



Associated Student Government

Revised 2019

The mission of the Associated Students of Mt. Hood Community College (ASMHCC) is to provide the students of Mt. Hood Community College (MHCC) with visible representation. The Associated Student Government (ASG) to promote growth in Co-Curricular programs and provide activities for the campus community.

We, the ASG, represent the opinions and interests of the student body by providing communication and engagement between ASMHCC and administration, representing the student voice in policymaking levels of the College, enhancing the educational, cultural, and social experience of the students, promoting student success in and outside the classroom, and advocating for the general welfare of the diverse community of MHCC.

PREAMBLE

WHEREIN, The Articles of the Constitution for the ASMHCC require clarification and direction, and **WHEREAS**, the Articles of the Constitution for the ASMHCC require regulation and delineation: BE IT KNOWN THEREFORE, that we the members of the ASMHCC do hereby sustain the following By-Laws.

ARTICLE I: OBJECTIVES OF ASSOCIATED STUDENT GOVERNMENT

SECTION I: OBJECTIVES

- A. To express the opinions of the student body while representing the interests of the community and the College.
- B. To provide communication and interaction between the MHCC leaders and administration while allowing participation at the academic and policy-making levels of the College.

SECTION II: MEMBERSHIP OF ASMHCC

- A. Membership in ASMHCC shall be comprised of students currently registered at MHCC who have paid the required student fees.
- B. All registered students of MHCC will be represented by ASG.

SECTION III: ELIGIBILITY OF ASG MEMBERSHIP

Associated Student Government

Revised 2019

- A. Candidates seeking elected or appointed ASG positions must meet the requirements of a 2.5 cumulative and term GPA and must have and maintain a six (6) credit hour course.
- B. A student holding an elected or appointed position within ASG whose cumulative or term GPA drops below a 2.5 or fails to maintain a six (6) credit hour course load shall automatically be notified of ineligibility.

SECTION IV: REQUIREMENTS FOR OFFICE

A. GENERAL REQUIREMENTS

Each officer of ASG shall:

- 1. Serve as a voting member of the ASG with voting rights and privileges (the Administrative Assistant shall serve as a non-voting member).
- 2. Support student rights, freedoms, and responsibilities by effectively representing all students of MHCC.
- 3. Support ASG initiatives, events, projects and activities.
- 4. Uphold the by-laws of the ASMHCC and support action items as approved by the ASG.
- 5. Maintain at least twelve (12) office hours per week as directed by the ASG President or the ASG Advisor(s), unless otherwise directed.
- 6. Maintain term and cumulative GPA of 2.5.
- 7. Serve on at least one college or ad-hoc committee to represent student needs.
- 8. Meet weekly with the ASG President and the advisor(s) of the ASG.
- 9. Serve one hour in Barney's Pantry per week.
- 10. Maintain detailed electronic records and files of all activities and events.
- 11. Attend all regular meetings, leadership training and orientation sessions.
- 12. Maintain satisfactory academic progress as defined in the standard operating procedures.
- 13. Shall teach, guide and model exemplary behavior for students on campus.
- 14. Shall encourage fellow student leaders to take responsibility for their ideas and actions by sharing comprehensive leadership principles and techniques.
- 15. Perform other duties as assigned by the ASG President or ASG advisor(s).

Associated Student Government

Revised 2019

B. Excused Absence Requirements:

1. Allowed one (1) excused absence from ASG and Student Activities (SA) meetings per academic term.
2. Two (2) excused absences, or one (1) unexcused absence per term will bring the ASG member under Disciplinary Committee review, resulting in possible disciplinary action and termination.
3. Members seeking to be excused from the meeting shall inform the President or the respective Chair, or Co-Chair no later than four (4) hours before the meeting.

ARTICLE II: TERMS OF OFFICE

SECTION I:

- A. Elected ASG officers shall hold office from the end of Spring term in which they are elected until the end of the following Spring term. If the positions become vacant midyear, they will be filled in accordance with Bylaws.
- B. ASG Representatives (Rep) and Coordinators will be selected by the Hiring Committee during Spring term and will serve from the beginning of Fall term to the end of the following Spring term.
- C. Vacated or unfilled ASG positions shall be filled at the discretion of the Hiring Committee. The Hiring Committee will consist of the ASG President Elect, ASG Vice President Elect, ASG Representatives and Student Life staff.
- D. No elected or appointed member of the ASG shall serve in ASG for more than **nine (9)** consecutive academic terms, excluding summer term.
- E. If an ASG elected or appointed member resigns or is terminated, may not reapply for a hired position or run for an elected position within the same academic year of their resignation or termination.
- F. ASG members are NOT allowed to hold or run for any other position within Student Life or Clubs and Organizations.

SECTION II: ADVISOR TO THE ASSOCIATION

The advisor to the Association shall be the Director of Student Life and Civic Engagement, or their designee. The advisor shall be a non-voting member with privileges as a voting member of all groups and committees to the Association and its chartered groups. The advisor may execute business within reasonable means during the summer without the presence of the ASG.

Associated Student Government

Revised 2019

ARTICLE III: RECOGNITION

SECTION I: BOARD OF EDUCATION RECOGNITION

- A. Official recognition of the Association by the Board of Education of the College provides the Association with the power and opportunity to utilize the name of the College as an official part of its title and as an official part of the title of each chartered student group; it also provides the same groups the privilege to utilize the College facilities.

SECTION II: RECOGNITION OF SUBSIDIARY GROUPS

- A. Clubs, organizations, and any other subsidiary group may receive recognition by petitioning the ASG for a charter (see By-Laws).
- B. STUDENT ACTIVITIES PURPOSE**
1. Develop a broad campus programming plan that includes events intending to create awareness around cultural, diversity, inclusion issues, health and wellness, social integration, acknowledging award recipients, or topics as determined by the student activities.
 2. Communicate with campus departments integral to successful events.
 3. Promote events broadly by utilizing current promotions techniques and creating new methods.
 4. Carry out directives of the ASG.
- C. STUDENT ACTIVITIES MEMBERSHIP**
1. The Student Activities shall consist of the Student Activities Coordinator serving as Chair, and approved Event Coordinators.
 2. The Student Activities may include the following:
 - a. Health and Recreation Events Coordinator
 - b. Arts and Entertainment Events Coordinator
 - c. Current Issues Events Coordinator
 - d. Special Events Coordinator
 - e. Graphic Design and Promotion Coordinator

Associated Student Government

Revised 2019

ARTICLE IV: POWER AND AUTHORITY

The ultimate power and authority of ASMHCC as a body, are delegated to the ASG under the articles of the Constitution. The guidance and continuity of ASG shall be the responsibility of non-voting staff and administrative advisors within Office of Student Life and Civic Engagement.

ARTICLE V: STUDENT RIGHTS

The rights of MHCC students shall consist of the following:

- a. The right to attend any ASMHCC sponsored meeting with the exception of those meetings declared as closed door under the Oregon Open and Public Meetings Law.
- b. The right of any MHCC student to present a legitimate matter before the ASG as per rules and procedures.
- c. The right to request for inspection of any minutes, and a listing of budgets and transactions of the ASG at a reasonable time and under reasonable circumstances during regular business hours, through the Office of Student Life and Civic Engagement.
- d.
- e. The right to vote in all general elections which are conducted by ASG.
- f. The right to participate in all student programs and activities sponsored by ASG.
- g. The right to become a candidate for any office in ASG after meeting qualifications.
- h. The right to Due Process with ASG Committee.
- i. Additional rights as stipulated in the Student Life Policies and Procedures.

All ASG members and any other student leader must sign the Student Life and Leadership academic and behavior agreement if they are selected/elected for a position.

ARTICLE VI: FINANCES

SECTION I: FINANCIAL PRACTICES OF THE ASSOCIATION

- A. Dues in the Association are incorporated in the fee structure of the College as outlined in the current College catalogue and as specified in the Association's budget document.

Associated Student Government

Revised 2019

- B. ASG and its chartered groups shall use the depository and accounting services of the College Business Office and the procedure prescribed by the MHCC Business Manager.
- C. After fixed costs are subtracted from the student fees, the student fee shall be divided, as prescribed by the Board of Education, between co-curricular and the athletic programs.
- D. If the co-curricular or athletic programs generate a negative balance, the deficient program will be responsible for making up the negative balance from their next years' budget allocation. The negative balance will be the sole responsibility of the deficit spending program.
- E. All carry over funds from the co-curricular or athletic programs shall roll over into the respective programs budget at the beginning of each new fiscal year. The contingency line in fixed costs shall be the only funds that will not be subject to this provision.
- F. If a MHCC Club has been inactive for two years, the said club becomes inactive and its account shall be closed and the funds shall be moved into The Clubs and Organizations account to use for club development and operations purposes.

SECTION II. BUDGET PROCESS

- A. The outgoing ASG is responsible for setting the upcoming year's budget and educating students in an open budget forum.
- B. The outgoing ASG must post a completed budget proposal for 10 business days. The outgoing ASG shall host an open budget forum for students at the end of the 10 business days.
- C. The outgoing ASG shall be present at the open budget forum to respond to questions regarding the budget and allocation of resources. Members of the ASG shall take the student input received into consideration, make any necessary adjustments, and approve the finalized budget.
- D. The outgoing ASG will educate and present the completed budget to the incoming ASG.
- E. At the close of each fiscal year, all ASG and SA accounts shall be balanced to zero and all excess finances shall be moved into the account marked contingency.
- F. In early October, the ASG Finance Affairs Rep shall forward the budget worksheet to all co-curricular student representatives and their advisors. Included will be a schedule of the Finance Council meetings, forums, and adoption dates projected by the Director of Student Life and Civic Engagement.
- G. The ASG shall have the authority to amend the budget prior to approval.
- H. If the ASG denies the budget it will immediately go to the Finance Council for revision and resubmission.

Associated Student Government

Revised 2019

- I. If the ASG approves the budget it will immediately move to the Board of Education for review and approval.
- J. In early January, the Director of Student Life and Civic Engagement will receive the projected income for the ensuing year and will provide it to the ASG Financial Affairs Rep and the Finance Council.
- K. In late January, all budget requests shall be submitted.
- L. In February, the Finance Council will meet to consider and adopt initial budget figures and projected revenue and expenses.

The final budget shall be forwarded to the Executive Dean for Student Development for endorsement, to the MHCC Business Office for proofreading, and to the MHCC Board of Education for final approval.

SECTION III: FUNDING REQUESTS

- A. All groups or organizations requesting funds from the ASG shall fill out a written request, hereby referred to as "Funding Requests," to be given to the ASG Financial Affairs Rep. Funding requests must be organized in a manner approved by the ASG Financial Affairs Rep and the Office of Student Life and Civic Engagement.
- B. A Funding Request for ASG must be presented to the ASG Financial Affairs Rep a minimum of four (4) weeks before the event date.
- C. Upon receipt of the Funding Request, the ASG Financial Affairs Rep shall follow the processing procedure below:
 1. Review the request.
 2. Electronically log the request.
 3. Bring the request to ASG for presentation and approval.
 4. If the funding request is approved by ASG, the ASG Financial Affairs Rep shall sign the request and shall forward the completed paperwork to Student Life Program Assistant for processing and transfer.
- D. **FUNDING REQUEST PROCESS FOR STUDENT ORGANIZATIONS COUNCIL (SOC)**
 1. A Funding Request for SOC must be presented to the Clubs and Organizations Coordinator at a minimum of four (4) weeks before the event date. If Clubs and Organizations are seeking funds from both SOC and ASG, the Funding Request must be presented to the ASG Financial Affairs Rep at a minimum of five (5) weeks before the event date.
 2. The maximum approved amount for SOC is set at five hundred dollars (\$500) per request.

Associated Student Government

Revised 2019

3. Upon receipt of the Funding Request, the Clubs and Organizations Coordinator shall follow the processing procedure below:
 - a) Review the request.
 - b) Electronically log the request.
 - c) Bring the request to SOC for presentation and approval.
 - d) If the Funding Request is passed by SOC, the Clubs and Organizations Coordinator shall sign and forwards the Funding Request to the ASG Financial Affairs Rep who shall forward the completed paperwork to the Student Life Program Assistant for processing and transfer.

E. RULES FOR STUDENT FEE ALLOCATION

Student Fee money allocated through the funding request process shall not:

1. Directly support academic programs.
2. Fund anything prohibited in Board Regulations, Policies, or the Student Code of Conduct.
3. Directly fund activities, goods, events, or services for which fees are charged to the Student Body.
4. Fund activities which are not open to the entire Student Body. This provision can be superseded by a "Motion to Suspend the Rules"; however, the motion is debatable and must be approved with a two third (2/3) majority vote in order to pass.
5. Be used to fund any faculty or staff who is not an advisor to the club or perform advisory role for the club or organization.

ARTICLE VII: GOVERNING ASG

SECTION I:

- A. The ASG is a single legislative and Executive body which is charged with the responsibility of administering programs and funds in compliance with the rules and regulations prescribed by the Community College Board of Education and the State of Oregon.
- B. The ASG President, or their designee shall preside over all regularly scheduled meetings of the organization.

Associated Student Government

Revised 2019

SECTION II: ASG POSITIONS COMPOSTION

- A. The ASG officers shall be comprised of:
1. ASG President
 2. Vice President
 3. Community Affairs and Outreach Representative
 4. Financial Affairs Representative
 5. Campus Safety and Sustainability Representative
 6. Legislative Affairs Representative
 7. Diversity, Equity and Inclusion Representative
 8. Campus Affairs Representative
 9. Academic Affairs Representative
 10. Communication and Media Affairs Representative
 11. Clubs and Organizations Coordinator
 12. Student Activities Coordinator
 13. Maywood Campus Representative
 14. Bruning Center Representative
- B. Positions should be reviewed annually to ensure relevancy and alignment with the ASG and college mission.
- C. All students of MHCC, upon paying student fees services and activities fees shall be members of the ASMHCC.
- D. The ASG shall be comprised of the President, Vice President and 10 student representatives and 2 student coordinators all with voting rights. They shall serve as the official voting body for the ASG. The ASG may appoint a non-voting Administrative Assistant to serve the organization and assist with minutes, agendas, and other duties as assigned.
- E. The ASG President is the chair of ASG and only votes to break a tie.
- F. With the adoption of 2017 Oregon House Bill 2666, the ASMHCC ASG will have the autonomy and a significant responsibility to manage student fees, raise fees, or create mandatory student initiated fees as prescribed in Oregon House Bill 2666. Raising or creating a fee shall require a two thirds (2/3) vote from the ASG members.
- G. The ASG advisor will be the Director of Student Life and Civic Engagement and/or their designee.
- H. During the academic year, the ASG shall hold a weekly meeting on such day and at such place as shall be determined by the elected officers. It may hold other meetings at the discretion of the President or as the officers may desire. In the event that unusual conditions prevent a weekly meeting, the ASG may hold a minimum of two meetings per

Associated Student Government

Revised 2019

month. A special meeting can be called by any member of the ASG. Written notice must be posted twenty four (24) hours prior to the scheduled meeting.

- I. All ASG meetings and discussions must be open to any member of the ASMHCC. However, the ASG reserves the right to hold an executive session during official session to discuss confidential or personnel matters.
- J. An academic and behavior agreement shall be signed by each member of the ASG and SA prior to the fall term or prior to the member taking office.
- K. The tenure of office for members of the ASG shall be one academic year beginning July 1st and ending June 30th of the respective academic year.
- L. ASG and SA Officers are required to attend required leadership development trainings, conferences and meetings that The Office of Student Life and Civic Engagement advisors put in place for the purpose to develop ASG and SA student leaders.
- M. All ASG and SA officers shall be required to take the leadership class (ED. 120, 121, 122).

ARTICLE VIII: OFFICE HOURS FOR ASG MEMBERS

Fall, Winter and Spring Terms Office Hours:

- A. ASG and SA members must post and declare their weekly office hours (*minimum of 12 per week*).
- B. The ASG President and Vice President shall do 20 and 15 weekly office hours respectively
- C. Office hours must be done from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Summer Term Office Hours:

ASG President, Vice President, and Student Activities Coordinator are required to do summer officer hours determined by the Director of Student Life and Civic Engagement.

ARTICLE IX: ASG STANDING COMMITTEES & COUNCIL

SECTION I: STUDENT ORGANIZATION COUNCIL PURPOSE

- A. Stimulate and support programs and functions for student clubs.
- B. Foster collaboration and communication with student clubs.
- C. Allocate funding for student club sponsored events.

Associated Student Government

Revised 2019

MEMBERSHIP

- A. The chair of SOC is The Clubs & Organizations Coordinator.
- B. SOC is composed of the club representatives from active clubs at MHCC.
- C. Club advisors are non-voting members of the SOC.
- D. For just cause, the SOC may probate, suspend or recommend to the ASG, termination of any club.
- E. Any student club or organization not in attendance of the SOC meetings, or fulfilling the requirements for a charter, for a period of three academic terms, excluding summer, shall have their charter revoked.

COUNCIL MEETINGS

- A. SOC will abide by the ASMHCC Constitution, Bylaws, Student Code of Conduct, Board of Education Policies, MHCC Policies, Clubs & Organizations Policy & Procedures, and the Student Life Policy and Procedures.
- B. SOC will hold weekly meetings during Fall, Winter and Spring terms.
- C. Any financial proposal must be passed by a majority of active clubs present at the meeting.
- D. SOC will be responsible for the manner of which a meeting is run and unless otherwise decided and will follow modified parliamentary procedures.
- E. SOC will discuss matters concerning new club proposals, one-time funding, and club policies. Issues regarding protocol and/or other concerns will be presented in session.

SECTION II: FINANCE COUNCIL

- A. The Finance Council shall be comprised of a representative of Co-Curricular programs and Athletics receiving funding, ASG President, ASG Vice President, appointed faculty and athletics staff, and shall be chaired by Financial Affairs Rep.
- B. The Finance Council shall recommend annual co-curricular and athletics budgets to ASG for approval.
- C. The Finance Council shall foster communication and collaboration between ASG, athletic program coordinators, co-curricular program coordinators, and the MHCC administration regarding student fees.

SECTION III: ELECTION LOGISTIC COMMITTEE

Associated Student Government

Revised 2019

- A. The Elections Logistics Committee shall consist of all current ASG members who are not running for an office position.
- B. The Elections Logistics Committee is responsible for the publicity and promotion of the elections, including recruitment of candidates, candidate interactions, and voting information. They will help schedule “Meet the Candidates”, Candidate Presentations and set-up and tear down of all campus voting stations.
- C. The Election Logistics Committee will be available to answer, help and support all candidates throughout the elections and voting process.
- D. The Office of Student Life and Civic Engagement may hire outside ASG members to assist at elections.
- E. The Election Logistics Committee shall be responsible for all election proceedings and the implementation of established election protocols in the election Handbook.

SECTION VI: DISCIPLINARY COMMITTEE

- A. The Disciplinary Committee shall be made up of four (4) members consisting of two (2) ASG members, one (1) SA member, one (1) student at large and a conduct officer.
- B. The Disciplinary Committee shall convene when a complaint or charge is brought forward requiring due process within ASG and or SA.
- C. Official written grievance statements shall be filed with the Director of Student Life and Civic Engagement.
- D. The Disciplinary Committee must address grievance statements within 10 business days of receiving them by holding a special hearing. This hearing is to evaluate the grievance statement.
- E. The Disciplinary Committee needs a three fourths (3/4) majority of a written ballot vote to make a decision. A record including documentation and voting record will be kept for four (4) years.
- F. The Student Life advisor, and the faculty/staff member shall not have voting rights on this committee.

SECTION VII: CONSTITUTIONS AND BYLAWS AMMENDEMENT COMMITTEE:

- A. The Constitution and Bylaws Amendment Committee is responsible for reviewing the constitution and by-laws.
- B. They will also review job descriptions, applicable charters or documents under the purview of the ASG and SA. The Vice President will serve as the chairperson for this committee.

Associated Student Government

Revised 2019

- C. This committee will draft changes or additions to the Constitution and or Bylaws and research them for legality.
- D. ASG may call for a Constitution and Bylaws Amendment Committee meeting as needed.
- E. Constitutional amendments may consist of an addition, deletion, or revision.
- F. Amendments to this Constitution must be drafted, researched for legality and presented to ASG.
- G. Ratification of the proposed amendment will require a two thirds (2/3) approval of ASG members voting.
- H. This process must all take place within the same academic year the amendment(s) is initiated.

ARTICLE X: ELECTIONS

SECTION I: PROCEDURE FOR APPOINTMENT /ELECTIONS

- A. Elections shall be held during Spring term for designated ASG positions for the following year. The specific times, places, and manners of holding an election or selection for all officers shall be outlined in the Elections or Selections Guidelines Packet.
- B. Once elected/appointed the outgoing ASG President will administer the oath of office to the new ASG President. The newly elected ASG President will administer the oath to the newly appointed Officers.
- C. If an incoming ASG member does not maintain a required GPA or successfully complete 6 credit hours at the end of the term they were elected/selected, they forfeit their position with no appeal process.
- D. Outgoing ASG/SA officers are required to provide a month training to incoming officers.

SECTION II: ELECTION LOGISTICS COMMITTEE AND DUTIES

- A. ASG officers/members shall be responsible for annual student elections.
- B. ASG shall select the Elections Committee members that shall be responsible for all election proceedings and the implementation of established election protocols in the election Handbook and shall be supervised by the Director of Student Life and Civic Engagement or their designee during the elections process.

Associated Student Government

Revised 2019

- C. An election shall be held during the Spring Term. The Elections Committee shall be in place by the 5th week of winter term. Any vacancies shall be filled as soon as possible by the Student Life and Civic Engagement staff.
- D. Student Life and Civic Engagement staff shall have the right to hire additional non-ASG members to assist during elections if needed.
- E. Non ASG members assisting during elections shall be compensated a stipend of up to six hundred dollars (\$600.00). All compensation will be based on performance and will be awarded according to final approval by the ASG.

SECTION III: OATH OF OFFICE

I, (state your name), do solemnly swear to uphold the Constitution and Bylaws of the Associated Students of Mt. Hood Community College, promote the welfare of the student body and execute my duties to the best of my ability.

SECTION IV: CENSURE OR IMPEACHMENT

- A. Official written grievance statements shall be filed with the Director of Student Life and Civic Engagement.
- B. The Disciplinary Committee must address grievance statements within 10 business days of receiving them by holding a special hearing. This hearing is to evaluate the grievance statement.
- C. The Disciplinary Committee needs a three fourths (3/4) majority of a written ballot vote to make a decision. A record including documentation and voting record will be kept for four years.

SECTION V: APPEAL PROCESS

- A. The Censured or Impeached ASG Member or the accuser may appeal the Disciplinary Committee's decision to the Disciplinary Committee.
- B. The ASG Disciplinary Committee is chaired by the designated ASG member.
- C. It is the job of the committee to review all documents of the hearing to find out the reasons for the decision.
- D. The chair has 10 business days from when the written appeal was received to hold the Disciplinary Committee hearing.

Associated Student Government

Revised 2019

- E. There needs to be a three fourth (3/4) majority of the written ballot vote to reverse or alter the Disciplinary Committee hearing decision.
- F. The decision of the Disciplinary Committee is final.
- G. There will be a record of the voting kept within the case file.

SECTION VI: OVERSIGHT

- A. Any decisions made by a committee that may conflict with MHCC policies and or any laws and regulations can be vetoed by the Student Life and Civic Engagement staff.
- B. If a veto is conducted, the issue shall be brought before ASG at the next regular meeting to be discussed.
- C. A veto can be overturned by a majority vote of the ASG if the decision of the Student Life and Civic Engagement staff conflicts with ASG Bylaws.
- A. Outgoing ASG/SA officers are required to provide a month training to incoming officers.

ARTICLE XI: SUCCESSION

SECTION I: SUCCESSION PROTOCOL

- A. In the case that the ASG President leaves office, or is temporarily unable to discharge the powers and duties of said office, the Vice President shall assume the Office of President.
- B. When the position of the Vice President is vacant, the Clubs and Organization Rep Coordinator shall temporarily assume the position and duties of the Vice President, then a Student Body Election will be called immediately. The only exception to this happens during Spring term. In that case, the President will temporarily appoint someone to the position.
- C. When any other ASG position is vacated, The ASG shall notify the student body by posting/advertising the open position for 10 business days prior to the appointment. Applicants must meet all requirements as outlined in these Bylaws.
- D. The current ASG members shall have the power to conduct an interview and make appoints to fill the position.
- E. Appointed officers shall serve for the duration of the original term, or until the selected officer may return to office.

ARTICLE XII: PRIZES, GIFTS & SERVICES

All ASG Officers and members of Student Life and Civic Engagement are ineligible to receive any monies, prizes, gifts or services that are donated or purchased for

Associated Student Government

Revised 2019

giveaways at ASG events **except** The Office of Student Life and Civic Engagement sponsored events. This excludes perishable food items or Student Life Conferences.

ARTICLE XIII: STUDENT CLUB AND ORGANIZATION CHARTERS

SECTION I: ELIGIBILITY

- A.** The ASG may grant a charter to those student groups which organize to complement the established purposes of the ASMHCC.
- B.** Student groups wishing to be chartered by the ASG must have submitted paperwork to the Clubs and Organizations Coordinator prior to proposal to their constitution.
- C.** Student groups wishing to be chartered by the ASG must have the recommendation of the ASG upon acceptance of a proposed constitution. Once chartered a new club shall have immediate voting and funding request rights.
- D.** Each club shall independently or collaborate with other clubs provide at least two on-campus activities per term. Each club must participate in the mandatory Club Fair held during the Fall and Winter terms.
- E.** Each club shall provide a club update form by the end of the third week of each academic term, to the Student Organizations Council via their council representative. Failure to submit a club update form will result in the loss of funding request privileges, access to MHCC meeting places etc. until turned in.
- F.** Each club shall have a representative attend the Student Organizations Council meetings during the course of the school year with a minimum attendance met as outlined in the By-Laws.
- G.** To maintain active club status, all clubs must meet a minimum of three (3) times per academic term (excluding summer term) and advertise meeting times, for example, via Call of Nature News (CNN), Advocate, etc. Each club is required to submit an attendance sheet reflecting active members during club meeting times to the Clubs and Organizations Coordinator at the end of each academic term.
- H.** Club officers shall meet with the Clubs and Organizations Coordinator once per academic term.
- I.** Club officers must attend a club training during the academic school year.
- J.** Clubs must update their constitution once every five (5) years.

SECTION II: SANCTIONS

Associated Student Government

Revised 2019

- A. The ASG may probate, suspend, or terminate the charter status of any student group at the recommendation of the SOC, the Clubs and Organizations Coordinator, or by the Director of Student Life and Civic Engagement or designee.
- B. Any club/organization charter being considered for disciplinary actions must be notified in writing within five (5) business days that they shall have a hearing at the next regularly scheduled SOC meeting.
- C. Notification of any decision affecting the club/organization must be presented in writing to the club/organization President by the Clubs and Organizations Coordinator within one (1) week of the decision.
- D. SOC's decision must be ratified by the ASG at the next regularly scheduled ASG meeting. The ASG decision is final and can override the sanction of the SOC.
- E. Sanctions can include: ban from fundraising activities, club funds being frozen, probation, revoking of charter etc.
- F. For reinstatement, the club/organization must petition the ASG for reinstatement. Reinstatement cannot happen for at least two (2) academic terms after the sanction was placed, excluding summer.

SECTION III: CLUB FUNDS

- A. Clubs that are inactive for a period of two (2) academic years will have funds diverted to the ASG Incentive Account for the good of all students.
- B. After each new club is chartered or reactivated, a sum of fifty dollars (\$50) will be deposited into their account for promotional and marketing supplies. Funding will be taken out of the SOC budget.
- C. Active clubs must submit a Club Update form before requesting funds from the SOC and ASG.

ARTICLE XIV: COMPENSATION OF ASG and SA MEMBERS

- A. ASG and SA members shall receive up to twelve (12) credit tuition waiver for each fall, winter, and spring terms.
- B. The President shall receive four hundred dollars (\$400) monthly in return for hours, duties, and responsibilities required of the positions for Summer, Fall, Winter, and Spring term.
- C. The Vice President shall receive two hundred dollars (\$200) monthly in return for hours, duties, and responsibilities required of the positions for Summer, Fall, Winter, and Spring term.

Associated Student Government

Revised 2019

- D. The Student Activities Coordinator shall receive two hundred dollars (\$200) monthly in return for hours, duties, and responsibilities required of the positions for Summer term.
- E. Tuition waivers will be credited to the students' account in a manner prescribed by the college.

ARTICLE XV: PROBATION

SECTION I: PROBATION GUIDELINES

If a student fails to meet the academic requirements and office responsibilities, they will automatically be placed on probation for the quarter following the failure to meet the requirements. Probation is defined as one academic quarter with the loss of the quarterly stipend and tuition, loss of office responsibilities and privileges.

SECTION II: STUDENT GOVERNMENT PROBATION APPEALS

- A. Any student placed on probation may appeal to the ASG for re-instatement. A hearing will be conducted in an executive session of a regularly scheduled meeting of the ASG to determine if re-instatement status will be granted. The student shall provide the mitigating circumstances during the hearing. The ASG has the authority to grant re-instatement with any parameters including partial tuition waiver, reduced responsibilities or a designated performance contract that the student must fulfill.
- B. Probation may be granted a maximum of one time per academic year for each ASG member. The officer must achieve the appropriate credit load and GPA by the end of the probation period, or they will automatically forfeit their position.
- C. If a student receives a deduction in their mid-term or end of term evaluation, they have the right to appeal to the Director of Student Life and Civic Engagement. Students may only appeal if they provide additional information not included in the original evaluation or feel that they have been treated unfairly by the ASG advisor. The appeal must take place within seven (7) working days of the decision by the ASG advisor and the appeal decision must be provided to the student within five (5) working days.

SECTION III: NON-ACADEMIC REQUIRMENTS FOR TUITION WAIVERS

- A. Any member of the ASG who does not fulfill their duties per the Student Government Officer Academic and Behavior Agreement or engages in a behavior that is unbecoming

Associated Student Government

Revised 2019

of a Student Government officer may be placed on probation by a majority vote of the ASG (in executive session).

- B.** If a violation of student conduct occurs, a student leader may be terminated from office through a discipline hearing conducted by the Student Conduct Officer or their designee.
- C.** In order to receive an in-state tuition waiver, you must be eligible to receive an in-state tuition waiver as per Financial Aid requirement, if a waiver is offered.
- D.** Students not eligible to receive an in-state tuition waiver may be eligible for compensation based on guidelines outlined in the Office of Student Life and Civic Engagement Policies and Procedures manual.
- E.** In order to receive any compensation, the student must meet State of Oregon employment eligibility and Financial Aid requirements.

ARTICLE XVI: DUE PROCESS

SECTION I: DUE PROCESS FOR ASMHCC MEMBER

- A.** Due process will be followed in all matters concerning the discipline of ASMHCC members. This includes a right to a fair hearing with the Disciplinary Committee conducted in a competent manner, this may be a closed meeting upon request. Individuals will be guaranteed the right to be present and given the opportunity to put forward their views at the meeting and any appeals.
- B. Essential elements of procedural due process include:**
 - 1. Adequate notice of the charges or basis of action, (within five (5) business days)
 - 2. An impartial decision maker, (i.e. Disciplinary Committee)
 - 3. An opportunity to make an oral presentation to the Disciplinary Committee.
 - 4. An opportunity to present evidence or witnesses to the Disciplinary Committee.
 - 5. A chance to confront and cross-examine witnesses or evidence used against them.
 - 6. The right to have a representative present the individual's case to the Disciplinary Committee.
 - 7. A decision based on the record with a statement of reasons for the decision by the Disciplinary Committee.

Associated Student Government

Revised 2019

- C. The Disciplinary Committee shall have five (5) business days to respond to any grievance in writing.
- D. If a student is not satisfied with the decision made by the Disciplinary Committee, they may re-appeal their claim in writing to the Director of Student Life and Civic Engagement.

SECTION II: DUE PROCESS FOR ASG and SA MEMBERS

- A. The Disciplinary Committee shall have the ability to impeach or censure any ASG or SA member for malfeasance of office or conduct unbecoming an officer.
- B. Examples of malfeasance shall include, but are not limited to:
Incompetence, negligence, misappropriation of funds including misuse or personal use of ASG funds, violations of the Constitution and Bylaws, engaging in conduct that violates the Student Code of Conduct, flagrant misuse of one's position, and discrimination on the basis of gender identity, race, color, religion, age, national origin, disability, veteran's status or sexual orientation, etc.
- C. No ASG or SA member(s) shall be found guilty without a preponderance of evidence by the Disciplinary Committee.
- D. The decision of the Disciplinary Committee may be appealed.
- E. The Disciplinary Committee shall have jurisdiction to hear all charges of misconduct and malfeasance of office and impose appropriate sanctions against any ASG or SA member(s).
- F. If the Disciplinary Committee finds grounds for censure, impeachment, and/or removal of an ASG or SA member, they shall send the case to ASG for ratification.
- G. Sanctions must follow the Student Code of Conduct.
- H. Sanctions may include but not limited to the following: a written reprimand, censure, obligation to make restitution or reimbursement with liability for all monies paid and spent on behalf of the convicted, forfeiture of stipend/compensation for current term, impeachment and removal from office, recommendations for expulsion from school and/or criminal action.
- I. Any member of ASG or SA who is convicted of a federal or state felony while violating the Student Code of Conduct may be removed from office.

ARTICLE XVII: BYLAWS AMENDMENTS

SECTION I: AMENDEMENT GUIDELINES

- A. Bylaws amendments may consist of an addition, deletion, or revision.

Associated Student Government

Revised 2019

- B. Amendments to the bylaws must be drafted, researched for legality and presented at an ASG meeting by a member of the ASMHCC.
- C. The proposed changes must be posted for a period of ten (10) business days before a ratification a vote may be held.
- D. This process must all take place within the same academic year the amendment(s) is initiated.
- E. Ratification of the proposed amendment to the Bylaws will require a two thirds (2/3) approval of ASG members.

SECTION II: MEETING PROCEDURES

- A. Every member of the ASG shall have a vote unless otherwise specified.
- B. In the event that an ASG member cannot make a meeting, proxy voting is allowed with approval from the ASG President and Advisor.
- C. All motions unless otherwise specified in the by-laws shall require a majority vote to be approved.
- D. If a member of the ASG abstains from voting they shall not be counted as part of the total voting body.
- E. Counting votes requires a majority of the present body to pass a motion.

SECTION III: DISPLAYING PUBLIC RECORDS

- A. Administrative Assistants of designated ASG bodies are to follow the outline procedures of dispersing public records, being a weekly document that records the given ASG bodies' meetings.
- B. After an ASG body has concluded its meeting, the corresponding ASG bodies' administrative assistant for that body will prepare the public record for public viewing.
- C. A Student Union professional staff member will review the public record and make any necessary corrections before the record is made available to the public.
- D. The public records will be presented at the next meeting to the originating ASG body for corrections and final approval.
- E. With final approval the Administrative Assistant to the ASG body makes the public record available for viewing.
- F. Minutes are posted to a public bulletin board in the Student Union.
- G. Minutes are to be posted on the ASG's intranet portal.
- H. Minutes are to be stored on the assigned drive of the ASG's computers.
- I. The College is responsible for maintaining public records after the original year.



Associated Student Government

Revised 2019

- J. Administrative Assistants are to file minutes weekly in designated mailboxes of officers of ASG prior to next meeting.
- K. Administrative Assistants are to post agendas a minimum of forty eight (48) hours prior to the next meeting.

SECTION IV: IMPLEMENTATION

All changes provided in the Bylaws and Constitution shall take effect at the end of **Spring term** in the academic year that the changes were ratified.