

# **Bylaws of the ASGCCC Constitution**

Adopted May 8, 2019

## **SECTION I – IMPLEMENTATION, ADOPTION AND REPEAL OF BYLAWS**

- A. The Bylaws shall be the means whereby the precepts of the Constitution are outlined.
- B. All bylaws are subject to revision at any time deemed necessary and shall be subject to the approval of the ASGCCC.
- C. In order to be passed, the bylaws must be approved by a  $\frac{3}{4}$  vote of the ASGCCC.
- D. Voting members include Elected Officials, selected Chairs and Officers. Once a bylaw is passed, it shall take effect immediately.

## **SECTION II – SELECTION OF NON-ELECTED MEMBERS**

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

## **SECTION III – APPLICANT QUALIFICATION**

- A. Enrolled students may submit an unofficial transcript.

## **SECTION IV – TERMS OF OFFICE**

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

## **SECTION V – STUDENT BODY OFFICE ELIGIBILITY EXCEPTION**

- A. Due to conflict of interest, no member of a Clackamas Community College classified staff bargaining unit, faculty bargaining unit, supervisor, administrator, classified, or confidential employee shall be allowed to run for or hold any student body office.
- B. Any person running for an elected position must hold a cumulative GPA of 2.75 or better and must be enrolled in a minimum of 4 credits at Clackamas Community College for the term that the elections take place.
- C. Any person running must have served at least one term on ASGCCC or currently be a member in order to run for position.
- D. In the event that no qualified candidate is elected ASG President and/or Vice President, an appointment process will be executed to fill the position of ASG President and/or Vice President before the end of spring term.

## **SECTION VI – MEETINGS AND COMMITTEES**

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

## **SECTION VII – DUTIES AND RESPONSIBILITIES OF CHAIRS**

- A. Chairs are required to work five scheduled office hours per week. They are also required to work ten additional hours per week towards ASGCCC's goals.

## **SECTION VIII – DUTIES AND RESPONSIBILITIES OF OFFICERS**

- A. Specific duties shall be outlined in position descriptions developed according to ASGCCC's goals for the year. Officers shall work to achieve the goals and complete the tasks which their director sets as priorities based on ASGCCC's goals for the year.
- B. Officers are required to work five scheduled office hours per week. They are also required to work five additional hours per week towards ASGCCC's goals.

## **SECTION IX – DUTIES AND RESPONSIBILITIES OF SENATORS**

- A. Senators are ex-officio members of Student Government. They may fully participate in any committee, but are not voting members at the ASGCCC meetings.
- B. Senators are required to work five scheduled office hours per week to work towards ASGCCC's goals.

## **SECTION X – ELECTIONS PROCEDURES**

### A. Elections Committee:

1. The Vice President will act as Elections Chair. In the event that the current Vice President is running for an elected position, the President, with consultation of a Student Life representative, will appoint an Elections Chair.
2. The Elections Chair shall establish an Elections Committee. The Elections Committee shall assist the Elections Chair during the elections process.
3. No person running for office or working on a candidate's campaign may be a member of the Elections Committee.

### B. Elections Timeline:

1. The candidate application will be available Week 10 of Winter Term and the deadline to submit an application will be week 1 of Spring Term.
2. The nomination petitions shall be due Thursday of week 2.
3. The elections shall occur Week 5 of Spring Term and close Friday at 4:00 p.m.

### C. Briefing:

1. After the candidate application deadline, the Elections Chair shall hold an election briefing to inform all applicants on the elections code and elections procedures.
2. The Elections Chair shall debrief the pertinent bylaw sections with the applicants.
3. The Elections Chair must make a reasonable attempt to inform candidates of any changes made to the bylaws which will go into effect prior to the announcement of the winners.

### D. Voting:

1. At least one polling place shall be open to voters a minimum of eight hours per day for Week 5 of Spring Term and shall be under the supervision of the Student Life and Leadership office

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

## **SECTION XI – ELECTIONS CODE**

- A. Nomination Petition/Candidate Status
  - 1. Each applicant is required to submit a nomination petition containing 100 current ASCCC signatures.
  - 2. The nomination petition must be an official ASGCCC elections form.
  - 3. Upon the submission and validation of the nomination petition applicants become official candidates for ASGCCC elected offices and may begin campaigning as such.
  - 4. Nomination signatures collected prior to the elections briefing shall be declared null and void.
- B. Campaigning
  - 1. Persons running for President and Vice President must campaign individually and publicity must be of an individual nature.
  - 2. It is the responsibility of each candidate to be aware of campaign material that is being circulated on their behalf.
  - 3. Candidates must be aware of anyone who is representing their campaign and, in turn, are responsible for monitoring their actions.
    - a. If the candidate believes anyone associated with their campaign is practicing activity that is deviant from election policies, they are to immediately report the individual to the Elections Committee.
    - b. Candidates are responsible for the actions of their campaigners.
- C. Advertising Supplies
  - 1. Campaign signs meeting the following criteria may be used after obtaining the permission of Campus Services (The Grounds Committee):
    - a. Stake size: ¾” by 2” by 36”
    - b. Campaign signs are not permitted in the lawns but may be placed in raised shrub areas.
    - c. Stakes must be placed as close as possible to the concrete edge.

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

## **SECTION XII – ELECTIONS CHALLENGE PROCESS**

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

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

### **SECTION XIII – PRESIDENT AND VICE PRESIDENT-ELECT**

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

### **SECTION XIV – PRESIDENTIAL AND/OR VICE PRESIDENTIAL APPOINTMENT COMMITTEE (PVPAC)**

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

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

#### **SECTION XV - TERMINATION FROM OFFICE APPEALS PROCEDURE**

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