Associated Students of Klamath Community College

# Constitution Bylaws

Revised: July 24, 2013

## ARTICLE 1
## CAMPUS INFORMATION

Klamath Community College
7390 South 6th Street
Klamath Falls, OR 97603
541-882-3521

College President: Dr. Roberto Gutierrez, 541-880-2210, gutierrezr@klamathcc.edu
Vice President of Student Services: Julie Murray-Jensen, 541-880-2221, julie@klamathcc.edu
Student Government Advisor: Kristy English, 541-880-2321, english@klamathcc.edu
Student Government Support: Shannon Childs, 541-880-2275, childs@klamathcc.edu

Klamath Community College Mission:

Klamath Community College provides accessible, quality education and services in response to the diverse needs of the student, business, and community. The College supports student success in workforce training, academic transfer, foundational skills development, and community education.

ASKCC Mission:

To empower and support students through diverse activities and events, strong leadership, support of clubs, and communication with administration.

Colors and Mascot:

The official school mascot is the Badger. School colors are burgundy, gray/silver, and white as designated by the college.

## ARTICLE 2
## ASKCC BYLAWS

I. Name

The Klamath Community College Student Government shall be known as:
The Associated Students of Klamath Community College (ASKCC).

II. Purpose

a. To serve as a communication liaison among students, staff, administration, faculty, and clubs.
b. To develop, plan, and oversee ASKCC events and activities.
c. To assist students in creating new clubs.
d. To review club charters and vote to approve charters as the first vote in the club charter process, or return proposed charters to the club members submitting the charter to request revision. (Final charter approval or denial will be at the discretion of the Vice President of Student Services).
e. To assist in facilitating student/club events and activities within the guidelines of Klamath Community College (KCC) policies and procedures.
f. To sit on KCC Committees and Councils, as requested, and report information to students via the ASKCC minutes.

III. Position Descriptions and Requirements

## President

**Eligibility Requirements:**

a. Must serve in summer, fall, winter, and spring terms.
b. Must maintain a cumulative and per-quarter minimum grade point average (GPA) of three-point-zero (3.0) or better.
c. Must be enrolled in and complete six (6) or more credits while serving during fall, winter, and spring terms.
d. Must be enrolled in and complete three (3) or more credits while serving during summer term.

**Duties, Responsibilities, and Expectations:**

a. Attend and actively participate in ASKCC meetings.
b. Attend and participate in Executive Team Meetings.
c. Act as the spokesperson for ASKCC.
d. Preside over ASKCC meetings.
e. Sit on the Board of Education as a non-voting member and attend monthly Board of Education meetings.
f. Schedule a minimum of five (5) hours per week at ASKCC table or office in addition to other duties listed.
g. Be visible and present at *ASKCC* events/activities.
h. Attend at least one (1) *club* event/activity per term.
i. Meet with ASKCC Advisor weekly for support, guidance and collaboration as necessary.

**Stipend for President Position:** $1,500 per term.

## Vice President

**Eligibility Requirements:**

a. Must serve in summer, fall, winter, and spring terms.
b. Must maintain a cumulative and per-quarter minimum grade point average (GPA) of three-point-zero (3.0) or better.
c. Must be enrolled in and complete six (6) or more credits while serving during fall, winter, and spring terms.
d. Must be enrolled in and complete three (3) or more credits while serving during summer term.

**Duties, Responsibilities, and Expectations:**

a. Attend and actively participate in ASKCC meetings.
b. Attend and participate in Executive Team Meetings.
c. Manage ASKCC Action Items.
d. Serve as President in his/her absence.
e. Schedule a minimum of four (4) hours per week at ASKCC table or office in addition to other duties listed.
f. Assign clubs to Senators for support during fall, winter and spring terms.
g. Be visible and present at *ASKCC* events/activities.
h. Attend at least one (1) *club* event/activity per term.
i. Attend at least one (1) Board of Education meeting per term.

**Stipend for Vice President Position**: $1,125 per term.

## Secretary

**Eligibility Requirements:**

a. Must serve in summer, fall, winter, and spring terms.
b. Must maintain a cumulative and per-quarter minimum grade point average (GPA) of three-point-zero (3.0) or better.
c. Must be enrolled in and complete six (6) or more credits while serving during fall, winter, and spring terms.
d. Must be enrolled in and complete three (3) or more credits while serving during summer term.

**Duties, Responsibilities, and Expectations:**

a. Attend and actively participate in ASKCC meetings.
b. Attend and participate in Executive Team Meetings.
c. Assist President with creating ASKCC Agenda(s).
d. Update ASKCC Binder as needed.

e. Take minutes of all ASKCC meetings. Minutes need to be typed and emailed to all members, the ASKCC Advisor, and ASKCC Support Staff no later than the night before the next meeting.
f. Schedule a minimum of three (3) hours per week at ASKCC table or office in addition to other duties listed.
g. Be visible and present at *ASKCC* events/activities.
h. Attend at least one (1) *club* event/activity per term.
i. Attend at least one (1) Board of Education meeting per term.

**Stipend for Secretary Position:** $1,125 per term.

## Treasurer

**Eligibility Requirements:**

a. Must serve in summer, fall, winter, and spring terms.
b. Must maintain a cumulative and per-quarter minimum grade point average (GPA) of three-point-zero (3.0) or better.
c. Must be enrolled in and complete six (6) or more credits while serving during fall, winter, and spring terms.
d. Must be enrolled in and complete three (3) or more credits while serving during summer term.

**Duties, Responsibilities, and Expectations:**

a. Attend and actively participate in ASKCC meetings.
b. Attend and participate in Executive Team Meetings.
c. Regularly manage ASKCC funds, requisitions, funding requests, and other budgetary forms/processes in collaboration with ASKCC Support Staff.
d. Meet with ASKCC Support Staff weekly.
e. Provide budget report at one meeting per week.
f. Maintain an annual ASKCC Budget Binder containing a copy of all ASKCC expenditures.
g. Schedule a minimum of three (3) hours per week at the ASKCC table or office in addition to other duties listed.
h. Be visible and present at *ASKCC* events/activities.
i. Attend at least one (1) *club* event/activity per term.
j. Attend at least one (1) Board of Education meeting per term.

**Stipend for Treasurer Position**: $1,125 per term.

## Senators

**Eligibility Requirements:**

a. Must serve in fall, winter, and spring terms *(does not serve summer term)*.
b. Must maintain a cumulative and per-quarter minimum grade point average (GPA) of two-point-five (2.5) or better.
c. Must be enrolled in and complete six (6) or more credits while serving during fall, winter, and spring terms.

**Duties, Responsibilities, and Expectations**

a. Attend and actively participate in ASKCC meetings.
b. Represent current KCC chartered clubs. Each Senator will be assigned a club or clubs to assist for the academic year.
c. Mentor students through club approval process.
d. Schedule a minimum of three (3) hours per week at the ASKCC table or office in addition to other duties listed.
e. Be visible and present at *ASKCC* events/activities.
f. Attend at least one (1) *club* event/activity per term.
g. Attend at least one (1) Board of Education meeting per term.

**Stipend for Senator Position**: $750 per term.

IV. Summer Term Requirements: (For ASKCC Executive positions)

a. Schedule all events/activities for the next academic year.
   - Create an events calendar (copies will be distributed to the KCC President, Vice President of Student Services, Student Services department, Faculty and Staff, ASKCC Support Staff, etc. as needed).
b. Update the ASKCC handbook and distribute to each member.
c. Prepare and approve an annual budget (copies will be distributed to the KCC President, Vice President of Student Services, Vice President of Administrative Services, Finance Director, and ASKCC Support Staff).

V. Policies and Procedures

a. ASKCC meeting schedule shall be determined each term; attendance is required.
b. All ASKCC meetings shall follow modified Robert's Rules of Order.
c. ASKCC will follow all college policies and procedures; mandatory training to be conducted quarterly and may be scheduled between terms.
d. ASKCC meetings are open to KCC students, staff and faculty for questions and comments during the last fifteen minutes. The ASKCC meeting schedule will be posted in the Student Life Center.

VI. Finance Guidelines

a. All KCC students shall pay a fee of two dollars and fifty cents ($2.50) per credit for ASKCC funding. All ASKCC stipends will be disbursed two times per term, for one academic year commitment (summer term through spring term for executives and fall through spring term for Senators) for all active ASKCC members.
    - Students who are hired partially into any term will be paid ½ of the stipend once per term.
b. All KCC Club funds requests must be proposed to ASKCC before use.
    - ASKCC will approve funds requests or return for revision.
    - All funds requests, requisitions, and other budgetary forms must be signed by ASKCC President or Vice President, ASKCC Advisor, and Vice President of Student Services or designee.
c. ASKCC budget will follow college budget process.
d. Funds spent must comply with the college Code of Conduct, AKSCC and KCC missions, and the enrichment of KCC students and/or campus.
e. The annual ASKCC budget must be complete, approved, and adopted by a vote from active ASKCC members for the following year by the end of the first week of summer term.

## ARTICLE 3
## EXPECTATIONS OF STUDENT GOVERNMENT MEMBERS

I. Every member of ASKCC will:

a. Maintain eligibility as outlined in the election and selection procedures in Article 2 and will be handled on a case-by-case basis.
b. Exemplify student rights and responsibilities, and fulfill expectations outlined in KCC Student Handbook.
c. Hold only one ASKCC position.
d. Fulfill his/her position requirements as outlined in Article 2, Section III; evaluations will be conducted each term by the ASKCC Advisor.
e. ASKCC members are not permitted to win any prize(s) from any club/ASKCC event at KCC.
f. Assist with new student orientations.
g. Advertise ASKCC events/activities.
h. Set two (2) or more annual goals.
i. Attend and actively participate in retreat activities.

II. Disciplinary Guidelines

a. Every member is required to follow through with any and all commitments as an ASKCC member. In addition, all members are required to meet the minimum eligibility requirements each term of service. If members fail to successfully complete all requirements and duties, the following action(s) will be taken:

- *First* incident will be addressed and resolved verbally by the ASKCC Advisor. The verbal warning will be summarized in writing to document the incident.
- *Second* incident will receive a written warning requiring the ASKCC member to sign a written agreement. The written agreement will clearly state the position requirements and will include a statement that the next incident may result in the termination of the position being held.
- *Third* incident: Possible probation, suspension, or removal from office. Procedure is described in the following three paragraphs.

b. In the event that a member is at risk of removal from office (third incident), the member will be notified that action is going to be taken by the executive committee. The member has a right to have a hearing in front of the other ASKCC members as a group. The hearing is to be closed to the public to protect the privacy of the member in question, unless this right is waived. The ASKCC President will preside over the hearing unless the President is the member in question, in which case, the Vice President will preside over the proceedings. The presiding officer will state the alleged deficiencies in meeting eligibility requirements or fulfilling the duties, responsibilities, and expectations of the position. The presiding officer will also present the written summary of the verbal warning and the agreement that was signed after the second incident. The member in question will have an opportunity to respond to the allegations.

c. The executive committee will be the only voting members to decide the disciplinary action to be taken (e.g., probation, removal, etc.). The ASKCC Advisor must be present and there is to be a representative from the Administration (Vice President of Student Services or designee) to observe the proceedings. While the member in question has the right to a hearing, that member may waive this right and accept a vote from the executive committee in a closed meeting with just the ASKCC Advisor and representative from the Administration present.

d. If a member does not meet the minimum Grade Point Average requirements, the member will be placed on probation for the following term. The probation will be documented and placed in the member's file as a written warning. If the member does not improve his or her GPA to the minimum prescribed levels, the member will be suspended from his or her position with ASKCC. That student may seek a position with ASKCC when his or her grade point average (GPA) has reached the acceptable minimum level. Each member is only allowed one (1) term of probation per year of service.

## ARTICLE 4
## COLLEGE CODE OF CONDUCT

Students are expected to maintain exceptional standards of behavior as they pursue their educational goals. Enrollment at KCC carries with it certain obligations and responsibilities that are respectful of the mission and function of the college as stated in the "College Code of Conduct" section of the Student Handbook.

ASKCC members, like all students, are expected to follow the College Code of Conduct. Any violations may result in conduct and organizational consequences (e.g., removal from position).

## ARTICLE 5
## ASKCC SUGGESTED ANNUAL GOALS

I. Goals include, but are not limited to, the following:

a. Increase quality and membership of existing clubs and increase the number of new clubs.
b. Engage in recruitment and outreach as identified in KCC's enrollment goals.
c. Host an event focused on curricular support (e.g., Fuel for Finals).
d. Work towards being environmentally conscious on campus and engage in a sustainability initiative.
e. Leave a "Living Student Legacy" (e.g., traditions, OCCSA binder; to be submitted for annual state certification).
f. Promote leadership development.
g. Contribute to larger campus student retention goals and efforts.