointed term of office the President of the ASCC shall appoint a successor within two (2) weeks following the selection procedure guidelines as outlined:

- The ASCC President shall review the applications of those students who were not elected to the ASCC from the current year.
- The remaining members of the ASCC, including the President, shall vote for the replacement candidate of their choice with a majority rule.

- If the ASCC finds the applications unsatisfactory the President shall nominate candidates from the student body. The ASCC shall vote for the replacement candidate of their choice with a majority rule.
- If there are no other applicants for the current year, the President shall nominate candidates from the student body. The ASCC shall vote for the replacement candidate of their choice with a majority rule.

## **Article VI: Student Fee Committee**

### **Section One: Recognition of Relationship**

The ASCC recognizes the OSU Cascades Student Fee Committee as a separate and equal governing branch of the student body whose duties and procedures are outlined in a distinct governing document. The Student Fee Committee shall be referred to as the SFC for the purposes of this document.

### **Section Two: Funding Student Events**

The ASCC will make proposal presentations at regular SFC meetings to fund ASCC sponsored student events.

### **Section Three: ASCC Accountability to SFC**

It is the duty of the ASCC President and the ASCC Vice President to prepare quarterly reports to the SFC that detail the activities, progress, and goals of the ASCC. These reports are to be presented to the SFC at a regular meeting at the end of each term.

The SFC will be given a set of guidelines to help them determine the adequacy of the quarterly reports. The SFC has the power to make changes to the funding of positions and the budget based on the adequacy of the quarterly reports.

### **Section Four: SFC Review Process**

The SFC will serve as a Judicial Branch for the ASCC. Disciplinary or other problems voted by fifty percent of the ASCC to be reviewed will be presented to the SFC. The SFC will individually meet with each member of the ASCC to determine appropriate action. Upon a second review process, the SFC has the power to remove an ASCC member from office.

### **Section Five: ASCC Budget Appeals Procedure**

The ASCC will review budget recommendations made by the SFC before they are presented to the Cascade Campus Executive Officer. The ASCC has the power to appeal a budget decision made by the SFC with a 75 percent vote. If the ASCC appeals a decision made by the SFC they must submit the appeal in writing to the SFC Chairman within 5 working days of receiving the budget.

The SFC shall have five working days to consider and respond in writing to any appeals proposed by the ASCC. If no response is received within the specified time, the SFC shall be deemed to have concurred in the appeals. If the SFC does not concur, such shall be communicated in writing to the ASCC President within the specified time.

The ASCC President, or designated officer, will within ten working days, then meet with the representatives of the SFC or other designated entity to attempt to reconcile the difference.