

By-Laws

Table of Contents

Preamble	1
Article I – Purpose	1
1. Recognition.....	1
2. Recognition of Subsidiary Groups.....	1
Article II – Membership	1
1. Membership.....	1
2. Eligibility of ASG Membership.....	1
3. Expectations.....	2
4. Terms of Service.....	3
5. Advisor to the Association.....	3
Article III – Finances	3
1. Financial Practices of the Association.....	3
2. Finance Council.....	4
3. Budget Process.....	4
4. Budget Council.....	5
5. Funding Requests.....	6
Article IV - The Legislative Branch	7
1. Senate Membership.....	7
2. Senate Standing Committees.....	8
3. Senate Legislative Committee.....	8
4. Senate Academic Affairs Committee.....	9
5. Salaries of Senators.....	9
6. Selection of Senators.....	9
7. Senate Voting Procedures.....	10
8. Tenure of Senators.....	10
Article V – The Executive Branch	10
1. President.....	10
2. Vice President.....	11
3. Executive Cabinet Members.....	12
4. Salaries of Executive Officers.....	13

Article VI – Advisory Councils	13
1. Council Composition.....	13
2. Council Attendance.....	13
3. Council Responsibilities.....	14
Article VII – Student Activities Board	14
1. Purpose.....	14
2. Student Activities Board Membership.....	15
Article VIII – Elections	15
1. Elections Committee.....	15
2. Candidacy.....	15
3. General Elections.....	16
4. Elections Violations.....	17
5. Special Elections.....	17
6. Oversight.....	17
Article IX – Student Club and Organization Charters	18
1. Eligibility.....	18
2. Sanctions.....	19
3. Club Funds.....	19
Article X – Parliamentary Procedures	20
1. General.....	20
2. Senate Bills.....	20
3. Senate Resolutions.....	22
Article XI – Disciplinary Proceedings	22
1. Disciplinary Committee.....	22
2. Disciplinary Process.....	23
3. Appointed Members.....	23
4. Elected Officials.....	23
5. Appeal Process.....	24
6. Student Complaint.....	25
Article XII – General Practices	26
1. Public Records.....	26
2. Displaying Public Minutes.....	27



By-Laws for the Associated Students of Mt. Hood Community College

The Mission of the ASMHCC is to provide the students of Mt. Hood Community College with visible representation, accessibility to the Student Senate, Executive Cabinet, and Student Activities Board, to promote growth in Co-Curricular programs and provide activities for the campus community.

PREAMBLE

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

ARTICLE I- PURPOSE

1. RECOGNITION

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 College facilities.

2. RECOGNITION OF SUBSIDIARY GROUPS

Clubs, organizations, and any other subsidiary group may receive recognition by petitioning the ASMHCC Senate for a charter (see By-Laws Article IX).

ARTICLE II- MEMBERSHIP

1. MEMBERSHIP

Members of the Association consist of all students as defined by the College.

2. ELIGIBILITY OF ASG MEMBERSHIP

- A. Candidates seeking elected or appointed ASMHCC positions must be in good academic standing at the college, adhering to MHCC's requirements of Satisfactory Academic Progress (SAP) of a 2.0 cumulative GPA and complete a minimum of six (6) credits per term.
- B. A student holding an elected or appointed position within ASMHCC whose term GPA drops below a 2.0 or fails to maintain a six (6) credit hour course load shall

automatically be placed on a Financial Aid Warning as per MHCC's Financial Aid office.

- C. A student who does not complete the amount of credits registered for, or drop a class after the refund deadline, will also be put on Financial Aid Warning.
- D. Students who receive a Maximum Timeframe Warning notification will be required to notify advisors that they are aware of this and must begin the paperwork involved before the end of the term.
- E. Members of the ASMHCC who are put on Financial Aid Warning will be required to write an education plan with the assistance of an academic advisor or a career advisor. A copy of this will be due the first Friday of the term.
- F. Members who were placed on a Financial Aid Warning the previous term and do not maintain a 2.0 GPA will go Aid Denied, resulting in the loss of their tuition waiver and membership in the ASMHCC.
- G. In the case of extenuating circumstances, such as a death in the immediate family during the term the waiver was received; serious personal illness extending over at least a consecutive three week period; or an error from the Financial Aid Office that was deemed an institutional error, may submit an appeal to the Financial Aid Office. Those who have their appeal approved will not have their waiver or membership in the ASMHCC revoked.

3. EXPECTATIONS

- A. All ASG officers are expected to uphold the ASG Code of Ethics, MHCC Student Code of Conduct and duties as described in these By-Laws.
- B. Attendance Requirements:
 1. Senators, Executive Cabinet Members, and SAB Members shall be allowed one (1) excused absence from Senate, EC and SAB meetings per academic term. Two (2) excused absences, or one (1) unexcused absence per term will bring the ASG member under Disciplinary Committee review, resulting in disciplinary action and possible termination as outlined in Article XI. Members seeking to be excused from the meeting shall inform the Vice President or the respective Chair, or Co-Chair no later than four (4) hours before the meeting.
 2. Senators, Executive Cabinet Members and SAB Members whose tardiness exceeds fifteen minutes will be considered absent for the meeting. However, this rule can be suspended by a 2/3 majority vote of the ASMHCC Senate or a Point of Personal Privilege upheld by the Chair.

4. TERMS OF SERVICE

- A. Elected ASMHCC 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 By-Law Article VIII, Section 5.
- B. ASMHCC Directors, Coordinators, and Senators 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 ASMHCC 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, the Manager of College Center Student Services & Grant Funded Programs, the Student Events Coordinator, and the Student Events & Special Projects Coordinator.
- D. No elected or appointed member of the ASG shall serve in ASG for more than nine (9) academic terms, excluding summer term.
- E. If an ASG elected or appointed member resigns or is terminated, s/he may not reapply for a hired position or run for an elected position within the same academic year of his/her resignation or termination, or the following academic year.

5. ADVISOR TO THE ASSOCIATION

The advisor to the Association shall be the Director of Student Life, or their designee. The advisor shall be a nonvoting 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 Executive Cabinet and or the ASMHCC Senate.

ARTICLE III FINANCES

1. 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.
- B. ASMHCC 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.
 - 1. 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.

2. 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.

2. FINANCE COUNCIL

The Finance Council shall recommend annual co-curricular and athletics budgets to the ASMHCC Executive Cabinet for approval.

- A. The Finance Council shall be composed of:
 1. Co-Curricular Council membership shall be composed of one representative from each co-curricular program receiving funding, except ASG who will have a representative from the Senate, Director of ASG and the President, and shall be chaired by the Director of Finance.
 2. Athletic Council membership shall be composed of one representative from each athletic program receiving funding, and the ASP president, Senator of Athletics & Aquatics and shall be chaired by the Director of Finance.

3. BUDGET PROCESS

The ASMHCC Budget timeline shall be as follows:

- A. Early October, ASMHCC Director of Finance forwards budget worksheet for the ensuing fiscal year to activity advisors. Included will be a schedule of the budget meetings, hearings, and adoption dates projected by the Director of Student Life.
- B. Early November, advisors of student activities and co-curricular programs funded in the previous fiscal year student fee budget, will appoint a student delegate as a representative to the Finance Council. Advisors work with Finance Council representatives to prepare a detailed budget worksheet of all anticipated financial needs for the upcoming year. Advisors send budget worksheet to appropriate Dean for review. Dean sends final budget worksheet to the Director of Student Life and ASMHCC Director of Finance.
- C. Early January, the Director of Student Life will receive the projected income for the ensuing year and will provide it to the ASMHCC Director of Finance and the Finance Council.
- D. Late January, all budget requests are to be submitted.
- E. Early February, the ASMHCC Finance Council will meet to consider and adopt initial budget figures and projected revenue and expenses.

- F. Director of Student Life and the ASMHCC Director of Finance will duplicate all budget requests to satisfy the needs for the student budget process.
- G. Late February, with the ASMHCC Director of Finance as Chair, the Finance Council reviews budget requests and makes a recommended, detailed student fee budget for consideration by the ASMHCC Executive Cabinet, with final approval granted by the ASMHCC Senate.
- H. Early March, the ASMHCC Director of Finance, on behalf of the ASMHCC Senate and Executive Cabinet, will prepare a detailed student fee budget that balances revenues and expenditures. Proposed fee allocations will be publicized through the student newspaper and other public means in addition to letters distributed directly to co-curricular student leaders and advisors.
- I. Early March, the ASMHCC Director of Finance will conduct open budget hearings on two days to hear student comments on the proposed budget. Under the direction of the Director of Student Life, the Executive Cabinet then meets to consider statements gathered during public hearings and to adopt a final budget.
- J. The ASMHCC Executive Cabinet shall have the authority to amend the budget prior to Senate approval.
 - 1. If the ASMHCC Executive Cabinet approves the budget it will immediately move to the Senate for approval.
 - 2. If the ASMHCC Executive Cabinet denies the budget it will immediately go to the Finance Council for decision.
- K. The ASMHCC Senate shall either approve or deny the proposed budget.
 - 1. If the Senate approves the budget it will become final.
 - 2. If the Senate denies the budget then it will immediately go to the Budget Council for decision.
- L. Upon approval by the Senate, the budget cannot be vetoed by the ASG President.
- M. In mid-March, the final budget shall be forwarded to the Associate Vice President for Student Services for endorsement, to the MHCC Business Office for proofreading, and to the MHCC Board for final action.

4. BUDGET COUNCIL

- A. The ASMHCC Budget Council shall be composed of the following:
 - 1. ASG Vice President
 - 2. One (1) ASMHCC Senator selected by the ASMHCC Senate.

3. One designated representative from each branch of Finance Council (Athletics & Co-Curricular).
 4. One (1) member of the SAB selected by the SAB, not to be the SAB Chairperson.
 5. The Chair of the Budget Council shall be voted upon and approved by Finance Council members.
- B. Any Budget Council decisions shall be considered a fair compromise and returned to the Executive Cabinet and Senate for approval respectively.

5. FUNDING REQUESTS

- A. All requests for funding from the ASG shall fill out a written declaration, hereby referred to as “Funding Requests,” to be given to the Director of Finance. Funding Requests must be organized in a manner approved by the Director of Finance and the Student Life department.
- B. Upon receipt of the Funding Request, the Director of Finance shall follow the processing procedure below:
1. Review the request
 2. Electronically log the request
 3. Assign a bill number
 4. Sign the request
 5. Forward the request to the appropriate Chair
- C. Process for SOC
1. A Funding Request for SOC must be presented to the Director of Finance at a minimum of two (2) weeks before the event date. If organizations are seeking funds from both SOC and Senate, the Funding Request must be presented to the Director of Finance at a minimum of five (5) weeks before the event date.
 - a. The maximum approved amount for SOC is set at five hundred dollars (\$500).
 2. If the Funding Request is passed by SOC, the Chair signs and forwards the Funding Request to the President for signature.
 3. The President then forwards the signed Funding Request to the Director of Finance for processing.
- D. Process for Senate
1. A Funding Request for Senate must be presented to the Director of Finance at a minimum of four (4) weeks before the event date.

2. The Vice President is responsible for drafting the Funding Request into bill format for the Senate.
 3. If the Funding Request is passed by Senate, the chair signs and forwards the Funding Request to the ASG President for signature.
 4. The ASG President then forwards the signed funding Request to the Director of Finance for processing.
- E. If a Funding Request is passed by the Senate or SOC, the President will, within three (3) school days:
1. Sign the bill and forward it to the Director of Finance.
 2. Not sign the bill, in which case it shall take effect and be forwarded to the Director of Finance three (3) school days after Senate passage.
 3. Veto the bill by informing the Vice President, Senate Administrative Assistant, and the Senate Pro Tempore of such action within three (3) school days of Senate passage.
- F. 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 three fourth (3/4) majority vote in order to pass.
- G. Funding Requests shall follow all procedures for legislation in Article X.

ARTICLE IV-THE LEGISLATIVE BRANCH

1. SENATE MEMBERSHIP

- A. The Senate shall be comprised of nine (9) student representatives. The Vice President shall be the presiding officer of the Senate with voting rights as a member, only in the event of a tie breaker.
- B. The ASG Vice President shall select a Senate Pro Tempore (Pro Tem) by the same process outlined in Article IV, Section 6, Sub-section B, and at their discernment.

2. SENATE STANDING COMMITTEES

- A. The Senate shall have the following standing committees:
 - 1. Legislative Committee
 - 2. Academic Affairs Committee
- B. The Legislative Committee will be chaired by the Pro-Tempore. Any other standing committees will choose their own Chair by majority vote of that committee. A Chair that is chosen by their committee may only be removed by extraordinary waiver granted by ASMHCC Senate.
- C. Each Senator shall choose his/her own senate standing committee upon which to serve. If no self-selection is made, appointments to the standing committees shall be made jointly by the Vice President and the Chair Pro-Tempore by the second senate meeting of fall term. Appointments shall be permanent. Switching committee membership midyear requires approval through an extraordinary waiver.
- D. The voting members of each standing committee shall consist of the ASMHCC senators assigned to it, with a minimum of five (5) members per committee.
- E. Committee Reports:
 - 1. Chairs shall give weekly verbal reports at each senate meeting.
- F. Standing committees shall meet weekly during fall, winter and spring terms. Each standing committee shall establish a regular half hour meeting, time and location determined by the committee.
- G. All senate standing committees shall use Roberts Rules of Order, the most recently revised edition.
- H. ASMHCC Senators shall be allowed one (1) excused absence from committee meetings per academic term. Two (2) excused absences or one (1) unexcused absence shall bring the Senator under Disciplinary Committee review. Senators seeking to be excused from a committee meeting shall notify the Committee Chair or Co-Chair depending on the circumstances. Senators will not incur an unexcused absence if they notify the Committee Chair or Co-Chair no later than four (4) hours before the meeting.

3. SENATE LEGISLATIVE COMMITTEE

The Senate Legislative Committee shall exercise the following duties and responsibilities:

- A. Survey the ASMHCC needs regarding items for which regulatory measures are necessary.

- B. Annually review the Constitution, By-Laws and propose updates to the ASMHCC Senate when appropriate.
- C. Advise the ASG Executive Cabinet and the ASMHCC Senate in all matters regarding ASMHCC legislation.
- D. Create and present a “How to Write a Bill” training by the fourth week of fall term, and as needed under the discretion of the Senate Advisor, ASMHCC Vice President and Senate Pro-Tempore.
- E. Track bills that are being written to insure no duplicates or issues arise.
- F. Perform other duties as assigned by the ASMHCC Senate.

4. **SENATE ACADEMIC AFFAIRS COMMITTEE**

The Senate Academic Affairs Committee shall exercise the following duties and responsibilities:

- A. Update the “Did You Know” brochure, and distribute updated version by the end of spring term.
- B. Bi-weekly tabling events to inform students on academic issues and policy changes affecting the student body. Tabling should be a minimum of two (2) hours each week.
- C. Collaborate with the Senator of Counseling and Advising to keep the student body informed about services available to students on campus.
- D. Survey campus needs related to hours of operation and services.

5. **SALARIES OF SENATORS**

- A. Senators and the Administrative Assistant to the Senate, with the exception of Senate Pro Tempore, will receive a six (6) credit tuition waiver; Senator Pro Tempore will receive a nine (9) credit tuition waiver for each term fall, winter, and spring.

6. **SELECTION OF SENATORS**

Senators representing the academic and service areas shall represent the following areas:

Athletics & Aquatics
At-Large
At-Large
Communications
Counseling and Advising
Finance & Legislation
Information Technology
Library, AVID & LSC

Student Financial Support
Student Life & Grant Funded Programs

- A. At the beginning of fall term of each academic year, senators shall be selected by any process deemed necessary by the ASG Vice-President.
- B. Vacated senate positions will first be filled by existing senators. Nominations shall be taken from the floor, and the senator receiving a majority vote shall assume the position.

7. SENATE VOTING PROCEDURES

- A. Proxy voting by absent senators shall not be allowed.
- B. Conflict of interest:
 - 1. Senators shall be prohibited from casting a vote on any Association financial matter in which they have a direct conflict of interest.
 - 2. The Senate shall adjudicate any controversy arising out of a senator's conflict of interest.
- C. Abstaining from a collective Senate vote requires senators to write down the reason why they are abstaining from the decision making process. The reason(s) will be written down on the vote sheet which will be supplied by the administrative assistant and turned back in to be recorded on file.

8. TENURE OF SENATORS

- A. Responsibilities of each ASMHCC Senate member shall be executed by the respective senator until the end of their term as stated in the ASMHCC By-Laws.

ARTICLE V-THE EXECUTIVE BRANCH

1. PRESIDENT

- A. The ASMHCC President shall carry out the policies of ASMHCC as set in the Constitution, By-Laws, and Senate actions.
- B. The ASMHCC President shall be responsible for the following:
 - 1. Preside as Chair over Executive Cabinet Meeting.
 - 2. Appoint Executive Cabinet Members and Executive Committee members, subject to consent of the Senate.
 - 3. Communicating the needs and concerns of all ASMHCC members to the college administration including:

- a. Meeting with the college administrator's faculty, and deans.
 - b. Developing proposals and comments regarding college policy.
 - c. Asserting student needs at all times.
- C. Communicate with the OCCSA, and the State Legislature.
- D. Make appointments not otherwise provided in the Constitution.
- E. Be responsible for taking needed disciplinary action as outlined in Article XI.
- F. Veto any acts and confirmations of the Senate, except resolutions, Senate vacancy appointments, referenda, Presidential Impeachments, or the Budget. Justification of such vetoes must be provided in writing to the ASMHCC Vice President, Senate Pro-Tempore, and Senate Administrative Assistant within five (5) business days of action passing the Senate.
- G. Keep an open line of communication with the Faculty Association, Classified Association, and Part-time Faculty and Tutor Association.
- H. Hold at least one (1) public forum per academic term to personally communicate with the student body. Forum topics will be determined by the President and marketed at least one week in advance.
- I. The ASMHCC President shall appoint students to:
- 1. Presidential standing committees
 - 2. Other non-ASMHC committees as required
- J. The ASMHCC President shall maintain, between the hours of 8:00am and 6:00pm Monday through Friday, at least twenty (20) total office hours. Of which, fifteen (15) posted office hours per week, consistent for the term, must be in the office, and five (5) hours are allowed outside the office per week and weekend throughout Fall, Winter and Spring terms. The President shall maintain ten (10) office hours in the summer.
- K. In the event that the office of Vice President is vacated for any reason, the President shall appoint a new Vice President, which will require a three-fourths (3/4) majority vote and confirmation from the Senate.

2. VICE PRESIDENT

The ASMHCC Vice President shall have the following duties and responsibilities:

- A. Act as Presiding Officer of the Senate, with voting rights as a senator only in the event of a tie, acting as a tie breaker.
- B. To exercise duties and responsibilities as delegated by the Executive Cabinet or Senate.

- C. Communicate with organizations, such as, the OCCSA, and other coalitions pertaining to local, state and federal legislature.
- D. Assist President in constructing proposals and other documents.
- E. Initiate and write legislation to be voted on by the ASMHCC Senate.
- F. Perform any duty deemed necessary by ASMHCC Executive Cabinet, Senate, or Constitution.
- G. The ASMHCC Vice President shall maintain, between the hours of 8:00am and 6:00pm Monday through Friday, at least twenty (20) office hours per week. Of which, fifteen (15) hours per week, consistent for the term, must be posted in the office and five (5) can be outside the office per week, throughout Fall, Winter, and Spring term. The Vice-President shall maintain ten (10) office hours throughout Summer term.
- H. The ASMHCC Vice President shall assume all powers and duties of the ASMHCC President in the event that the President is absent or unable to perform the obligations associated with the office. In the event that the Vice President permanently replaces the President, the new President shall have the responsibility to appoint a new Vice President, which will require a three-fourths (3/4) majority vote and confirmation from the Senate.
- I. Act as a voting member of the Executive Cabinet.
- J. Assist the President with holding at least one (1) public forum per academic term to personally communicate with the student body.

3. EXECUTIVE CABINET MEMBERS

- A. The Executive Cabinet Office may include at least the following officers:
 - Director of State and Federal Affairs
 - Director of Finance
 - Director of Student Organizations Council
 - Director of Community Affairs
 - Director of Diversity
 - Director of Communications
 - Director of Student Activities Board
 - Director of Public Safety and Campus Sustainability
 - Administrative Assistant
- B. The Executive Cabinet Members will post and maintain at least ten (10) hours in the office per week through the entire term of office. The Administrative Assistant will post and maintain at least nine (9) hours in the office per week.
- C. Regular meetings shall be held at a time and place determined by the presiding officer during the first week of each term with information provided by Executive Cabinet

members. Special meetings may be called by the President or Vice-President provided adequate announcement is made to Executive Cabinet members.

4. SALARIES OF EXECUTIVE CABINET MEMBERS

- A. The ASMHCC President and Vice President shall receive a twelve (12) credit tuition waiver for each fall, winter, and spring terms. In addition, the President and Vice President shall receive four hundred dollars (\$400) monthly in return for the additional hours, duties, and responsibilities required of the positions for fall, winter, spring and summer terms.
- B. The Director of the Student Activities Board shall receive a twelve (12) credit tuition waiver for each fall, winter, and spring terms. In addition, the Director of the Student Activities Board shall receive two hundred dollars (\$200) monthly in return for the additional hours, duties, and responsibilities required for July, August, and September.
- C. The Director of the Student Organizations Council (SOC) shall receive a twelve (12) credit tuition waiver for each fall, winter, and spring terms. In addition, the Director of SOC shall receive two hundred dollars (\$200) in return for twenty (20) work hours required of the position for the month of September.
- D. The Director of Communications shall receive a twelve (12) credit tuition waiver for each fall, winter, and spring. In addition, the Director of Communications shall receive two hundred dollars (\$200) in return for twenty (20) work hours required for the position for the months of August, and September.
- E. All other executive members shall receive a twelve (12) credit tuition waiver for each fall, winter, and spring terms. The Administrative Assistant to EC/SOC shall receive a twelve (12) credit tuition waiver for each fall, winter, and spring terms.
- F. Tuition waivers will be credited to the students' account in a manner prescribed by the college.

ARTICLE VI ADVISORY COUNCILS

1. COUNCIL COMPOSITION

- A. The following Councils shall be formed each year:
 - 1. Student Organizations Council
 - 2. Finance Council

2. COUNCIL ATTENDANCE

- A. Each Council shall have a minimum of 2/3 membership to reach quorum and conduct business. Each standing Advisory Council shall use Robert's Rules of Order the most recently revised edition.

3. COUNCIL RESPONSIBILITIES

A. Student Organizations Council shall:

1. Stimulate and support programs and functions for student clubs.
2. Foster collaboration and communication with student clubs.
3. Allocate funding for student club sponsored events.
4. 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.
5. For just cause, the SOC may probate, suspend or recommend to the ASMHCC Senate, termination of any club.

B. The Finance Council shall:

1. Foster communication and collaboration between ASG, athletic program coordinators, co-curricular program coordinators, and the MHCC administration regarding student fees.
2. A student representative shall work with the coach/adviser and appropriate Dean of the assigned activity/program and assist in formulating a working budget document for that assigned area of the ASMHCC Budget. The student representative will present the jointly prepared working document to the Finance Council.

ARTICLE VII STUDENT ACTIVITIES BOARD

1. PURPOSE

- A. Develop a broad campus programming plan that includes events intending to create awareness around cultural issues, health and wellness issues, social integration, acknowledging award recipients, or topics as determined by the board.
- B. Communicate with campus departments integral to successful events
- C. Promote events broadly by utilizing current promotions techniques and creating new methods.
- D. All members shall attend the Regional National Association for Campus Activities (NACA) conference yearly.
- E. Carry out directives of the ASG Executive Cabinet and/or ASG Senate.

2. STUDENT ACTIVITIES BOARD MEMBERSHIP

- A. The Student Activities Board shall consist of the Director of Student Activities serving as Chair, an Administrative Assistant, and approved Program Coordinators. Coordinators will be determined by the ASMHCC hiring process.

The Student Activities Board (SAB) may include the following:

1. Wellness Programs Coordinator
 2. Receptions Coordinator
 3. Seasonal Events Coordinator
 4. Multicultural Programs Coordinator
 5. Graphic Designer
 6. Administrative Assistant
- B. SAB Coordinators shall work twelve (12) hours per week. Eleven (11) hours must be posted and maintained office hours and one (1) hour for SAB meeting. The SAB Administrative Assistant shall work six (6) hours per week.
- C. The Student Activities Board shall petition the Finance Council for annual funding. Such budget requests shall be treated as a separate entity in the ASG budget.

ARTICLE VIII- ELECTIONS

1. ELECTIONS COMMITTEE

- A. The Elections Committee shall consist of five members hired by the Student Life Professional staff. No elected or appointed official may hold a position on the Elections Committee.
- B. The Chair of the Elections Committee shall be compensated with a stipend of up to six hundred dollars (\$600.00) and members of the Elections Committee shall receive a stipend of up to four hundred and fifty dollars (\$450). All reimbursement will be based on performance and will be awarded according to final approval by the Senate.
- C. Elections Committee shall be responsible for all election proceedings and the implementation of established election protocols.
- D. 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 Professional staff.
- E. The Elections Committee shall be supervised by the Director of Student Life during the elections process.

2. CANDIDACY

- A. A ticket is made up of two candidates: a President and a Vice President.

- B. The ticket must submit a completed Elections Packet to the Elections Committee no later than 5pm Friday of the third week of Spring term.
- C. The Elections Packet shall include the following:
 - 1. 200 signatures of support from currently enrolled MHCC students.
 - 2. A certificate of scholastic eligibility (to be completed by the Office of Admissions, Records & Registration) and a 2.0 cumulative GPA.
 - 3. A platform, which must contain a declaration of candidacy for the specific office, a list of qualifying experience, goals to be achieved if elected, methods for meeting goals, and commitment to responsibilities of office.
- D. Campaigning may not begin until the ticket has received approval by the Elections Committee of the submitted Elections Packet.
- E. The Elections Committee shall be presented copies of all campaign materials prior to posting or distributing materials.
- F. The Elections Chair shall notify ticket of ineligibility/eligibility within one day after Elections Packet has been submitted.
- G. No campaigning is allowed at or around polling stations during election week.
- H. The ticket who does not submit their Candidacy Packet will not appear on the ballot and will have to campaign as a write-in ticket. Write-in tickets shall not appear on the voter's pamphlet.
- I. The write-in ticket must abide by campaigning regulations as determined by the Elections Committee.

3. GENERAL ELECTIONS

- A. General elections shall be conducted on the 6th week of spring term, or as deemed necessary and approved by the ASMHCC Senate. Polls shall remain open Monday through Friday.
- B. Voting for elections shall be by electronic ballot. The electronic ballot shall be authenticated by the Director of Student Life.
- C. A minimum of two polling sites shall be identified and established by the Elections Committee. Such locations must be open and available to students during the standard operating hours of the college.
- D. Publicity will begin two (2) weeks prior to the election.

- E. Provisions for absentee ballots must be made by the Elections Committee, and the absentee ballot process must be managed by the Chair.
- F. The ticket receiving the most votes of the ASMHCC ballots cast for that position, shall be elected for that position.

4. ELECTIONS VIOLATIONS

- A. Candidates are directly responsible to the Elections Committee for their actions and the actions of all persons campaigning on their behalf.
- B. Violation of Election rules shall be addressed by the Elections Committee. Such violations may result in sanctions to be determined by the Elections Committee with guidance from the Director of Student Life.
- C. All violations must be presented to the Elections Committee Chair prior to the close of the polls on the final day of elections.

5. SPECIAL ELECTIONS

- A. In the event that there is a tie, a run-off election will be conducted within three weeks of the general election.
- B. In the event that both President and Vice-President seats become vacant simultaneously, a special election shall be conducted within a month to fill the vacancies.
- C. The election calendar for a special election to fill the vacancies shall be presented by the Elections Committee Chair and approved by the Senate.
- D. Publicity for each special election shall begin no later than one week prior to the special election.
- E. All pertinent By-Laws regarding elections apply to special elections.

6. OVERSIGHT

- A. Any decisions made by the Elections Committee can be vetoed by the Student Life Professional staff.
 - 1. If a veto is conducted, the issue shall be brought before ASMHCC Senate at the next regular meeting to be discussed.
 - 2. A veto can be overturned by a 2/3's majority vote of the ASMHCC Senate.

ARTICLE IX- STUDENT CLUB AND ORGANIZATION CHARTERS

1. ELIGIBILITY

- A. The ASMHCC Senate 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 ASMHCC Senate must have the recommendation of the ASMHCC Executive Cabinet upon acceptance of a proposed constitution.
- C. Student group constitutions must include the following:
 - 1. Name
 - 2. Purpose
 - 3. Authority and Power
 - 4. Membership
 - 5. Dues (omit if none)
 - 6. Officers
 - 7. Executive Cabinet (omit if none)
 - 8. Meetings
 - 9. Elections
 - 10. By-Laws
 - 11. Rules of Order
 - 12. Amendments
 - 13. Outside Affiliation (Omit if none)
- D. Each club shall independently or jointly with other clubs provide at least two on campus activities per term. Each club must participate in the mandatory Club Fair, held during the third week of each term. Club Fairs account for one club event per term; dates to be determined by SOC.
- E. Each club shall provide a club update form by the end of the third week of each academic term, in writing, 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 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 Director of SOC at the end of each academic term.

- H. Club officers should meet with the Director of SOC 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.

2. SANCTIONS

- A. The ASMHCC Senate may probate, suspend, or terminate the charter status of any student group as recommended from the Student Organizations Council, the Director of Student Organizations, or by the Director of Student Life or designee.
- B. Any club/organization charter being considered for disciplinary actions must be notified in writing within two days of the declared deficiency by the Director of Student Organizations.
- C. The club/organization shall have a hearing at the next regularly scheduled SOC meeting.
- D. Notification of any decision affecting the club/organization must be presented in writing to the club/organization President by the Director of Student Organizations within one week of the decision.
- E. Final decision will be ratified by the ASMHCC Senate at the next regularly scheduled Senate meeting. The Senate decision is final and can override the decision of the SOC.
- F. Sanctions can include: ban from fundraising activities, club funds being frozen, probation, revoking of charter.
- G. For reinstatement, the club/organization must petition the ASMHCC Senate for reinstatement. Reinstatement cannot happen for at least two academic terms after the sanction was placed, excluding summer.

3. CLUB FUNDS

- A. Club funds are intended to promote and support activities, programs and efforts not supported directly by the college. They are not intended to replace or supplant resources that have traditionally been provided by the College.
- B. Clubs who are inactive for a period of two years will have funds diverted to the ASG Incentive Account for the best good of all students.
- C. After each new club is chartered, a sum of twenty dollars (\$20) will be deposited into their account for promotional and marketing supplies. Funding will be taken out of the Director of SOC's budget.

ARTICLE X- PARLIAMENTARY PROCEDURES

1. GENERAL

- A. The ASMHCC Constitution and By-Laws shall provide the basic structure for conducting business of the Association.
- B. Robert's Rules of Order, the most recently revised edition, shall be used to supplement the ASMHCC Constitution and By-Laws in all cases not explicitly regulated in the ASMHCC Constitution or By-Laws.
- C. Unless otherwise specified in these By-Laws, quorum for all deliberative bodies of the ASMHCC shall be two-thirds (2/3) of the seated membership. Proxy voting shall not be permitted in any body of the ASMHCC.
- D. Legislation is any typed and printed Bill or Resolution proposed and voted on by ASMHCC.
- E. A Bill is a draft of a proposed legislative act to add a By-Law or policy, amend existing policy or By-Law, ratify appointments and student club charters, approve the budget of ASMHCC, or to approve monetary requests.
- F. A Bill is established by a minimum of majority approval in all cases. Enacting policy or monetary requests requires two-thirds (2/3) majority approval as well as when amending the ASMHCC Constitution, By-Laws and ratifying club constitutions. Three-fourths (3/4) majority approval is required for the approving the ASMHCC budget.
- G. A Resolution is a statement of official position, intent, or feeling of the Associated Students. A Resolution is a statement from one respective body of the ASMHCC and does not have to be approved by another body in order to pass unless the enacting clause of the resolution specifically dictates.
- H. A Resolution is established by a two-thirds (2/3) majority vote.
- I. Legislation shall address one subject. Each piece of legislation shall be given a title dealing with the purpose of the legislation. Each of the four sections of the legislation shall deal with only one aspect of the proposal. The first section shall provide a brief description of what the bill is doing and where it will be taking effect. The second section of the bill shall dictate the status quo of whatever is being affected. The third section shall outline what is being changed, or provide the exact wording of a new policy. The fourth section shall be the enacting clause, outlining when and how the bill shall take effect.

2. SENATE BILLS

- A. All bills shall be authored by at least one senator and co-authored by any ASMHCC member. The Senator who writes the piece of legislation shall be considered the

“author” and the member who supports the piece of legislation shall be considered the “co-author”.

- B. All Senate legislation shall be distributed two business days prior to the Senate meeting during which they are introduced. If any changes are made to proposed legislation before the Senate meeting, updated copies shall be distributed during the Senate meeting.
- C. Once the legislation is entertained by the Senate, it is considered to be in its first reading. The author shall be given the floor and read the legislation word for word before the Senate. The author shall then be given the floor to provide any further guidance on how or why the proposed piece of legislation would work. Then the Senate may question the author and/or any co-authors. The questioning procedure shall be directed by the Chair.
- D. If a bill is passed by the Senate, the ASMHCC President shall, within five (5) business days:
 - 1. Sign the bill, in which case it shall take effect immediately.
 - 2. Not sign the bill, in which case it shall take effect five (5) business days after Senate passage.
 - 3. Veto the bill by informing the Vice President, Senate Administrative Assistant, and the Senate Pro-tempore of such action in writing within five (5) business days of Senate passage.
- E. When legislation is passed and is ready to be signed, the legislation shall be signed by the ASMHCC President and a witness. A witness must be an ASG Officer or MHCC employee immediately supporting the ASG. The legislation shall be kept on file with the ASMHCC Senate Administrative Assistant. If new information is presented that the bill passed does not reflect the will of the ASMHCC, a member who voted for the majority side may move to reconsider the vote. If the motion passes with two-thirds (2/3) majority vote, the legislation shall be presented again as if it had not been previously approved.
- F. If the President vetoes a bill, it shall automatically be returned to the Senate as a second reading at the next regularly scheduled Senate meeting. The bill shall require a two-thirds (2/3) vote of the seated Senate membership to override the veto and take effect. If the President is not present at the Senate meeting, the President shall submit a written report summarizing the reasons for vetoing the bill.
- G. Constitutional revisions shall follow the same process as all legislation, with one exception. After changes have passed through the ASMHCC Senate and before it is considered by the ASG President, two public hearings shall be held for the purpose of gaining student feedback about the proposed changes. The ASG President may veto the legislation, or the ASMHCC Senate may reconsider the legislation to make any changes

they feel they need to make, given the student feedback. If the Senate amends the proposed legislation, the President may veto the amended version. If the President vetoes the proposed legislation, the Senate may override the veto with three-fourths (3/4) majority vote. After the legislation has passed the ASG, it is put on the ballot for approval from the majority of the ASMHCC population. The changes will take effect the next academic year.

- H. Final engrossed copies of the bill shall carry:
1. The date of approval by the Senate.
 2. The signature of the officer presiding at its approval.
 3. The dated signature of the President, if signed by the President into effect.
 4. An official stamp of the association.

3. SENATE RESOLUTIONS

- A. Resolutions shall be brought before the Senate in the same manner as bills. This process is outlined in Article X, section 2, subsections A, B and C.
- B. Resolutions shall follow the rules for passing bills outlined in Article X, Section 2, Subsections D, E, F, G, and H, with the exceptions that a resolution may be passed on the first reading and does not need to be presented to the President for signature.
- C. Senate resolutions cannot be vetoed.
- D. If a resolution is to a body external of ASG, such as the Mt. Hood Community College Board, the resolution must be presented to the Executive Cabinet for a letter of support after its passage in Senate. The Senate Administrative Assistant shall deliver a finalized copy of the resolution to the Executive Cabinet Administrative Assistant within twenty-four (24) hours.
- E. Final engrossed copies of resolutions shall carry:
1. The date of approval by the Senate.
 2. The signature of the office presiding at its approval.
 3. An official stamp of the association.
 4. If appropriate, a letter of support from the Executive Cabinet.

ARTICLE XI DISCIPLINARY PROCEEDINGS

1. DISCIPLINARY COMMITTEE

- A. The Disciplinary Committee shall consist of one member from each body to be voted on by the appropriate bodies. Disciplinary Committee will elect its own Chair.
- B. The Disciplinary Committee shall exercise the following duties and responsibilities:
1. Create a process for disciplinary action which may include the following:
 - a. Verbal warning

- b. Performance contract
 - c. Termination
2. Develop and maintain a system to monitor the performance of all ASMHCC members.
 3. Shall meet bi-weekly for one (1) hour minimum until the members fully understand their job description. Otherwise, the DC shall meet as needed.
 4. Perform other duties as assigned by the ASMHCC President.

2. DISCIPLINARY PROCESS

3. APPOINTED MEMBERS

- A. If a member of the ASMHCC suspects another ASG member (excluding the President or Vice President) of not upholding the code of Ethics, MHCC Student Code of Conduct, or not performing their job duties, they shall inform the Disciplinary Committee (DC). Disciplinary proceedings regarding the President or Vice President shall be outlined in Section 4.
- B. Upon receipt of such a complaint, the Disciplinary Committee (DC) shall conduct a formal investigation with all due speed. They shall be responsible to determine exactly what transpired, and formulate a recommendation for disciplinary action.
- C. After the DC has completed its investigation, they shall inform the member of their recommendation for disciplinary action.
- D. If the disciplinary action results in termination, the member may petition the Senate for an Extraordinary Waiver.
 1. At the Senate meeting, the Senate shall hear testimony from the disciplined student, and the DC.
 2. After the Senate has heard all testimony, they may:
 - a. Uphold DC's recommendation with a two-thirds (2/3) majority vote
 - b. Overturn the DC's decision based upon new evidence that would significantly affect the outcome of the decision. This would require a three-fourths (3/4) majority vote
 - c. Request that the DC conduct further investigation.

4. ELECTED OFFICIALS

- A. Formal complaints made about the elected members of the Associated Student Government are to be brought to the ASMHCC Senate Administrative Assistant at least

48 hours before the next senate meeting in order for the complaint to be added to the agenda.

- B. At the Senate meeting, if the complaint is deemed worthy of an investigation, the Senate shall start the investigative process by creating the Investigative Committee which will be composed of the Disciplinary Committee along with one member of Executive Cabinet and a member of the Student Activities Board. These members will be selected by the Chair of Disciplinary Committee. The Investigative Committee will select a Chair for the committee by a majority vote at their first meeting.
- C. The investigation will last no longer than three (3) weeks where upon the Investigative Committee shall meet with the individual who filed the complaint and the accused, along with any other individual who may assist in the investigation.
- D. The Investigative Committee Chair will report their progress and findings to the Senate at each meeting throughout the investigation, in Executive Session.
- E. At the end of the investigation, the Investigative Committee shall bring their findings and recommendations, along with selected individuals who wish to contribute to the investigation, before Senate. If any of the information they wish to contribute is private, they may ask to speak in Executive Session.
- F. After the full report of the investigation, Senate shall vote on the actions to be taken, based on the findings and recommendations of the Investigative Committee. The ASMHCC Senate may vote on actions, including but not exclusive to, probation, sending the elected official to a job performance training prescribed by the complaint, or removal of the elected official. Removal of an elected official can only be done after the investigation and will require a four fifths (4/5) vote.
- G. If the President is removed, the Vice President shall assume the position of President, and appoint a candidate to assume the position of Vice President, pending Senate confirmation. If the Vice President is removed, the President shall appoint a candidate to assume the position of Vice President, pending Senate confirmation.

5. APPEAL PROCESS

- A. If a member of the ASMHCC (including a member of the DC) is not performing their job duties, it shall be the responsibility of the DC to follow through with disciplinary action.
- B. If the DC has taken disciplinary action against a member of the ASMHCC, that member shall have the right to appeal that process by formally filing a written request to the Chair of the Senate within five (5) business days of notification of action.
- C. The Chair will then add an appeal to the next Senate Agenda. The Senate will then hear the testimony from DC and the disciplined member.
- D. After the Senate has heard all presented information, they may:

1. Uphold DC's recommendation with a two-thirds (2/3) majority vote.
2. Overturn the DC's decision based upon new evidence that would significantly affect the outcome of the decision. This would require a three-fourths (3/4) majority vote.
3. Request that the DC conduct further investigation.

6. STUDENT COMPLAINT

- A. If a member of the ASMHCC suspects an ASG member (excluding the President or Vice President) of not upholding the Code of Ethics, MHCC Student Code of Conduct, or duties, they shall inform the proper Chair.
 1. If the ASG member in question is a member of the Student Activities Board, the accusing student shall discuss the issue with the Student Activities Board Chairperson.
 2. If the ASG Officer in question is a member of the ASMHCC Senate, the accusing student shall discuss the issue with the current Chair of the Disciplinary Committee. If the Senator in question is a member of the Disciplinary Committee, the accusing student may instead speak with the Chair of the Academic Affairs Committee, as outlined in Section 5.
 3. If the ASG Officer in question is a member of the Executive Cabinet, the accusing student shall discuss the issue with the current Chair of the Executive Cabinet.
- B. The Chair or committee, after hearing the accuser, shall attempt to speak with the accused on the issue. The Chair may discuss aspects of the issue but may not reveal the accuser.
- C. If the Chair or committee feels it is necessary, they may then take disciplinary action as described in Sections 2, 4 and 5 above.
- D. The Chair shall then attempt to discreetly contact the accuser and explain the issue from the standpoint of the accused. They shall also inform the accuser of any disciplinary action they have taken.
- E. If the accuser believes that the actions taken are not appropriate, they shall have the right to appeal that process by formally filing a written request to the Chair of the Disciplinary Committee.
- F. If the Disciplinary Committee was the disciplining body, the accuser shall instead appeal to the Chair of the Senate. In that case, subsections G and H shall be ignored, and the Senate shall vote as in Article XI, Section 4, subsection D.
- G. Furthermore, it shall be the responsibility of the Chair of the Senate to inform the accusing student, the ASG member in question, and the Chair of the appropriate committee that the issue will come before the Senate at the soonest reasonable Senate meeting.

- H. Upon receipt of such a request, the Disciplinary Committee shall conduct a formal investigation with all due speed. They shall be responsible to determine exactly what transpired, and formulate a recommendation for disciplinary action.
- I. As soon as the Disciplinary Committee has completed its investigation, they shall inform the accusing student, the accused ASG Officer, and the Chair of that officer's committee, that the recommendation will be brought to the Senate for a vote at the next Senate meeting.
- J. At the Senate meeting, the Senate shall hear testimony from the disciplining Chair, the ASG officer in question, the accusing student, and hear the Disciplinary Committee's recommendation.
- K. After the Senate has heard all presented information, they shall vote in the following manner:
 - 1. The Senate may overturn the Chair's decision with a two-thirds (2/3) majority vote.
 - 2. If the Senate overturns the Chair's decision, they may vote to affirm the Disciplinary Committee's recommended action with a two-thirds (2/3) majority vote.
 - 3. The Senate may request that the Disciplinary Committee or a special ad hoc committee conduct further investigation.

ARTICLE XII- GENERAL PRACTICES

1. PUBLIC RECORDS

Administrative Assistants of designated ASG bodies are to follow the outlined procedures of dispersing an agenda for the given ASG bodies meetings.

- A. This agenda document will include the logo of ASMHCC along the header.
- B. This agenda document will be presented at the open of the meeting to the originating ASG body for corrections and final approval, noting the additions or amendments thereof.
- C. With final approval, the ASG body may start their meeting.
- D. The Administrative Assistant of the ASG body shall retain a physical copy of each agenda for one year to be made available for public viewing.
 - 1. A copy of the public record shall also be maintained in the ASG Bill Logbook.
 - 2. A copy of the public record shall be posted on the ASG internet portal.
 - 3. A copy of the public record shall be posted on the ASG assigned server of the ASG computers.

- a. The College is responsible for maintaining public records after the original year.
- E. Administrative Assistants are to post agendas a minimum of 48 hours prior to the next meeting.

2. DISPLAYING PUBLIC MINUTES

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.

- A. 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.
- B. The Student Events and Special Projects Coordinator will review the public record and make any necessary corrections before the record is made available to the public.
- C. The public records will be presented at the next meeting to the originating ASG body for corrections and final approval.
- D. With final approval the Administrative Assistant to the ASG body makes the public record available for viewing.
 - 1. Minutes are posted to a public bulletin board in the Student Union.
 - 2. Minutes are to be posted on the ASG's internet portal.
 - 3. Minutes are to be stored on the assigned drive of the ASG's computers.
- E. The Administrative Assistant of the ASG body shall retain a physical copy of each meetings public record for one year to be made available for one year.
 - 1. A copy of the public record shall also be maintained in the ASG logbook.
- F. The College is responsible for maintaining public records after the original year.
- G. Administrative Assistants are to file minutes weekly in designated mailboxes of officers of ASG prior to next meeting.
 - 1. Administrative Assistants who fail to post or provide minutes within two weeks may be sanctioned or removed by the Disciplinary Committee assisted by one representative of the Executive Cabinet and one representative of the Student Activities Board.