

ASSOCIATED STUDENTS OF CLACKAMAS COMMUNITY COLLEGE

STUDENT CONSTITUTION

Draft

---

Preamble

We, the students of Clackamas Community College, being vitally interested in our own education, our cultural, social and material welfare, desiring to stimulate and improve democratic student government, and to maintain academic freedom, academic responsibility, and student rights, do hereby establish this constitution.

---

**Article I - Names and Insignia**

**Section I - Student Body**

The name of the Association shall be the Associated Students of Clackamas Community College (ASCCC).

**Section II - Representative Body**

The representative body of the ASCCC shall be known as the Associated Student Government of Clackamas Community College (ASGCCC), and shall consist of an Executive Cabinet and an official body.

**Section III - Colors**

The official colors of the Association shall be white, navy, scarlet, and black.

**Section IV - Seal**

The official seal of the Association shall be the same as the college seal.

**Article II - Purpose**

**Section I – Statement of Purpose**

The purpose of the ASGCCC shall be to encourage, promote, and regulate the activities of the body and sub-organizations under the direct control of the ASGCCC.

**Article III - Membership**

**Section I - Qualifications**

Membership in the Association shall consist of all students who are officially enrolled at Clackamas Community College.

## Section II - Non-discrimination

ASGCCC is open to all Clackamas Community College students. No Clackamas Community College student may be denied membership on the basis of race, sex, sexual orientation, gender identification, religion, ethnicity, national origin, color, age, disability, or veteran status.

## Article IV - Officials

### Section I - Executive Cabinet

1. The Executive Cabinet will set into operation the duties and tasks directed by the President, in accordance with the goals established for the year.
2. The Executive Cabinet shall consist of between six and eight members: two elected, an appointed Administrative Director and between four and six appointed directors whose positions shall reflect the ASGCCC goals for the given year.
3. The elected officials shall consist of the President and Vice President.
4. A selection committee as stated in the bylaws shall appoint the Administrative Director and the four to six directors.

### B. Duties and Responsibilities of the President:

1. The President shall preside at all meetings of the ASGCCC.
2. The President is responsible for being the liaison between the students, the administration, and the Board of Education.
3. The President is an ex-officio member of the Board of Education and is responsible for keeping the board abreast of student needs and student interest.
4. The President shall exercise all rights of the office including:
  - a. Appointing committees; with the exclusion of selection and election committees.
  - b. Vetoing actions not in the best interest of the students.
    - i. The President cannot veto his or her own removal from office;
    - ii. A presidential veto can be over-riden by a Two-Thirds vote of the ASGCCC;
  - c. Sitting on the ASGCCC selection committee.
    - i. If the President cannot attend, the Vice President may select a substitute.
  - d. Serving as or appointing the student government representative to President's Council
5. The President shall hold regularly scheduled Executive Cabinet meetings.
6. The President shall provide the leadership in the development and maintenance of all ASGCCC activities.
7. The President shall supervise and evaluate the work of the Executive Cabinet.
8. The President shall provide representation for ASGCCC in meetings of local, regional, and national organizations.
9. Other duties to be performed as needed.

### C. Duties and Responsibilities of the Vice President:

1. The Vice President shall assume the office of the President if the office is vacated before the term of office has expired.
2. The Vice President shall preside at ASGCCC meetings and all other functions at the request of the President.
3. The Vice President shall coordinate and appoint all selection and election committees and shall coordinate all meetings and interviews in cooperation with the ASGCCC advisor.

- a. The President shall assign another member of ASGCCC to coordinate the election or selection committee if the Vice President is running for office, has a personal relationship with the interviewee, or is being screened by the selection committee.
  - 4. The Vice President shall supervise and evaluate the work of the Senate.
  - 5. The Vice President shall sit as a member of the Executive Cabinet and work with its members to facilitate the development of ASGCCC.
  - 6. Other duties to be performed as needed.
- D. Duties and Responsibilities of the Administrative Director:
- 1. The Administrative Director shall work with the President and Vice President to manage the records, documents, and budget of ASGCCC.
  - 2. The Administrative Director shall sit as a member of the Executive Cabinet and work with its members to facilitate the development of ASGCCC.
  - 3. Other duties to be performed as needed.
- E. Duties and Responsibilities of the Directors:
- 1. The Directors shall work to achieve the goal(s) and complete the task(s) to which they have been assigned in accordance with the goals for the year.
  - 2. The Directors shall sit as members of the Executive Cabinet and work with its members to facilitate the development of ASGCCC.
  - 3. All Directors must attend all ASGCCC meetings.
  - 4. Specific duties shall be outlined in a position description developed following the establishment of ASGCCC's goals for the year. All Directors must register for and complete a minimum of 10 credits per term during their time in office.

## Section II – Officers and Senators

- 1. The bylaws shall set the number of officers and senators to hold office at any given time as well as the responsibilities of the officers and senators.
- 2. All Officers must attend all ASGCCC meetings.
- 3. Officers and senators shall be selected for the ASGCCC in accordance with the selection process outlined in the bylaws.
- 4. The officer appointed under the Administrative Director shall be known as the Administrative Assistant.
- 5. All Officers must register for and complete a minimum of 8 credits per term during their time in office.
- 6. All Senators must register for and complete a minimum of 6 credits per term during their time in office.

## Section III - Duties and Responsibilities of all ASGCCC Members

All ASGCCC members shall:

- 1. Attend three ASG sponsored events.
- 2. Attend all assigned committee meetings and report to ASGCCC on those meetings when called upon to do so.
- 3. Work closely with all other ASGCCC members to keep the team updated and to facilitate the promotion of a strong student government.
- 4. Represent ASGCCC in assigned college clubs, organizations, and committee meetings and report to ASGCCC when called upon to do so.

5. Schedule five hours of ASGCCC work per week per term in the Associated Student Government Office and maintain an updated schedule each term. This does not include meetings.
6. Work 5, 10, or 15 hours per week on ASGCCC work (Senator, Officer, and Director respectively).
7. Obey the Behavior Code.
8. Learn and understand basic parliamentary procedure.
9. Abide by the Constitution, Bylaws, and Administrative Rules.
10. Shall have the right to dissolve committees by a Two-Thirds vote of its members.
11. All ASG members shall maintain a GPA of 2.75 per term
12. If a member fails to meet a 2.75 term GPA, a cumulative GPA of 3.0 will protect that member from removal.
13. If a member fails to meet any requirements, he or she shall be removed from office.
  - a. A process for appeal is detailed in the bylaws.
  - b. If the member is re-instated, but fails to meet the GPA or credit requirements the following term, he or she will be removed from office with no consideration for appeal.
14. Additional duties and responsibilities for all ASGCCC members shall be found in the bylaws

#### Section IV - Qualifications

1. All ASG applicants shall enroll at Clackamas Community College and have a cumulative term GPA of 2.67 to apply. A lack of college transcripts shall require the presentation of a high school transcript.

#### Section V - Removal from Office

##### A. By ASGCCC

1. Non-elected members
  - a. Any member of ASG may request the removal of a non-elected member of ASG.
  - b. A request for removal is to be solely based on the member's failure to perform his or her duties as outlined in the Constitution, Bylaws, or Administrative Rules.
  - c. Removal from office requires Three-Fourths approval of the Executive Cabinet and is effective immediately.
2. Elected members
  - a. Any member of ASG may request the removal of an elected member of ASG.
  - b. A request for removal is to be solely based on the member's failure to perform his or her duties as outlined in the Constitution, Bylaws, or Administrative Rules.
  - c. Removal of office requires the following:
    - i. A Three-Fourths approval of ASGCCC.
    - ii. A Two-Thirds approval of the ASCCC.
    - iii. A vote will only go to the ASCCC if it first passes with ASGCCC.

##### B. By ASCCC

1. Any member of ASCCC may initiate the process to remove an ASG member.
  - a. To initiate the process 100 signatures must be petitioned.
  - b. A request for removal is to be based on the member's failure to perform his or her duties as outlined in the Constitution, Bylaws, or Administrative rules.

- i. Removal of an elected official requires approval of Two-Thirds votes cast of ASCCC.
- ii. Removal of a non-elected member requires Three-Fourths vote of the ASGCCC.

#### Section VI - Terms of Office

1. No elected official shall hold an office for more than one year without being re-elected to that office. No appointed official shall hold an office for more than one year without being re-appointed to that office.
2. Any person replacing an official shall serve for the remainder of that official's term of office.

#### Section VII - Vacancies

1. If both the President and Vice President positions should become vacant at the same time, the Administrative Director shall assume the presidency. The selection process outlined in the bylaws shall then be used to fill both the Vice President and the Administrative Director positions.
2. If any position other than President should have a mid-term vacancy, the selection process outlined in the bylaws shall be used to fill the position.

### **Article V – Appropriations**

#### Section I – Process

1. All funds greater than 25.00 dollars must be appropriated for through the ASG appropriations process.
2. The Executive Cabinet shall review and approve appropriations with a Two-Thirds vote. If appropriation requests are over 500 or appealed, ASGCCC will review and will be approved with a Three-Fourths vote.
3. The appropriations and appeal process is outlined in the Appropriations Outline Document.

#### Section II – Restrictions

1. No funds or monies of the ASGCCC are to be donated, spent, or contributed to any organization or concern not directly affiliated with the Clackamas Community College's students, faculty, staff, or campus without the approval of Three-Fourths ASGCCC.

### **Article VI - Meetings**

#### Section I - Regular Meetings

1. Regular meetings shall be held every week during the fall, winter, and spring terms.
2. The day and time ASGCCC is to meet shall be established by the ASGCCC President prior to registration for the term and shall remain constant throughout the term.

#### Section II - Special Meetings

1. Special meetings of the ASGCCC may be called by the President or by a majority of the ASGCCC as per the bylaws.

### Section III - Quorum

1. For a vote of ASGCCC to be official, a quorum must be present.
2. Fifty percent plus one of ASGCCC shall constitute a quorum.

### Section IV - Rules of Order

1. ASGCCC shall follow Robert's Rules and the chairperson shall establish how strict the rules will be.
2. A change in rules of order may be enacted by majority vote of the ASGCCC at any weekly meeting.

### Section V - Attendance

1. Any official absent from three regular ASGCCC meetings in one term will be automatically removed from office.
2. The chairperson will notify the body of the official's removal from office at the next regular ASGCCC meeting.
3. All absences from official ASGCCC committee meetings will be treated as absences from regular ASGCCC meetings.
4. Only one absence may be counted per day.
5. No absences will be excused, except those mandated by law or by a Two-Thirds vote of the Elected Officials and the Administrative Director.

## Article VII - Clubs

### Section I - Responsibility of Clubs

1. All student groups organized in the interest of the ASGCCC or its activities are responsible to the Association for their actions.

### Section II - Organization

1. Any group or club desiring to organize shall present its constitution to the ASGCCC Club Director (or Officer if there is no Director).
2. This constitution must be approved by a Two-Thirds majority vote of ASGCCC in order for the club to be recognized.
3. Any change in a club's constitution must be approved by a Two-Thirds majority vote of ASGCCC.
4. All clubs and organizations shall submit their constitutions and budgets to the Student Life office, and shall keep said information current.
5. Additional Club regulations shall be found in the Clubs Outline Document.

## Article VIII - Committees

### Section I - Committee Establishment

1. The Constitution Review Committee shall be established if revisions to the constitution shall be made.
2. The ASG President has the power to establish any committees that works towards ASGCCC's goals for the year.

## **Article IX - Ratification, Revisions, Amendments, Repeal**

### **Section I - Ratification**

1. The Constitution shall take effect when it has passed the ASGCCC by a Two-Thirds vote and has been ratified by Two-Thirds of the votes cast in an election of the ASCCC.

### **Section II - Revisions**

1. A revision is considered to be a change in the wording, grammar, or punctuation, or clarification of the present wording, grammar, or punctuation.
2. Correction of typographical errors shall not constitute a revision.
3. The revision process shall conform to the following guidelines:
  - a. Revisions to this Constitution are to be brought before the ASGCCC, which shall refer the revisions to a Constitutional Review Committee. After being reviewed by that committee, a Two-Thirds vote of the ASGCCC shall be required for approval of the revision.

### **Section III - Amendments**

1. An amendment is considered to be an addition or removal of a section or an article to the present Constitution.
2. Creation of an amendment to the Constitution shall conform to the following guidelines:
  - a. An amendment to the Constitution can be initiated by any student of ASCCC by way of a petition containing one hundred signatures from the ASCCC or by a Two-Thirds vote of the ASGCCC.
  - b. The proposed amendment shall, after having been posted for two weeks, be presented by ballot to the ASCCC, where it must receive Two-Thirds of the votes cast, after which it shall become an amendment to the Constitution.

### **Section VI - Repeal**

1. Repeal of this constitution is considered to be an annulment of the current Constitution and replacement of it by a new Constitution.
2. Repeal of this constitution shall conform to the following guidelines:
  - a. A repeal of the Constitution can be initiated by any student of the ASCCC by way of a petition containing 100 signatures from the ASCCC or by a Two-Thirds vote of the ASGCCC.
  - b. The proposed Constitution shall, after having been posted for two weeks, be presented by ballot to the ASCCC, where it must receive Two-Thirds of the votes cast, after which it shall be considered, ratified, and its provisions will take effect.
  - c. If the proposed Constitution fails to be approved by the ASCCC, the original Constitution shall stand.