

## ARTICLE 1. GENERAL OVERVIEW & ROLES

**Section 1.01 General Information:** The Associated Students of Chemeketa (ASC) will represent, advocate, and promote the needs and well being of students at Chemeketa Community College. ASC membership will be composed of coordinators, who serve as officers and co-chairs of committees.

### TEAM ROLES

**Section 1.02 Executive Coordinator:** The Executive Coordinator is the President of ASC. The person in this role shall act as the lead liaison between students, administration, and the Chemeketa Community College Board of Education:

- Attend Board of Education meetings
- Prepare Board Reports
- Assist in all general functions and planning
- Prepare agenda with Administrative and Team Coordinators for weekly ASC meetings
- Co-lead weekly ASC meetings
- Respond to critical issues and take appropriate action as they occur
- Respond to [asc@chemeketa.edu](mailto:asc@chemeketa.edu) email correspondence
- Submit Chemeketa Chatter newsletter entry for every event
- Submit Chemeketa Weekly (student email newsletter) entry for every event
- Appoint ASC members to committees each term

**Section 1.03 Team Coordinator:** The Team Coordinator is the Vice President of ASC. The person in this position will be a part of the Executive Team alongside the Executive Coordinator and Lead Event Coordinator.

- Co-lead weekly ASC meetings (make weekly meeting slides)
- Fills in for the Executive Coordinator as needed
- Delegate duties alongside Executive Coordinator
- Schedule event shifts
- Manages class presentations
- Works with Budget Coordinator to establish budget priorities
- Respond to [asc@chemeketa.edu](mailto:asc@chemeketa.edu) email correspondence
- Monitor team progress and maintain a positive, productive work environment

**Section 1.04 Event Coordinator:** The Event Coordinators will be responsible for facilitating events on campus through ASC.

- Respond to [asc@chemeketa.edu](mailto:asc@chemeketa.edu) email correspondence
- Work with the marketing coordinator to produce event fliers
- Co-lead Club Fairs with Student Club Coordinators
- Work with Community Engagement Coordinator to recruit student volunteers for events
- Write event reflections for each event within one week
- Outreach to other departments for collaboration
- Work with Budget Coordinator to purchase event supplies
- Update calendars: Student Life calendar, Student Center calendar, 25 Live calendar
- Update ASC website page with each terms event list

**Section 1.05 Student Clubs Coordinator:** The Student Clubs Coordinator will support and communicate with club officers, members, and staff advisors.

- Respond to [asc@chemeketa.edu](mailto:asc@chemeketa.edu) email correspondence
- Determine the active and inactive clubs on campus
- Oversee reimbursement and organization of club funds with Club Coordinator(s)
- Register and assist clubs with events
- Administer and track club paperwork
- Coordinate Club Fairs and events
- Coordinate End of Year Clubs Recognition
- Coordinate Council of Clubs Term-by-Term
- Manage and Update Club Hub Website
- Train new club officers on policies and procedures
- Monitor club activity
- Manage club lockers

**Section 1.06 Budget Coordinator:** The person in this position will be held responsible for keeping track of the finances within ASC.

- Organization and monitoring of event funds
- Work with Civic Engagement Coordinator to create and run the SIF committee
- Track all ASC related expenses and event participation data on the Drive
- Receipt filing in the drive (by the end of the month).
- Respond to [asc@chemeketa.edu](mailto:asc@chemeketa.edu) email correspondence

### **Section 1.07 Legislative Coordinator**

The Legislative Coordinator will co-lead two campaigns per year that are designed to increase the number of Chemeketa students voting during elections. The first campaign is focused on getting more students registered to vote:

- Lead Community College Related Campaigns (Letter Writing, Public Hearings, etc.)
- Organize Voter Registration Drives (tabling)
- Knowledge of local and national politics
- Promote Voting During National and Local Elections (Classroom Presentations)
- Recruit Students to Provide Testimonies at the Capital
- Manage Civil Discourse Board - Post Weekly
- Gain Knowledge of Relevant Community College Senate and House Bills
- Work with Civic Engagement Coordinator and Team Coordinator to create and run the SIF committee
- Assist Civic Engagement Coordinator in managing Legislative Internship Program

### **Section 1.08 Community Engagement Coordinator**

The Community Engagement Coordinator will be the student representative responsible for leading community service projects.

- Respond to [asc@chemeketa.edu](mailto:asc@chemeketa.edu) email correspondence
- Coordinate community service projects (Marion Polk Foodshare, Arches, etc.)
- Work with Event Coordinator to recruit student volunteers for events

- Build partnerships & connect with community resources
- Coordinate Into the Streets Projects with Civic Engagement Coordinator
- Assist legislative coordinator to organize voter registration drives
- Coordinate a Spring campus cleanup and a Winter drive
- Assist Event Coordinators with campus belonging events

### **Section 1.09 Marketing Coordinator**

The Marketing Coordinator will be the student representative responsible for creating ASC marketing materials.

- Respond to [asc@chemeketa.edu](mailto:asc@chemeketa.edu) email correspondence
- Run the ASC Instagram (including taking/collecting the photos)
- Create bi-weekly bathroom newsletters
- Create event flyers

### **Section 1.10 International Student Representative**

**Note: for the 26/27 school year this position will not be within ASC**

The International Student Representative will lead International Club activities and act as a liaison between the club and ASC.

- Respond to [asc@chemeketa.edu](mailto:asc@chemeketa.edu) email correspondence
- The International Student Representative will be the president of the International Student Club
  - Presidential responsibilities include planning and leading club meetings and organizing club activities
- Communicate international student needs and activities to the rest of the ASC team at weekly meetings

### **Section 1.11 PTK Engagement Coordinator**

These tasks will be shared by a PTK President and Vice President as additional duties to other ASC positions. They will be responsible for initiating and overseeing PTK activities:

- Recruit PTK Members and Club Officers
- Respond to PTK email and correspondence [ptk@chemeketa.edu](mailto:ptk@chemeketa.edu)
- Coordinate PTK Induction Ceremonies and other related activities/events
- Lead regular PTK Club Meetings, and make an initiative to increase participation/engagement
- Plan activities throughout each term to engage members, provide development opportunities, and offer guidance accessing PTK materials such as scholarships
- Review PTK Budget
- Manage PTK Google Drive Files

## **ARTICLE 2. ADMITTANCE, RAMIFICATIONS, & NON-DISCRIMINATORY CLAUSE**

**Section 2.01 Admittance:** Membership in ASC shall consist of students who are enrolled in a minimum of 12 credit hours at Chemeketa Community College and who maintain a 2.75 GPA. Exceptions to these requirements must be approved by the ASC Advisor.

**Section 2.02 Non-Discriminatory Clause:** ASC will not discriminate based upon, but not limited to, race, color, religion, age, gender, gender identity, sexual orientation, marital status, pregnancy or related conditions, family relationship, veteran status, tobacco use, ethnicity, national origin or disability.

**Section 2.03 Membership Duties & Ramifications:** All ASC members will follow the Chemeketa Community College Student Rights and Responsibilities, which include modeling professionalism in the workplace and respecting each other's boundaries.

Each member shall maintain the minimum number of hours per week (10) as assigned by the ASC Advisor and ASC Executive Coordinator.

ASC members will be responsible for managing Google Drive files by organizing and providing input related to the position assigned to them.

**Each ASC member will be held accountable for showing up to their scheduled hours. Failure to attend shift(s) with no contact with the advisor will result in disciplinary action.**

Attendance to all scheduled ASC meetings is **mandatory**. If an ASC member is not able to attend a meeting, the ASC Advisor and ASC Executive Coordinator must be notified in **advance** of the meeting. **If an ASC member misses three unexcused consecutive meetings without approval of the ASC Advisor, they may be removed from the ASC. Failure to comply with the responsibilities of these positions may result in removal from ASC.**

An ASC officer shall be impeached solely for significant offenses warranting removal from office. These offenses include failure to fulfill the duties of their position as specified in the Constitution and any relevant ASC operating documents. The removal process must be initiated by the Executive Team and officiated by the ASC Advisor.

Members hired directly by ASC shall be appointed to and sit on one committee outside of ASC if their schedule allows. In addition, ASC members must attend regular meetings, training, and professional development opportunities.

**All ASC members will be required to prepare weekly position reports. Position reports are mandatory and will be presented at the Friday ASC Student Council meetings.**

ASC representatives are responsible for and required to complete assigned tasks, duties, and meet established deadlines. Failure to comply with these requirements will result in disciplinary actions.

## **Section 2.04 Objectives:**

### **(a) Representation**

- Represent students on the Chemeketa Board of Education, Oregon Community College Student Association (OCCSA) board meetings, other Chemeketa committees, ASC committees, and at conferences on & off-campus
- Strive to develop and maintain ASC representatives who represent a diverse variety of academic, social, cultural, and other interests and involvement.
- Follow and uphold the Chemeketa Diversity Statement:  
“We are a community enriched by the diversity of our students and staff. Each individual and group has the potential to contribute to our learning environment. Each has dignity. To diminish the dignity of one is to diminish the dignity of us all.”

### **(b) Advocacy**

- Actively listen to and take action on behalf of student interests.
- Refer student issues and concerns to appropriate people, departments, organizations, or other resources.
- Follow through with students to ensure their concerns have been resolved.
- Promote the well-being of students by following and upholding the Chemeketa Community Student Rights and Responsibilities.

## **ARTICLE 3. COMMITTEES**

**Section 3.01 Chemeketa Community College Committee Selection:** Each ASC member will sit on a Chemeketa committee or a statewide committee if available. The Executive Coordinator will sit on the Chemeketa Board of Education. If absent, the Team Coordinator/VP will serve as a substitute. At the beginning of each academic year, the ASC Advisor and ASC Executive Coordinator will work with all other ASC members to make Chemeketa committee appointments. ASC members may submit a request for their preferred committee.

**Section 3.02 ASC Committees:** Committees consist of the Student Initiated Fee Committee, Academic Advisory Committee, College Council Committee, Curriculum Committee, Dialogue and Awareness Committee, and any Ad hoc committees the ASC deems necessary in the course of doing business. ASC representatives are required to present the information they receive in their assigned committee(s) to the rest of the team at weekly meetings.

### **TYPES OF COMMITTEES**

**Section 3.04 Student Initiative Committee (SIF):** The SIF Committee will be responsible for presenting fee increase proposals to the Chemeketa Board during Fall Term of each academic year and managing input and output of the budget. In addition, Committee members will evaluate budget proposals and funding requests from the student body and staff on campus.

**Section 3.05 ASC Committee Membership:** The Executive and Team Coordinators will work with the ASC Advisor to select committee members at the beginning of each academic year and term for active committees that request student representation. Committee members will seek to represent all students at Chemeketa and their interests/concerns rather than their individual thoughts.

**Section 3.07 Ad hoc Committees:** Ad hoc committees may be for any purpose that ASC deems appropriate. ASC may form ad hoc committees at any given time by majority vote. Ad hoc committees shall consist of a minimum of two ASC members.

## **ARTICLE 4. TERMS OF OFFICE & REMOVAL PROCESS**

**Section 4.01 Terms of Office:** No position shall serve more than one consecutive year in the same position without being re-appointed and not more than two consecutive years. Any person replacing an ASC position will serve for the remainder of the academic year.

**Section 4.02 Removal Process:** Any ASC representative may initiate the process to remove an ASC member. A written request for removal is submitted to the Executive Team which must highlight the team member's failure to perform the duties of the position. The member in question will be given a chance to present a defense prior to any official decisions. Removal of the member requires approval from the Executive Team and final say by the ASC Advisor.

**ASC Advisor will be responsible for removing an ASC representative for not satisfying position requirements.**

**If an ASC member misses three consecutive meetings without approval of the ASC Advisor, they may be removed from the ASC.**

**If an ASC member fails to perform the duties of the position they may be removed from office by the ASC Advisor.** If these positions are student employees, they are subject to all rules governing student employment.

**Section 4.03 Vacancies:** In the event of a vacancy, the ASC board will search for suitable candidates for replacement, encourage candidates to apply, and submit names of candidates to the Selection Committee or the ASC Advisor. The vacancy will be filled from the online applicant pool. Any vacancy replacement must be able to work in the position for a minimum of one full academic term.

## **ARTICLE 5. MEETINGS**

**Section 5.01 Team Meetings:** Team meetings shall be weekly during the fall, winter, and spring academic terms.

**Section 5.02 Workshop/Training Meetings:** A workshop or training meeting shall be held as needed during the fall, winter, and spring academic terms. These are informal ASC meetings.

**Section 5.04 Friday ASC Meetings:** Attendance to all scheduled ASC meetings is **mandatory**. If an ASC member is not able to attend a meeting, the ASC Advisor and ASC Executive Coordinator must be notified in advance of the meeting. **If an ASC member misses three unexcused consecutive meetings and/or 5 or more meetings per term without approval of the ASC Advisor, they may be removed from the ASC. Failure to comply with the responsibilities of these positions may result in removal from ASC.**

**All ASC members will be required to prepare weekly position reports. Position reports are mandatory and will be presented at the Friday ASC Student Council meetings**

## **ARTICLE 6. ENABLING CLAUSE:**

**Section 6.01 Enabling clause:** Bylaws shall go into effect immediately after approval by ASC. Approval requires two-thirds majority vote of the ASC Student Council.

**Section 6.02 Amendment Enabling clause:** All proposed bylaw amendments must be approved by a two-thirds majority vote of the ASC Student Council. Amendments shall go into effect immediately, or as specified by the measure, and upon approval by the ASC, if those results show two-thirds majority approval.

## **ARTICLE 7. ASC CONSTITUTION:**

**Section 7.01 Amendments:** The ASC Constitution may be amended by a two-thirds majority of votes cast by the ASC. The vote will be cast as part of a ASC Student Council Meeting. Any proposed amendment to the ASC Constitution will be made public to the student body one week prior to the ASC vote.

**Section 7.02 Implementation:** When the ASC Constitution has been approved by the ASC Student Council, it will be publicized through publication on the school website and through other relevant media so that the administration and student body are informed appropriately.

Amendments to the ASC Constitution shall be implemented in the same manner as the original implementation of the ASC Constitution after the ASC vote and if amendments are approved.

## **ARTICLE 8. ADMINISTRATIVE CHANGES:**

**Section 8.01 ASC Constitution and Bylaw changes:** The ASC Constitution and Bylaws may be changed for the purpose of keeping them current with college policies, state laws, and terminology. Examples of such administrative changes include but are not limited to changes in department titles, staff titles, changes in specific college policies, funding, and changes in the college calendar. When such alterations are deemed necessary, the following procedure will be used:

- ASC, with approval from the ASC Advisor, will review the constitution and bylaws near the end of the academic year and make suggested changes that will be taken to the ASC Student Council for a vote.
- During the final month of the academic year the ASC Student Council administrative changes will be reviewed.
- Administrative changes shall be placed on the first available agenda as an action item. If passed, new copies of the constitution and bylaws will be created and passed on to the appropriate administrative authority and published.
- Changes to ASC Constitution and Bylaws shall be made as needed throughout the school year. This is done to maintain an up to date Constitution and Bylaws at all times.