

**Bylaws of the
Oregon State University-Cascades
Associated Students of Cascades Campus**



Adopted January --, 2017

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Article I. Membership

Section One. Rights of Membership

- a. All enrolled students, as defined by OSU-Cascades legislation, who pay the Student fee, shall be members of the Associated Students of Cascades Campus (hereafter referred to as ASCC) student body. Membership includes, but is not limited to the following privileges:
 - i. Right of participation in the activities of ASCC.
 - ii. Right of representation in ASCC governance via the Executive Board.

Article II. Constitution

Section One. Discrepancies between Constitution and Bylaws

- a. Those duties and powers assigned to the ASCC and its officers in the Constitution are considered as implied under these Bylaws.
- b. When judging any discrepancies between the Constitution and the Bylaws, the Constitution shall be considered authoritative over these Bylaws.
- c. For the purpose of resolution of any conflicts between the Constitution and Bylaws, the Bylaws shall be utilized to interpret language contained within the Constitution.
- d. In the event that the Constitution is amended, the ASCC Office Director shall, at the next scheduled meeting of the ASCC Executive Board, provide an interpretation of the Constitution Amendment and an opinion to the ASCC Executive Board as to whether the Constitution Amendment necessitates the amendment of these Bylaws.

Article II. The Executive Council

Section One. Description of Executive Board Member Duties

- a. *ASCC President*
 - i. The ASCC President shall take the Oath of Office before exercising any official duties.
 - ii. The ASCC President shall organize weekly meetings with the ASCC executive committee.

- iii. The ASCC President shall conduct the administrative business and correspondence of ASCC including hosting weekly ASCC meetings, establishing agendas for weekly meetings and overseeing other ASCC positions.
- iv. The ASCC President shall guide priority setting for the ASCC executive committee guided by voting.
- v. The ASCC President shall represent the ASCC on the Oregon Student Association Board of Directors
- vi. The ASCC President shall supervise the creation of and chair the ASCC Elections Committee
- vii. The ASCC President shall assist in coordinating a meeting between the ASCC and the OSU-Cascades Leadership team once per term.
- viii. The ASCC President shall coordinate a school-wide town hall or open-forum executive board meeting at least once per term.
- ix. The ASCC President shall share hiring and firing power regarding the executive committee with the ASCC Vice-President in consultation with the OSU-Cascades Assistant Director of Student Life.
- x. The ASCC President shall be required to work 12 hours per week, five of which must be office hours, and is strongly encouraged to spend as much time as possible available to students in the ASCC office.
- xi. The ASCC President is authorized to delegate as he/she deems necessary within the ASCC Executive Branch.
- xii. The ASCC President shall ensure that the ASCC student body has representation before the State Board of Higher Education, and in University decision processes.
- xiii. The ASCC President shall represent the ASCC at official and social functions.

b. ASCC Vice-President

- i. The ASCC Vice-President shall take the Oath of Office before exercising any official duties.
- ii. The ASCC Vice-President shall succeed to the office of the ASCC President should a vacancy occur.

- iii. The ASCC Vice-President shall be required to work twelve (12) hours per week, five (5) of which must be office hours, and is strongly encouraged to spend as much time as possible available to students in the ASCC office.
 - iv. The ASCC Vice-President shall share hiring and firing power regarding the executive committee with the ASCC Vice-President in consultation with the OSU-Cascades Assistant Director of Student Life.
 - v. The ASCC Vice-President shall represent the ASCC on the following committees and workgroups:
 - 1. OSU-Cascades Student Fee Committee
 - 2. OSU Tuition & Fees Subcommittee
 - vi. The ASCC Vice-President shall attend weekly ASCC meetings and host the meetings in the absence of the ASCC President.
 - vii. The ASCC Vice-President shall assist the ASCC President with any work on initiatives that are voted on by ASCC
 - viii. The ASCC Vice-President shall attend meetings with the leadership each term
- c. *ASCC Director of Legislative Affairs*
- i. The ASCC Director of Legislative Affairs shall recruit and organize students for annual OSU Lobby days
 - ii. The ASCC Director of Legislative Affairs shall work to inform OSU-Cascades students on legislative work relevant to the OSU-Cascades student experience
 - iii. The ASCC Director of Legislative Affairs shall gain student input on legislative priorities. This may be through active tabeling, creating marketing materials, open forum meetings etc...
 - iv. The ASCC Director of Legislative Affairs shall be responsible for filling or appointing a seat on the Board of Directors member of Oregon Student Association (OSA)
 - v. The ASCC Director of Legislative Affairs shall attend OSA conferences, legislative sessions, and events
 - vi. The ASCC Director of Legislative Affairs shall recruit students to fill OSA board seats and participate in OSA events
 - vii. The ASCC Director of Legislative Affairs shall coordinate hotel and travel needs for OSA meetings and conferences

- viii. The ASCC Director of Legislative Affairs shall coordinate and lead campaigns that correlate with OSA agendas
- ix. The ASCC Director of Legislative Affairs shall communicate with OSU Main Campus Government Relations Director and ASOSU Legislative Directors
- x. The ASCC Director of Legislative Affairs shall assist President with any work on initiatives that are voted on by ASCC
- xi. The ASCC Director of Legislative Affairs shall be required to work ten (10) hours per week, three (3) of which must be office hours, and is strongly encouraged to spend as much time as possible available to students in the ASCC office.
- xii. The ASCC Director of Legislative Affairs shall attend weekly ASCC meetings
- xiii. The ASCC Director of Legislative Affairs shall check ASCC email and respond diligently
- xiv. The ASCC Director of Legislative Affairs shall attend meetings with the leadership each term

d. *ASCC Office Coordinator*

- i. The ASCC Office Director shall keep detailed official meeting minutes
- ii. The ASCC Office Director shall preside over the official records of ASCC correspondence, meeting minutes and financial transaction
- iii. The ASCC Office Director shall track ASCC executive committee spending, fill out forms for purchase.
- iv. The ASCC Office Director shall work with the Activities Coordinator on additional budget proposals to the OSU-Cascades Student Fee Committee for Events
- v. The ASCC Office Director shall work with the ASCC President to submit reports each term to the Student Fee Committee.
- vi. The ASCC Office Director shall work ten (10) hours per week, four (4) of which must be office hours, and is strongly encouraged to spend as much time as possible available to students in the ASCC office.

- vii. The ASCC Office Director shall act as the chief interpreter of the ASCC Constitution and Bylaws, subject to a 50% plus one (1) majority veto of the ASCC Executive Board.
 - viii. The ASCC Office Director shall be responsible for enforcing the Constitution and Bylaws in conjunction with the remainder of the ASCC executive branch.
 - ix. The ASCC Office Director may review ASCC executive bylaws to ensure that they are in compliance with the ASCC Constitution.
 - x. The ASCC Office Director shall assist the ASCC President with any work on initiatives that are voted on by ASCC.
 - xi. The ASCC Office Director shall attend meetings with the leadership each term
- e. *ASCC Director of Student Advocacy*
- i. The ASCC Director of Student Advocacy shall manage the hospitality program including recruiting volunteers to manage the day to day operations of the program
 - ii. The ASCC Director of Student Advocacy shall promote & manage the growth and productivity of the childcare subsidies program
 - iii. The ASCC Director of Student Advocacy shall manage the Food Pantry Program including recruiting volunteers to manage the day to day operations of the program
 - iv. The ASCC Director of Student Advocacy shall coordinate and develop any other support services initiatives and programs in coordination with the remaining ASCC executive members.
 - v. The ASCC Director of Student Advocacy shall maintain a list of and involve all ASCC volunteers
 - vi. The ASCC Director of Student Advocacy shall be able to suggest an additional coordinator position to support the existing or new student support programs. This position is subject to funding limitations and must be approved by a 50% plus one (1) majority vote by the ASCC Executive Board.
 - vii. The ASCC Director of Student Advocacy shall work ten (10) hours per week, four (4) of which must be office hours, and is strongly encouraged to spend as much time as possible available to students in the ASCC.

viii. The ASCC Director of Student Advocacy shall assist the ASCC President with any work on initiatives that are voted on by ASCC

ix. The ASCC Director of Student Advocacy shall attend meetings with the leadership each term

f. ASCC Director of Public Relations

i. The ASCC Director of Public Relations shall develop marketing for the ASCC including, but not limited to, newsletter articles, website maintenance.

ii. The ASCC Director of Public Relations shall produce and distribute the ASCC newsletter

iii. The ASCC Director of Public Relations shall design and produce all official ASCC flyers

iv. The ASCC Director of Public Relations shall manage ASCC social media accounts

v. The ASCC Director of Public Relations shall update the ASCC website, including uploading approved meeting minutes

vi. The ASCC Director of Public Relations shall work ten (10) hours per week, four (4) of which must be office hours, and is strongly encouraged to spend as much time as possible available to students in the ASCC office.

vii. The ASCC Director of Public Relations shall assist the ASCC President with any work on initiatives that are voted on by ASCC

viii. The ASCC Director of Public Relations shall attend meetings with the leadership each term

Section Two. Description of Coordinator Duties

a. ASCC Coordinator positions may be created and approved with a 50% plus one (1) majority vote. The position description must include the following at a minimum:

i. Allotted amount of weekly hours

ii. Specific duties

iii. ASCC Executive Council member who will oversee coordinator position

Section Three. Vacancies

a. Vacancy of ASCC President Office

i. If the Executive Office of President is vacated during his/her elected term, the Vice President shall resign their vice-presidency and succeed to the office.

- ii. If there is no current ASCC Vice-President, the ASCC Director of Legislative Affairs shall succeed to the office in an interim capacity until a mid-term election is held.
- iii. In the case of a vacancy in the ASCC President, ASCC Vice-President and Director of Legislative Affairs, the order of interim succession is as follows: ASCC Office Director, ASCC Support Services Director, and ASCC Director of Public Relations.
- iv. In the case of a vacancy of the ASCC Vice-President or ASCC Director of Legislative Affairs, the ASCC Executive Board will hold a mid-term election according to the Elections Committee guidelines established in the ASCC Bylaws & Elections Committee packet.

b. Vacancy of ASCC Vice-President Office

- i. If the Executive Office of Vice- President is vacated during his/her elected term, the ASCC Legislative Coordinator shall serve as the interim ASCC Vice-President while a mid-term election is held for the next ASCC Vice-President.
 - 1. The mid-term election rules will be governed according to the ASCC Constitution and Bylaws regarding general election procedures.
 - 2. In the case of a vacancy in the ASCC Vice-President and ASCC Director of Legislative Affairs, the order of interim succession is as follows: ASCC Office Director, ASCC Director of Student Advocacy and ASCC Director of Public Relations.

c. Vacancy of ASCC Director and Coordinator Offices

- i. In the event the ASCC Office Director, ASCC Director of Student Advocacy or ASCC Director of Public Relations positions are vacated during the elected term of office, the President of the ASCC shall appoint a successor within three (3) weeks following the selection procedure guidelines as outlined in the ASCC Constitution and Bylaws.
- ii. The ASCC President shall review the applications of those students who were not appointed to the ASCC from the current year.
- iii. The ASCC President shall also consider all individuals currently on ASCC as eligible for the position. The remaining members of the ASCC, including the President, shall vote for the replacement candidate of their choice with a 50% plus one (1) majority vote.

- iv. If the ASCC finds the applications unsatisfactory or if there are no other applicants for the current year, the ASCC shall nominate candidates from the ASCC student body. The ASCC shall vote for the replacement candidate of their choice with a 50% plus one (1) majority vote.

Section Four. Disciplinary Action against ASCC Executive Board Members

- a. Members of the Executive Board may be removed for any of the following:
 - i. Failure to carry out duties or responsibilities established in the ASCC Constitution or Executive Bylaws
 - ii. Failure to represent student interests and concerns
 - iii. Violation of state, federal, or municipal law, or University policy
- b. Complainants may be members of the ASCC student body, members of the ASCC executive council or OSU-Cascades staff, faculty or administration.
- c. Complainants must submit their written and signed complaint to the Director of Enrollment Services who will then convene a committee of 3-5 individuals of their discretion. This committee will be responsible for determining the validity of the complaint and necessary follow-up action.
- d. The Director of Enrollment Services will notify the ASCC President & ASCC Executive Board as deemed necessary by the designated committee.

Section Five. Meetings

- a. Frequency
 - i. The ASCC executive committee shall convene at least weekly during fall, winter and spring terms.
- b. Quorum
 - i. Quorum for the ASCC Executive Board meetings shall be a 50% + one (1) majority of the total voting membership enumerated in the ASCC Constitution.
- c. Parliamentary Procedure
 - i. The parliamentary manual for all ASCC meetings and committees shall be decided upon by the ASCC Executive Board each year
- d. Voting
 - i. All votes before the ASCC Executive Board require a 50% + one (1) of those present and voting to pass.

- e. Closed Sessions
 - i. While, the ASCC Executive Board reserves the right to adjourn into closed session for discussions on legal, monetary, and personnel issues, all regular ASCC Executive Board meetings must be open to the public and public comment.
 - ii. All decisions and votes must be carried out publically.

Section Six. Requirements for Candidacy or Appointed Positions

- A. Candidates for any elected or appointed office must meet the following University requirements to hold office:
 - a. 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 at OSU-Cascades, not be on conduct probation, and have a minimum cumulative grade point average (GPA) of 2.5.
 - b. 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 at OSU-Cascades, not be on conduct probation, and have a minimum cumulative grade point average (GPA) of 3.0.
 - c. Failure to enroll during summer term shall not disqualify an otherwise qualified candidate for elections or appointment.

Section Seven. Holding Office

- a. The Oath of Office:
 - i. The ASCC President and ASCC Vice-President shall take the oath of office prior to assuming official duties.
 - ii. The Oath of Office shall be administered by the OSU-Cascades Director of Student Success.
 - iii. I (full name) ... enter into this solemn oath as (position) ... of the Associated Students of Cascades Campus ... with the solemn pledge to be constantly faithful ... to the obligation I now accept. I swear to uphold and execute ... to the best of my abilities ... the provisions of the ASCC Constitution and Bylaws. These things I solemnly affirm ... and stand ready to be challenged ... should I fail in my obligation.

Section Eight. Allowances and Compensations

- a. Each ASCC Executive Board member will be compensated for services rendered according to the following:
 - i. The President and Vice-President are allotted 12 paid hours per week.
 - ii. All other Executive Board members are allotted 10 paid hours per week.

Article IV. Finances

Section One. Student Fees Committee

- a. The ASCC recognizes the OSU-Cascades Student Fee Committee (SFC) as a separate governing branch of the student body whose duties and procedures are outlined in a distinct governing document. The ASCC Executive Board must approve and revisions or amendments to this document.
- b. The Student Fee Committee shall be referred to as the SFC for the purposes of this document.
- c. The ASCC Vice-President will serve as chairperson for SFC.
- d. The ASCC will make proposal presentations at regular SFC meetings to fund additional ASCC sponsored student events.
- e. The ASCC will review budget recommendations made by the Student Fee Committee (SFC) before they are presented to the Associate Vice President, Finance & Strategic Planning.
 - i. The ASCC has the power to appeal a budget decision made by the SFC with a 50% plus one (1) majority vote of ASCC executive officers.
 - ii. If the ASCC appeals a decision made by the SFC they must submit the appeal in writing to the SFC chair within 5 working days of receiving the budget.
 - iii. 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.
 - iv. 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. The Assistant Director of Student Life or other University staff or administrators may be asked to help mediate the reconciliation.

- f. The ASCC will provide a budgetary update to the SFC once per term.

Article V. Elections

Section One. Elections Committee

- a. An Elections Committee shall be established no later than Friday of the 4th week of winter term.
- b. The Elections Committee of the ASCC shall consist of representation from students who will be utilizing the ASCC Ballot in the general election.
- c. The President of the ASCC shall supervise the creation of the Elections Committee and shall chair the committee. The ASCC President can appoint this duty to another individual from the ASCC Executive Board if needed. The chair of the committee shall appoint members to the committee. The appointments then must be approved by the ASCC Executive Board by a 50% plus one (1) majority vote.
- d. Current ASCC Executive Board members (no more than three total) can serve on the Elections Committee.
- e. Serving on the Elections Committee disqualifies a student from running for an elected position with the ASCC for that election cycle.
- f. Serving on the Elections Committee does not disqualify a student from applying for a Coordinator position with the ASCC Executive Board.
- g. It shall be the duty of the Elections Committee of the ASCC to oversee the ASCC Election process including but not limited to:
 - i. Developing the Election Calendar
 - ii. Advertising the Elections to the Student Body
 - iii. Proposing and adjudicating Election rules & violations
 - iv. Actively running the balloting process
 - v. Publicizing the elections results
- h. The election packet shall be printed by the first day a candidate may file for election
 - i. The Election Packet shall contain the following information:
 - 1. The Election guidelines.

2. Descriptions of all elected offices.
 3. Calendar of all deadlines and important date.
 4. Copies of all needed forms to conduct campaigning, nomination, petition violation and appeals.
- i. Prepare, sign and deliver a certificate of election to each candidate having the most votes for election to the office.

Section Two. General Elections

- a. General Elections are defined as elections where the ASCC President, ASCC Vice-President, and ASCC Director of Legislative Affairs are elected.
- b. General Elections shall be held no earlier than the second week of spring term, and no later than the fifth week of spring term.

Section Three. Interim Elections

- a. Interim Elections are defined as any election that is not regularly scheduled and where officials are elected.
- b. Once the ASCC Executive Board determines that an Interim Election is necessary, an Elections Committee must be established according to the ASCC Constitution and Bylaws.
- c. The interim elections will operate according to the general election guidelines with the exception that the timeline may be changed according to the discretion of the convened Elections Committee.

Section Four. Date of General Election

- a. The general election shall be held between the second and fifth weeks of spring term.
- b. The general election shall be between three to five school days long, with the Elections Committee ultimately deciding when the election starts and how long it is.

Section Five. Person Receiving Most Votes Elected

- a. The person receiving the highest number of votes in the general election shall be elected.

Section Six. Order of Names on Ballot

- a. Ballots shall be ordered as follows:
 - i. Alphabetically (by last name) for the offices of ASCC President, ASCC Vice-President and ASCC Director of Legislative Affairs.

Section Seven. Ballot Specifications

- a. Official ballots shall be made available through Qualtrics.
- b. Official ballots shall be titled “Official Ballot” and shall state:
 - i. The date of the General Election
 - ii. The names of all candidates whose declarations of candidacy have been made
- c. Elections shall be by secret ballot

Section Eight. Personnel for Receiving Ballot Results

- a. The Elections Committee shall validate the results of the ballot.

Section Ten. Failure of Electronic Voting System

- a. In the event of the failure of the electronic voting system, i.e. the ballot distributing software fails, the Elections Committee chair shall declare a new election date which shall occur no later than ten (10) days following a failure of the electronic voting system.

Section Eleven. Procedures on the final Election Day

- a. Ballots may be tallied by a vote tally system following the closure of the polls at 3 p.m. on the final day of elections.
- b. The Elections Committee chair shall announce the winners of the election no later than 8 p.m. the school day following the final election day. No less than three members of the Elections Committee shall be on site to confirm the results of the election, this shall include the Assistant Director of Student Life or the staff member responsible for advising the Elections Committee.

Section Twelve. Procedure When Tie Vote

- a. When two or more candidates for the same office have an equal number of votes, the Elections Committee shall have the candidates meet publicly to decide by lot who is elected.

Section Thirteen. Requirements for all Elected Positions

- a. Candidates must intend to be enrolled for the entire academic year at the OSU-Cascades and meet the minimum requirements for the ASCC Executive Board.
- b. To appear on the ballot, candidates must officially declare for candidacy by submitting the required documents to the Office of Student Life by the deadline established by the Elections Committee.
- c. Eligibility will be confirmed of all candidates and candidates will be notified if they do not meet requirements.

- d. Candidates may change the position for which they are running no later than the date specified by the Elections Committee.
- e. Candidates for elected offices are required to attend an information session hosted by the Elections Committee to be eligible to run for office.

Section Fourteen. Campaigning

- a. Campaigning is considered any public printed, electronic or verbal communication advocating a particular candidate.
- b. Campaigning shall be in accordance with deadlines and rules established by the Elections Committee.

Section Fifteen. Campaign Materials

- a. All candidates participating in the ASCC Elections must have all campaign material submitted to the ASCC Elections Committee prior to posting. All postings must follow the University posting policy.
- b. No campaign materials may be placed on building exteriors, light poles, trees or automobiles.
- c. No chalking shall be permitted.
- d. No negative campaigning
- e. No candidate or affiliate shall remove or deface the campaign materials of another candidate.
- f. Only the members of the Elections Committee shall remove illegal campaign materials.
- g. Campaigning may not include the use of Benny the Beaver, OSU-Cascades or OSU logos or symbols or any pictures that may be perceived as an endorsement by the University.
- h. All candidates and campaigns shall comply with libel and slander laws.
- i. All materials must be removed by the candidate 24 hours after the voting closes
- j. Candidates may table around campus

Section Sixteen. Campaign Locations

- a. Campaigning in University Housing and Dining establishments is at the discretion of that organization's policy as follows.

1. *Advertisements in non-common areas and non-dining areas must meet the following requirements to be considered for UHDS distribution:*
 - a. *Advertisements must be submitted by, and in promotion of events affiliated with, OSU departments and registered student organizations.*
 - b. *Must not be misleading, fraudulent, or promoting an illegal activity.*
 - c. *Must not be used for any purpose that would be in direct competition with fee-based services of University Housing & Dining Services.*
 - d. *Must contain the name of the sponsoring organization, name of the president (or other leader or contact person), and a current phone number or email address.*
 - e. *Must have pertinent information (i.e., dates, times, contacts, etc.) written in English, or in the case of foreign language exists, must be accompanied by an English language translation to ensure communication with the overall University community.*
 - f. *Must include one of the following statements:*
 - i. *For alternative formats or accommodations related to a disability, please contact (sponsoring department/organization contact name) at (phone or email); or*
 - ii. *Accommodation requests related to disability should be made by [specific date] to [sponsoring department/organization contact person, phone number, and email address].*
 - g. *Because Residence Halls are secured as private residences, UHDS community members not residing in the respective facilities in which they wish to advertise must first have their material approved by Heather Holton for distribution.*
 - h. *Advertisements that have not been approved under this policy may be immediately removed and any associated **costs or physical damages will be charged** to those responsible parties. Students or representatives of the advertised organizations may also be referred to Student Conduct for disciplinary action.*
- b. Campaigning in classes and lectures is left to the discretion of the instructor.
- c. The following areas are considered neutral and no campaign materials may be placed therein: all campus restrooms, the Student Life Office and the ASCC office

Section Seventeen. Violations; Appeals

- a. Candidates are responsible for violations committed by their campaign team members.
- b. Major offenses shall include the following:
 - i. Submitting votes for other students
 - ii. Tampering with the electronic election system

- iii. Harassment, intimidation, bribery or fraud with the intent of affecting the election outcome
- iv. Tampering with another campaign's materials
- v. Failing to file required documents on time without an approved extension
- vi. Intentional actions to mislead or obstruct the duties of the Elections Committee
- vii. Failing to comply with the rulings of the Elections Committee
- viii. Exceeding the campaign finance limit
- ix. Promising to hire any student in order to gain support for a campaign
- x. Committing five or more Minor Offenses

1. Minor Offenses are any violations of the Elections rules not specifically stated as a Major Offense.

- c. Alleged violations must be reported to the Elections Committee within one business day of the offense occurring.
- d. Once complaint has been filed, the Elections Committee will review the violation and the candidate will be notified of the charges against them.
- e. Candidates accused of committing a major offense will receive a hearing by the Elections Committee. If a hearing overlaps the election day, the election results will not be announced until the results of the hearing are released.
- f. Candidates to whom a violation is issued may appeal. Appeals must be submitted within three working days of receiving the violation notice. The Associate Director of Student Success will review the appeal and make a decision within two business days of the appeal. The Associate Director of Student Success shall have the authority to convene a committee to hear the appeal & make a decision. The Associate Director of Student Success shall have authority to determine membership of such a committee.
- g. The Election Committee may disqualify a candidate for any Major Offense, gross violations of the University policies or actions that cause harm to the student body.

Section Eighteen. Campaign Funding

- a. All campaigns are limited to \$100 for each individual regardless of the office. This includes “in-kind” donations.
- b. There shall be no limitation on the proportion of funding to come from student or personal contributions as long as the contributions do not exceed \$100
- c. Students may apply for an Elections Scholarship
 - i. Students must submit the proper forms to the Elections Committee
 - ii. The Elections Committee will notify the student within one week if they were selected to receive the funding.

Section Nineteen. Elections Scholarship Fund

- a. The Elections Committee shall set aside up to \$500 to distribute to students with low income backgrounds in support of campaigning.
- b. The amount distributed to individual students shall not exceed 50% of elections cap.
- c. Students must submit the required documents to the Elections Committee to be eligible to apply for the Scholarship. These documents will be provided to students in the Elections Committee Packet.

Section Twenty. Financial Statements

- a. Financial statements must include the following:
 - i. An itemized list of all expenditures
 - ii. A detailed list of all Contributions including identification and contact information for donors.
- b. Financial Statements shall be due according to the timeline set by the Elections Committee.

Section Twenty-One. Ethics

- a. At all times, candidates shall conduct themselves with the highest degree of moral fortitude including, but not limited to, not omitting information, not making false accusations and not lying.

Article VI. ASCC Executive Board Officer Selection

Section One. Application for Selection

- a. All eligible students interested in applying for a position with the ASCC Executive Board must submit an application packet by the deadline specified by the Selection Committee.

- b. To be considered complete, the application packet must include:
 - i. Completed & Signed Application form
 - ii. Resume
 - iii. Cover Letter
 - iv. Two letters of recommendation
- c. After applicants have submitted their applications, the Selection Committee will verify the individuals meet the eligibility for ASCC Executive Board as outlined in the ASCC Bylaws & ASCC Constitution.
- d. The Selection Committee will then review eligible applications and select individuals for interviews.
- e. The Selection Committee will deliberate and select one or two final applicants which will be approved by a 50% plus one (1) majority vote of the selection committee.
- f. Following reference checks, the Selection Committee will then vote to approve the applicant for hire following a 50% plus one (1) majority vote by the Selection Committee.

Section Two. Selection Committee

- a. The Selection Committee shall be composed of no more than seven (7) individuals.
 - i. Up to three (3) of these may be outgoing ASCC Executive Board members
 - ii. Up to three (3) of these may be incoming elected ASCC Executive Board members.
 - iii. Other students from the general student body and SFC may sit on the committee as needed.
 - iv. The Assistant Director of Student Life may sit on this committee but will not hold a vote.

Article VII. Internal/External Relationships

Section One. Definitions

- a. Internal Relationships shall be those relationships with entities that are considered part of Oregon State University-Cascades.

- b. External Relationships shall be those relationships with entities that are not considered part of Oregon State University-Cascades.

Section Two. Internal Relationships

a. *Student Fee Committee*

- i. The Student Fee Committee (SFC) is a sub-committee of the ASCC and is responsible for allocating the OSU-Cascades student fee under university guidelines.
- ii. The annual fee allocations or fee changes must be approved by the ASCC Executive Board and University officials.
- iii. The ASCC shall recognize the SFC as a separate governing branch of the study body whose duties and procedures are outlined in a distinct governing document that must be approved by the ASCC Executive Board.
- iv. The chair of the SFC shall be the ASCC Vice-President.

Section Three. External Relationships

a. *Oregon Student Association*

- i. The Oregon Student Association (OSA) is a statewide advocacy and organizing non-profit, that was established in 1975 to represent, serve, and protect the collective interests of students in postsecondary education in Oregon.
- ii. ASCC is a member of OSA and is responsible for sending up to two (2) representatives of the ASCC to serve as members of the OSA Board of Directors as well as providing the standard funding allocation determined by OSA and approved by the OSU-Cascades SFC, to OSA as funding to support OSA operations.

Article VIII. Distribution, Revision & Suspension of the By-Laws

Section 1. Distribution

- a. A copy of the current ASCC Constitution and Bylaws shall be placed in the hands of each member of the Executive Board, the SFC and the ASCC Advisor.
- b. The current version of the Constitution and Bylaws shall be made available on the ASCC website.
- c. Copies of the Constitution and By-laws shall be distributed to the Vice-President of OSU-Cascades and the Director of Student Life.

- d. The current copy of the Constitution and By-laws shall be placed on file in the ASCC Office.
 - i. Old Constitution and By-laws must be retained for at least five (5) years.

Section 2. Revision

- a. The ASCC Executive Board shall have the power to propose revisions to these By-laws.
- b. Proposed revisions shall be adopted by a 50% plus one (1) majority vote of the Student Fee Committee and a 50% plus one (1) majority vote of the ASCC Executive Board.

Section 3. Suspension

- a. A motion to suspend all or a portion of these By-laws is in order at any meeting of the ASCC Executive Board. The Executive Board may make a recommendation to suspend these By-laws only by unanimous consent of all voting members present. The recommendation then must be approved by a 50% plus one (1) majority vote of the SFC