



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
Student Government Advisor: Alece Newberry, 541-880-2321, newberry@klamathcc.edu
Student Government Co-Advisor: Rachel Vian, 541-880-2370, vian@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:

ASKCC advocates for the student body by creating opportunities for campus and community engagement and providing access to resources based on individual and collective student needs.

Core Values:

Advocacy • **S**ervice • **K**nowledge • **C**ommunity • **C**onnection

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. Serve as a communication liaison among students, staff, administration, faculty, and clubs.
- b. Assist in facilitating student/club events and activities within the guidelines of Klamath Community College (KCC) policies and procedures.
- c. Serve on KCC Committees and Councils, as requested, and report information to students via the ASKCC minutes. ASKCC will appoint a student to each council.
- d. Develop, plan, and oversee ASKCC events and activities.
- e. Provide an annual process for chartering student clubs.
- f. Assist students in creating and providing resources for clubs.

III. Applicant Eligibility

- a. All officers must serve in summer, fall, winter, and spring terms
 - i. Executive positions include: President, Vice President, and Business Officer
 - ii. Non-executive positions include: Marketing and Communication Officer, Campus Club Officer, and Special Events Officer
- b. Must have a cumulative and per-quarter minimum grade point average (GPA) of 2.5 or better as well as have completed a new student orientation (NSO).
- c. Applicants for executive officer positions must have successfully completed a minimum of 12 credits total (post high school or GED) to be eligible to submit an application.
- d. Applicants for non-executive officer positions must have successfully completed a high school degree or GED and be enrolled in at least 6 credits for the current or upcoming term.

IV. Selection Procedure

- a. ASKCC officers are selected via an application process as outlined:
 - i. Applications are distributed to students during spring term.
 - ii. Complete applications will be reviewed by ASKCC officers and Advisor(s).
 - iii. The selection committee will be selected based on availability and applicability.

1. The selection committee consists of three current ASKCC officers (at minimum one executive officer), the ASKCC Advisor(s), and one club advisor.
- iv. Interviews are scheduled for every applicant.
- v. After all interviews are complete, the selection committee makes recommendations to the ASKCC Advisor(s).
- vi. The advisor(s) verifies eligibility for each applicant; GPA, behavioral, term of service, etc.
- vii. ASKCC Advisor(s) contacts selected applicants to offer position.
 1. ASKCC Advisor(s) contacts applicants who are not selected to inform of the outcome.
- viii. Any vacant positions following the spring selection process will be filled through a separate application and selection process by the incoming ASKCC board.

V. Position Descriptions and Requirements

Eligibility Requirements for All Officers (Executive and Non-Executive):

- a. Must serve in summer, fall, winter, and spring terms.
- b. Must maintain a cumulative and per-quarter minimum grade point average (GPA) of 2.5 or better.
- c. Must be enrolled in and complete six (6) or more credits while serving per term, during fall, winter, and spring terms.
- d. Must be enrolled in and complete three (3) or more credits while serving during summer term.

President (Executive)

Duties, Responsibilities, and Expectations:

- a. Schedule a minimum of five (5) hours per week at ASKCC office. Expect to serve an **average** of 10 to 15 total hours each week. (This includes required office hours, other duties listed, and engaging with students).
- b. Act as the spokesperson for ASKCC.
- c. Create meeting agenda and preside over ASKCC meetings.
- d. Serve on the Board of Education as a non-voting member and attend monthly Board of Education meetings.
- e. Be visible and present at ASKCC events/activities.



- f. Attend at least one (1) *club* event/activity per term.
- g. Meet with ASKCC Advisor weekly for support, guidance and collaboration as necessary.
- h. Assist other officers as deemed necessary.
- i. Other duties as assigned.

Stipend for President Position: \$1,500 per term (\$500.00 per month)

Vice President (Executive)

Duties, Responsibilities, and Expectations:

- a. Schedule a minimum of four (4) hours per week at ASKCC office. Expect to serve an **average** of 9 to 14 total hours each week. (This includes required office hours, other duties listed, and engaging with students).
- b. Attend and actively participate in ASKCC meetings.
- c. Attend and participate in Executive Team Meetings.
- d. Manage ASKCC Action Items.
- e. Serve as President in his/her absence.
- f. Serve as the primary resource for non-executive officers.
- g. Be visible and present at ASKCC events/activities.
- h. Attend at least one (1) *club* event/activity per term.
- i. Attend minimum of one (1) Board of Education meeting per term.
- j. Act as primary representative for ASKCC in the Oregon Community College Student Association (OCCSA).
- k. Assist other officers as deemed necessary.
- l. Other duties as assigned.

Stipend for Vice President Position: \$1,125 per term (\$375.00 per month)

Business Officer (Executive)

Duties, Responsibilities, and Expectations:

- a. Schedule a minimum of three (3) hours per week at ASKCC office. Expect to serve an average of 9 to 14 total hours each week, including required office hours, duties assigned by the ASKCC Advisor and committees, and engaging with students.
- b. Attend and actively participate in ASKCC meetings.
- c. Attend and participate in Executive Team Meetings.
- d. Take minutes of all ASKCC meetings.



- e. Update ASKCC Business Binder with current agendas, minutes, and action items.
- f. Regularly manage ASKCC funds, requisitions, funding requests, and other budgetary forms/processes in collaboration with ASKCC Advisor(s).
- g. Maintain an annual ASKCC Budget Binder containing a copy of all ASKCC expenditures.
- h. Coordinate with Special Events Officer on event budgets.
- i. Provide a budget report at Executive meetings.
- j. Be visible and participate at ASKCC events/activities.
- k. Attend at least one (1) club event/activity per term.
- l. Attend at least one (1) club council meeting per term.
- m. Attend at least one (1) Board of Education meeting per term.
- n. Assist other officers as deemed necessary.
- o. Other duties as assigned.

Stipend for Business Officer Position: \$1,125 per term (\$375.00 per month)

Campus Club Officer (Non-executive)

Duties, Responsibilities, and Expectations:

- a. Serve a minimum of three (3) office hours a week. Expect to serve an average of 5 to 9 total hours each week, including required office hours, duties assigned by the ASKCC Advisor and committees, and engaging with students.
- b. Promote the views of the clubs on campus and in the community.
- c. Advocate and share the needs of club members on campus.
- d. Maintain and provide updated data to answer inquiries regarding clubs, i.e. new roster information.
- e. Keep and update the list of club meeting times/days as needed.
- f. Work with the Secretary on updating and maintaining the list of club officers and advisors.
- g. Along with the Assistant Director of Student Life and ASKCC Treasurer, plan and present annual club trainings to club officers and advisors.
- h. Mentor students through club charter approval process.
- i. Be visible and active at ASKCC events/activities.
- j. Coordinate and preside over monthly club council meetings.
- k. Attend at least one (1) club event/activity per term.
- l. Attend at least one (1) Board of Education meeting per term.
- m. Assist other officers as deemed necessary.
- n. Other duties as assigned.

Stipend for Campus Clubs Officer Position: \$750 per term (\$250.00 per month)



Marketing & Communications Officer (Non-executive)

Duties, Responsibilities, and Expectations:

- a. Serve a minimum of three (3) office hours a week. Expect to serve an average of 5 to 9 total hours each week, including required office hours, duties assigned by the ASKCC Advisor(s) and committees, and engaging with students.
- b. Responsible for producing and dispersing advertisements through written and social media platforms (i.e. posters/flyers, Facebook, etc.) to promote the issues and programs of ASKCC.
- c. Responsible for collaborating with the College marketing and outreach team for producing press releases.
- d. Responsible for developing a photographic history of KCC events/activities.
- e. Responsible for updating the ASKCC Website.
- f. Be visible and active at ASKCC events/activities.
- g. Attend at least one (1) club event/activity per term.
- h. Attend at least one (1) Board of Education meeting per term.
- i. Assist other officers as deemed necessary.
- j. Other duties as assigned.

Stipend for Marketing & Communications Officer Position: \$750 per term (\$250.00 per month)

Special Events Officer (Non-executive)

Duties, Responsibilities, and Expectations:

- a. Serve a minimum of three (3) office hours a week. Expect to serve an average of 5 to 9 total hours each week, including required office hours, duties assigned by the ASKCC Advisor(s) and committees, and engaging with students.
- b. Work with Student Government, Facilities, Student Clubs, and community organizations to schedule and plan events.
- c. Work with the Campus Club Officer and Marketing & Communications Officer to create event budgets and advertising.
- d. Act as the main contact for inquiries regarding special events.
- e. Create shopping lists and volunteer schedules for specific events.
- f. Organize and track all event documentation with Treasurer/Secretary.



- g. Attend and actively participate in ASKCC meetings.
- h. Attend at least one (1) Board of Education meeting per term.
- i. Attend at least one (1) club event/activity per term.
- j. Assist other officers as deemed necessary.
- k. Other duties as assigned.

Stipend for Special Events Officer Position: \$750 per term (\$250.00 per month)

Summer Term Requirements:

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

VI. 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 of the meeting. The ASKCC meeting schedule will be posted outside of the Office of Student Life.

VII. Finance Guidelines

- a. All KCC students shall pay a fee of two dollars and fifty cents (\$2.50) per credit for ASKCC funding.
- b. All ASKCC stipends will be divided into monthly amounts to be disbursed the last working day of each month, for one academic year commitment for all active ASKCC members.
 - i. The stipend for those who are selected partially into any term will be pro-rated.
- c. All Campus Club funding requests must be proposed to ASKCC before use.
 - i. ASKCC will approve funding requests or return for revision.
 - ii. All funding requests, requisitions, and other budgetary forms must be signed by ASKCC President or Vice President, ASKCC Advisor, and Director of Student Support Services or designee.
- d. The ASKCC budget will follow the college budget process.



- e. All expenditures must comply with the college Code of Conduct, ASKCC and KCC missions, and the enrichment of KCC students and/or campus.
- f. Project funding must be paid in full by the end of each current fiscal year. No outstanding debt may be carried forward to future ASKCC teams.
- g. The annual ASKCC budget must be complete, approved, and adopted by a vote from active ASKCC members for the upcoming year.
 - i. The budget must be complete and submitted by the start of fall term.

ARTICLE 3

EXPECTATIONS OF STUDENT GOVERNMENT MEMBERS

- I. Every member of ASKCC is required to:
 - a. Exemplify student rights and responsibilities, and fulfill expectations outlined in KCC Student Handbook.
 - b. Hold only one paid ASKCC position. ASKCC Officers may take on additional duties to support a vacant position but shall not be paid for more than one position at a time.
 - c. Fulfill his/her position requirements as outlined in Article 2, Section V; evaluations will be conducted each term by the ASKCC Advisor(s).
 - d. Be excluded from winning any prize(s) from any club/ASKCC event.
 - e. Attend and assist with new student orientations.
 - f. Advertise ASKCC events/activities.
 - g. Set two (2) or more annual goals as a group.
 - h. Attend and actively participate in retreat activities with zeal.

- II. Disciplinary Guidelines
 - a. Every member is required to follow through with any and all commitments as an ASKCC member. If members fail to successfully complete all requirements and duties, the following action(s) will be taken:
 - i. *First* incident will be addressed and resolved verbally by the ASKCC Advisor(s). The verbal warning will be summarized in writing to document the incident.
 - ii. *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.
 - iii. *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), an executive meeting may be called to discuss what action with which to proceed, if any. At least one ASKCC advisor must be present for the disciplinary meeting. If action is going to be taken, 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 fulfilling the duties, responsibilities, and expectations of the position. The member in question will have an opportunity to respond to the allegations.

At that point, the officer in question will be dismissed, so that all members can speak freely without bias or intimidation from those with disciplinary concerns. The executive board will make a determination on disciplinary actions, which must be approved by ASKCC Advisor(s). The officer in question shall be notified of the outcome via email within 5 business days of the meeting.

- 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(s) must be present and there is to be a representative from the Administration (Director of Student Support 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 either resign their position or accept a vote from the executive committee in a closed meeting with the ASKCC Advisor(s) and representative from the Administration present.
- d. If a member does not meet the minimum Grade Point Average (GPA) or credit hour 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 or enrollment status to meet minimum prescribed levels, the member will be removed from his or her position with ASKCC. That student may seek a position with ASKCC when his or her GPA or enrollment status has reached the acceptable minimum level. Each member is only allowed one (1) term of academic probation per year of service.

III. Probationary Period

- a. Every new member will have a one term or 90 day probationary period depending on when the position is accepted. If the position is accepted at the start of the term, that term is the probationary period. Should the new member enter into the position after the third week of the term the probationary period will be no less than 90 days.



- b. During this probationary period, the new member must attend all meetings, trainings, work sessions, events, and be actively engaged in the position. All duties by each member must be met, as outlined in the job descriptions and eligibility. Emergencies and prior engagements will be taken into account with ASKCC Advisor(s).
- c. No class may be missed for any reason to work in the ASKCC Office or any KCC Event; this applies to probationary members and non-probationary members.
- d. If the member's performance is not acceptable though peer and advisor reviews, action through due process will be taken for removal from office.
- e. Refer to Article 3, Section II Disciplinary Guidelines, for due process procedure.

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 OFFICE OF STUDENT LIFE STAFF MEMBER CODE OF ETHICS AND CONFLICT OF INTEREST

The Klamath Community College Office of Student Life (OSL) recognizes that sound, ethical standards of conduct serve to increase the effectiveness of the KCC OSL. Actions based on an ethical code of conduct promote confidence and assist in the attainment of the KCC OSL's goals and mission. The KCC OSL also recognizes its obligation to adopt a code of ethics, setting forth the standards of conduct required of all KCC OSL staff members. The KCC OSL is also committed to avoiding any situation in which the existence of simultaneous, conflicting interests of any staff member may call into question the integrity of the KCC OSL. The KCC OSL affirms its commitment to adhere to all applicable provisions of law regarding material conflicts of interest.

I. Definitions

- a. **"Staff member"** shall be used to refer to any person or persons performing work for the Klamath Community College Office of Student Life, whether paid or unpaid.

- b. “**Constituents**” shall be used to refer to any person, not a “staff member”, utilizing any OSL resources, whether in person or electronically, regardless of their affiliation with the college.

II. Confidential Information

- a. No staff member shall disclose any confidential information acquired in the course of their official duties under any circumstances or use such information to further their own personal interest.
- b. All constituents (regardless of employment status with the college or personal relationship with staff members) must present valid photo identification to a staff member prior to any access of their own confidential information.
- c. Confidential information may only be disclosed to the holder of said valid photo identification.
- d. Confidential information shall be understood to include, but is not limited to: *any* account information about any constituent or KCC staff member (this includes information such as names, birthdates, telephone numbers, email addresses, student ID numbers, academic status, etc.), or work schedules.
- e. “Directory Information,” as excluded from the Federal Educational Rights Privacy Act ([FERPA](#)), and defined by that act as “a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance” shall not be excluded from this code of conduct. No directory information is to be released by any staff member to any party. Inquiries about such information shall be referred to the Assistant Director of Student Life, who shall pass all such inquiries to the college’s administrative offices.
- f. Constituent information may not be accessed except when working with the constituent physically present, or by the direct order of OSL professional staff members.
- g. All inquiries by federal agents, law enforcement officers, or other persons for release of confidential library records shall be referred to the Assistant Director of Student Life.

III. Staff Conduct

As representatives of Klamath Community College and the State of Oregon, staff members will always maintain an appropriate, professional, and respectful manner. Staff members shall provide the highest level of service to all constituents, using appropriate resources and accurate, unbiased, and courteous responses to all requests. Staff members shall greet all constituents in an engaging, proactive, and welcoming manner. No staff member shall act in any way that may cause an OSL user to feel intimidated, unsafe, or unwelcome.

ASKCC and the Office of Student Life value balance between work and personal lives. All staff members are afforded the right to a mental health break whenever they feel it necessary to deal with emotional stress. Staff members are encouraged to secure coverage for their work station prior to taking such break. While on duty, the professional obligations of neutrality, courtesy, and respect take precedence over staff member’s personal beliefs.



No staff member shall engage in or encourage any unprofessional behavior while working in the OSL. Behaviors to avoid in creating a professional and welcoming environment include, but are not limited to, rough housing, throwing objects, shouting, and use of obscene or inappropriate humor or language. Please use furniture as intended.

No staff member shall engage in public displays of affection in the OSL office including, but not limited to, kissing, massaging, sexual banter, or inappropriate touching.

No staff member shall allow or assist any patron in willfully or knowingly engaging in any type of academic dishonesty including, but not limited to, plagiarism and/or cheating. No staff member shall allow or assist any patron(s) in willfully or knowingly engaging in any illegal activities.

IV. Nondiscrimination Policy

ASKCC and the Office of Student Life will not deny services, resources, or support to any individual on the basis of their sex, gender, orientation, ethnicity or country of origin, religion/faith, socioeconomic status, political views, creed, age, ability, physical appearance, or enrollment status. ASKCC and the Office of Student Life value all past, present, and future members of the KCC community.

All staff members shall comply with Title IX of the Education Amendments of 1972 (Title IX): “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

V. Use of OSL Property

No staff member shall use or permit the use of property, owned by or leased to, the KCC OSL for anything other than official purposes or for activities not otherwise officially approved by the coordinator.

VI. Duty to Recuse

It is incumbent upon any staff member, whether paid or unpaid, to recuse themselves immediately whenever a potential conflict of interest exists.

VII. Duty to Report Violations of this Policy

Any KCC OSL staff member knowing of or suspecting a direct or indirect conflict of interest and violation of this policy, is encouraged to report the matter, either in confidence or in public, to the Assistant Director of Student Life. Any resolution of such conflict shall hold the KCC OSL’s interest paramount, as well as maintain the OSL’s integrity.



**VIII. Distribution of Klamath Community College Office of Student Life staff member
Code of Ethics and Conflict of Interest Policy**

The Assistant Director of Student Life shall distribute a copy of the Code of Ethics and Conflict of Interest Policy to every staff member of the Office of Student Life. Each staff member hired thereafter shall be furnished a copy before entering upon the duties of their office or employment.

**ARTICLE 6
ASKCC SUGGESTED ANNUAL GOALS**

- I. Goals include, but are not limited to, the following:
 - a. Actively advocate to increase resources for students in need on campus in order to further student success (i.e. address food insecurity, housing, and child care)
 - b. Foster student engagement within the KCC community and build a culture of connectedness through promoting campus clubs/orgs as well as event attendance
 - c. Increase KCC engagement and pride at Lakeview campus through inclusion efforts and additional resources
 - d. Ensure ASKCC marketing is visible on a wide variety of mediums to reach the largest population possible

Dated in Klamath Falls, Oregon on this ____ day of _____, 2019.

KLAMATH COMMUNITY COLLEGE

By: _____
Dr. Roberto Gutierrez
President

By: _____
Jenny Naylor
ASKCC President

By: _____
Allison Bryson
Vice President of Student Affairs

By: _____
Alece Newberry
Assistant Director of Student Life

By: _____
Rachel Vian
Administrative Assistant for Student Affairs