

**BY-LAWS
ASSOCIATED STUDENTS
OF
OREGON COAST COMMUNITY COLLEGE**

ARTICLE I COUNCIL OR REPRESENTATIVES

Section A

The Associated Student Government of Oregon Coast Community College shall consist of five (5) Representatives as established by Article V, Section A of the Constitution. The terms of office for all five members shall officially begin the end of Spring Quarter and extend for one year. However, newly elected members are required to attend all meetings and activities during the month of May to ensure smooth transition into their new positions.

Section B

No student shall serve more than two (2) consecutive terms of office in one elected position, in accordance with Article V, Section E of the Constitution.

Section C

The general duties of each Representative shall be:

1. To keep in close contact with faculty and students
2. To act as public relations representatives for the Council and ASOCCC.
3. To be responsible for filing and distribution of materials relevant to their positions.
4. To be available for activity committees and sub-committees.
5. To actively recruit committee and Council members.
6. To establish and attend an in-service for new members.
7. To engage in at least three (3) hours per week, on average, of service to Council.

Section D

President

Chair Council meetings. Oversee agenda preparation. Serve as OCCSA representative. Serve as spokesperson of Council. Serve as Council representative to the Oregon Coast Community College Board. Provide legislative updates to Council. Provide support for Vice-President.

Vice-President

Chair Council meetings in the absence of the President. Attend OCCSA meetings when Council President cannot attend. Chair Election Committee and oversee planning of Elections. Be responsible for Council vacancy appointment procedures. Take minutes for Council meetings and provide copies to all members. Prepare and distribute agendas. Assumes the position of President in the event of vacancy of that position.

Representative #1

Provide monthly financial reports to Council. Keep records of expenditure and income. Chair fundraising committees. Assist other council members as necessary.

Representative #2

Handle and route Council correspondence. File Council materials. Maintain Council files. Be responsible for forms management. Oversee suggestion boxes. Assist other council members as necessary.

Representative #3

Chair Activity Committees. Serve as official photographer and scrapbook keeper for Council. Maintain bulletin boards. Assist other council members as necessary.

ARTICLE II COMMITTEES

Ad hoc committees may be established by Council as needed.

ARTICLE III COUNCIL MEMBERSHIP REQUIREMENTS

Section A

1. All members of the Council are required to take six (6) or more credits and maintain a cumulative and per quarter grade point average (GPA) of two-point-five (2.5).
2. All Council members who fail to meet GPA requirements will be reviewed by the Council. This is suggested standard for the Council members, allowing for individual circumstances. Council will recommend that reviewed member seek advisement.

Section B

If any member of the Council misses two (2) consecutive meetings without a valid excuse, he/she will be reviewed by the remaining Council members, in accordance with Article VII, Section B of the Constitution.

Section C

If any member of the Council is found to be in violation of the Code of Conduct as described in the OCCC Policy for Student Rights, Freedoms, Responsibilities and Due Process, that Council member shall be removed from office by unanimous vote of the remaining Council members.

ARTICLE IV COUNCIL MEETING

Section A

All Council meetings shall be public, with the exception of Executive sessions. All Council meeting agendas and minutes shall be made available to any ASOCCC member upon request.

Section B

The usual order of business for Council meetings shall be as follows:

1. Preliminary
 - 1.1 Call to order and Roll Call
 - 1.2 Approval of Minutes
 - 1.3 Approval of Agenda
 - 1.4 Hearing of Students, Guests and Delegations
- 2.0 Reports

- 3.0 Old Business
- 4.0 New Business
- 5.0 Next Meeting and Adjournment

ARTICLE V COUNCIL MEMBERSHIP PRIVILEGES

Each Council member will receive three (3) credit hours tuition reimbursement per quarter of service to the Council, with the exception of the Summer quarter.

ARTICLE VI ELECTIONS

The ASOCCC Elections shall be run according to the official ASOCCC Election Code. The Council shall have the power to amend the Election Code.

ARTICLE VII VACANT COUNCIL POSITIONS

Section A

In the event that the President's position becomes vacant, the council member holding the Vice-President position will become the President.

Section B

Remaining vacant positions shall be filled by any applicant who completes the application included with the ASOCCC Election Code.

Section C

The Council will solicit applicants for the vacant position for ten (10) school days after the vacancy occurs. After these ten (10) days, vacant positions shall be filled by appointment by the Council. If a vacancy on the Council occurs within two (2) weeks of the end of a quarter, the vacancy will be filled at the beginning of the next quarter.

Section D

Interviews will be held within three school days of the deadline for application submission. All interviews for any position will be held on the same day, as much as possible. However, interviews for more than one position may be held on one day.

Section E

All Council members will follow the following interview process which is intended to insure fair treatment to applicants for appointed positions to the Council:

1. Interview questions shall be drafted by the Council prior to the interviews.
 2. Any member of the Council will be allowed to ask the applicant(s) interview questions.
 3. The same interview questions shall be used for each applicant for a given position.
 4. A different set of questions may be used for different positions.
 5. When practical, the interview will be limited to twenty (20) minutes per applicant.
 6. The same number of interviewers will be present for the full schedule of interviews for any given position.
 7. The Council may ask a follow-up question to clarify a response to an interview question, provided the follow-up question relates directly to the original question.

ARTICLE VIII ADVISOR

The Advisor shall be appointed by the Council, by Consensus.

ARTICLE IX AMENDMENTS TO THE BY-LAWS

Section A

Any amendment to the By-Laws must originate in the Council or by petition. If any amendment is originated by petition, it must state the proposed amendment and contain signatures of at least five percent (5%) of the members of ASOCCC for that quarter. Any such petition must be submitted to the Council.

Section B

All proposed amendments must:

1. Be presented by the Council to the student body for a vote in an election held within twenty (20) school days, but no sooner than ten (10) school days, following Council approval.
2. Be posted by the Council in two (2) conspicuous locations to provide reasonable notice to the student body. Such postings must occur at least ten (10) days prior to the election concerning the amendment.
3. Receive an affirmative majority vote of the total votes cast by the members of the ASOCCC to become an amendment to the By-Laws.

ARTICLE X PROXIES

In the event a Council member cannot attend a Council meeting, that member can give another Council member his/her voting proxy. This proxy may be given by telephone, but written authorization must be submitted to the Council within ten (10) days of the missed meeting. The proxy may only be used in the event the Council must go into Parliamentary Procedure and only for the meeting specified.