

Bylaws of the
Oregon State University-Cascades
Associated Students of Cascades Campus



**ASSOCIATED
STUDENTS OF
CASCADES CAMPUS**

Adopted May 15, 2019

Table of Contents

Article I. Membership	5
Section One: Rights of Membership	5
Article II. Constitution	5
Section One: Discrepancies between Constitution and Bylaws	5
Article III. The Executive Council	6
Section One: Description of Executive Board Member Duties	6
ASCC President	6
ASCC Vice-President	6
ASCC Director of Legislative Affairs	7
ASCC Director of Administrative Affairs	8
ASCC Director of Student Advocacy	8
ASCC Director of Public Relations	9
ASCC Director of Graduate Student Affairs	10
ASCC Student Inclusion Coordinator	10
Section Two: Description of Coordinator Duties	12
Section Three: Vacancies	12
Section Four: Disciplinary Action against ASCC Executive Board Members	13
Section Five: Meetings	14
Section Six: Requirements for Candidacy or Appointed Positions	14
Section Seven: Holding Office	15
Section Eight: Allowances and Compensations	15
Article IV. Finances	16
Section One: Student Fees Committee	16
Article V. Elections	17
Section One: Elections Committee	17

Section Two: General Elections	18
Section Three: Interim Elections	19
Section Four: Date of General Election	19
Section Five: Person Receiving Most Votes Elected	19
Section Six: Procedure When Tie Vote	19
Section Seven: Requirements for all Elected Positions	19
Section Eight: Campaigning	20
Section Nine: Violations; Appeals	20
Section Ten: Elections Scholarship Fund	21
Section Eleven: Candidate Ethics	21
Article VI. ASCC Executive Board Officer Selection	23
Section One: Application for Selection	23
Section Two: Selection Committee	23
Article VII. Internal/External Relationships	24
Section One: Definitions	24
Section Two: Internal Relationships	24
Student Fee Committee	24
Article VIII. Distribution, Revision & Suspension of the By-Laws	24
Section 1: Distribution	24
Section 2: Revision	24
Section 3: Suspension	25

Article I. Membership

Section One: Rights of Membership

- I. All enrolled students, as defined by OSU-Cascades legislation, who pay the Student Incidental Fee, shall be members of the Associated Students of Cascades Campus (hereafter referred to as ASCC) student body. Membership includes, but is not limited to the following privileges:
 - A. Right of participation in the activities of ASCC.
 - B. Right of representation in ASCC governance via the Executive Board.

Article II. Constitution

Section One: Discrepancies between Constitution and Bylaws

- I. Those duties and powers assigned to the ASCC and its officers in the Constitution are considered as implied under these Bylaws.
- II. When judging any discrepancies between the Constitution and the Bylaws, the Constitution shall be considered authoritative over these Bylaws.
- III. For the purpose of resolution of any conflicts between the Constitution and Bylaws, the Bylaws shall be utilized to interpret language contained within the Constitution.
- IV. In the event that the Constitution is amended, the ASCC Director of Administrative Affairs shall, at the next scheduled meeting of the ASCC Executive Board, provide an interpretation of the Constitution Amendment and an opinion to the ASCC Executive Board as to whether the Constitution Amendment necessitates the amendment of these Bylaws.

Article III. The Executive Council

Section One: Description of Executive Board Member Duties

ASCC President

- I. The ASCC President shall take the Oath of Office before exercising any official duties.
- II. The ASCC President shall organize weekly meetings with the ASCC Executive Committee.
- III. The ASCC President shall conduct the administrative business and correspondence of ASCC including hosting weekly ASCC meetings, establishing agendas for weekly meetings and overseeing other ASCC positions.
- IV. The ASCC President shall guide priority setting for the ASCC executive committee guided by voting.
- V. The ASCC President shall supervise the creation of and chair the ASCC Elections Committee
- VI. The ASCC President shall assist in coordinating a meeting between the ASCC and the OSU-Cascades Leadership team once per term.
- VII. The ASCC President shall share hiring and firing power regarding the Executive Board with the ASCC Vice-President in consultation with the OSU-Cascades Assistant Director of Student Life.
- VIII. The ASCC President shall be required to work no less than fifteen (15) hours per week, but no more than twenty (20) hours, ten (10) of which must be office hours, and is strongly encouraged to spend as much time as possible available to students in the ASCC office.
- IX. The ASCC President is authorized to delegate as he/she deems necessary within the ASCC Executive Branch.
- X. The ASCC President shall ensure that the ASCC student body has representation before the Higher Education Coordinating Commission (HECC), and in University decision processes.
- XI. The ASCC President shall represent the ASCC at official and social functions.
- XII. The ASCC President shall represent the ASCC on the following committees and workgroups"
 - A. The Cascades Leadership Team
 - B. Co-Curricular Council
 - C. Government Relations Meeting

ASCC Vice-President

- I. The ASCC Vice-President shall take the Oath of Office before exercising any official duties.
- II. The ASCC Vice-President shall succeed to the office of the ASCC President should a vacancy occur.
- III. The ASCC Vice-President shall be required to work no less than fifteen (15) hours per week but no more than twenty (20) hours, ten (10) of which must be office hours, and is strongly encouraged to spend as much time as possible available to students in the ASCC office.
- IV. The ASCC Vice-President shall share hiring and firing power regarding the executive committee with the ASCC Vice-President in consultation with the OSU-Cascades Assistant Director of Student Life.
- V. The ASCC Vice-President shall represent the ASCC on the following committees and workgroups:
 - A. OSU-Cascades Student Fee Committee
 - B. OSU Tuition & Fees Subcommittee
 - C. Co-Curricular Council
- VI. The ASCC Vice-President shall attend weekly ASCC meetings and host the meetings in the absence of the ASCC President.
- VII. The ASCC Vice-President shall assist the ASCC President with any work on initiatives that are voted on by ASCC
- VIII. The ASCC Vice-President shall attend meetings with the leadership each term
- IX. The ASCC Vice-President shall be the chairperson of the Student Fee Committee (SFC), the duties of Vice-President are outlined within the Student Fee Committee Constitution.

ASCC Director of Legislative Affairs

- I. The ASCC Director of Legislative Affairs shall recruit and organize students for annual OSU Lobby days
- II. The ASCC Director of Legislative Affairs shall work to inform OSU-Cascades students on legislative work relevant to the OSU-Cascades student experience
- III. The ASCC Director of Legislative Affairs shall gain student input on legislative priorities. This may be through active tabling, creating marketing materials, open forum meetings etc...
- IV. The ASCC Director of Legislative Affairs shall communicate with OSU Main Campus Government Relations Director and ASOSU Legislative Directors
- V. The ASCC Director of Legislative Affairs shall assist President with any work on initiatives that are voted on by ASCC

- VI. The ASCC Director of Legislative Affairs shall be required to work twelve (12) hours per week, five (5) of which must be office hours, and is strongly encouraged to spend as much time as possible available to students in the ASCC office.
- VII. The ASCC Director of Legislative Affairs shall attend weekly ASCC meetings
- VIII. The ASCC Director of Legislative Affairs shall check ASCC email and respond diligently
- IX. The ASCC Director of Legislative Affairs shall attend meetings with the leadership each term

ASCC Director of Administrative Affairs

- I. The ASCC Director of Administrative Affairs shall keep detailed official meeting minutes
- II. The ASCC Director of Administrative Affairs shall preside over the official records of ASCC correspondence, meeting minutes and financial transaction
- III. The ASCC Director of Administrative Affairs shall track ASCC executive committee spending, fill out forms for purchase.
- IV. The ASCC Director of Administrative Affairs shall work with the Executive ASCC Members on additional budget proposals to the OSU-Cascades Student Fee Committee for new projects, initiatives and events
- V. The ASCC Director of Administrative Affairs shall work with the ASCC President to submit reports each term to the Student Fee Committee.
- VI. The ASCC Director of Administrative Affairs shall work twelve (12) hours per week, six (6) of which must be office hours, and is strongly encouraged to spend as much time as possible available to students in the ASCC office.
- VII. The ASCC Director of Administrative Affairs shall act as the chief interpreter of the ASCC Constitution and Bylaws, subject to a majority veto of the ASCC Executive Board.
- VIII. The ASCC Director of Administrative Affairs shall be responsible for enforcing the Constitution and Bylaws in conjunction with the remainder of the ASCC executive branch.
- IX. The ASCC Director of Administrative Affairs may review ASCC executive bylaws to ensure that they are in compliance with the ASCC Constitution.
- X. The ASCC Director of Administrative Affairs shall assist the ASCC President with any work on initiatives that are voted on by ASCC.
- XI. The ASCC Director of Administrative Affairs shall attend meetings with the leadership each term
- XII. The ASCC Director of Administrative Affairs shall represent ASCC at on the following committees and workgroups

- A. Operations Councils

ASCC Director of Student Advocacy

- I. The ASCC Director of Student Advocacy shall promote & manage the growth and productivity of the childcare subsidies program and safer living program.
- II. The ASCC Director of Student Advocacy shall manage the Food Pantry Program including recruiting volunteers to manage the day to day operations of the program, finding new donations and stock the food pantry, help raise donations for the Food Pantry Foundation account.
- III. The ASCC Director of Student Advocacy shall coordinate and develop any other support services initiatives and programs in coordination with the ASCC executive members.
- IV. The ASCC Director of Student Advocacy shall maintain a list of active ASCC volunteers and shall keep them updated throughout the term
- V. The ASCC Director of Student Advocacy shall be able to suggest an additional coordinator position to support the existing or new student support programs. This position is subject to funding limitations and must be approved by a majority vote by the ASCC Executive Board.
- VI. The ASCC Director of Student Advocacy shall work twelve (12) hours per week, six (6) of which must be office hours, and is strongly encouraged to spend as much time as possible available to students in the ASCC.
- VII. The ASCC Director of Student Advocacy shall assist the ASCC President with any work on initiatives that are voted on by ASCC
- VIII. The ASCC Director of Student Advocacy shall attend meetings with the leadership each term.

ASCC Director of Public Relations

- I. The ASCC Director of Public Relations shall develop marketing for the ASCC including, but not limited to, newsletter articles, website maintenance, and all ASCC social media accounts.
- II. The ASCC Director of Public Relations shall produce and distribute the ASCC newsletter, named Beaver Tracks.
- III. The ASCC Director of Public Relations shall design and produce all official ASCC flyers
- IV. The ASCC Director of Public Relations shall manage ASCC social media accounts.
- V. The ASCC Director of Public Relations shall update the ASCC website, including uploading approved meeting minutes, meeting agendas, meeting times, meeting locations in accordance with Oregon State public meeting procedure.
- VI. The ASCC Director of Public Relations shall work twelve (12) hours per week, six (6) of which must be office hours, and is strongly encouraged to spend as much time as possible available to students in the ASCC office.
- VII. The ASCC Director of Public Relations shall assist the ASCC President with any work on initiatives that are voted on by ASCC.

VIII. The ASCC Director of Public Relations shall attend meetings with the leadership each term

ASCC Director of Graduate Student Affairs

- I. This position requires ten (10) hours of work, five (5) of which are required to be done in the ASCC office.**
- II. Shall take primary executive responsibility for ASCC activities that promote diversity and inclusion, to heighten cultural sensitivity and racial integrations; to create a more inclusive university community.**
- III. Shall work with, and represent, the underrepresented student populations on campus.**
- IV. Shall coordinate with OSU-Cascades Graduate Recruitment and Program Support Coordinator in order to create programs and events.**
- V. Shall advocate for Graduate Students on campus and be a liaison between the various cohorts and academic partners within the Graduate School.**
- VI. Shall work with student organizations and campus initiatives to further enhance multicultural inclusion on campus.**
- VII. Shall attend the weekly ASCC Executive Board Meetings.**

ASCC Student Inclusion Coordinator

- I. This position requires ten (10) hours of work, five (5) of which are required to be done in the ASCC office.**
- II. Shall take primary executive responsibility for ASCC activities that promote diversity and inclusion, to heighten cultural sensitivity and racial integrations; to create a more inclusive university community.**
- III. Shall work with, and advocate for, the underrepresented student populations on campus.**
- IV. Shall coordinate with OSU-Cascades Diversity Coordinator in order to create programs and events.**
- V. Shall work with student organizations and campus initiatives to further enhance multicultural inclusion on campus.**
- VI. Attend weekly ASCC team meetings.**
- VII. Shall work to establish the Diversity/Equity center in the ASCC office and work to create a permanent, separate space for this office.**
- VIII. Shall keep record of Diversity/Equity center use to present at termly Leadership Team Meetings**
- IX. Shall work with the Assistant Director of Student Life to create and hire a Pro-Staff Diversity/Equity position for the created space.**

- X. The ASCC Student Inclusion Coordinator shall represent the ASCC on the following committees and workgroups”**
 - A. Accessibility Committee**
 - B. Diversity Council**

Section Two: Description of Coordinator Duties

- I. **ASCC Coordinator positions may be created, proposed and approved with a majority vote. The position description must include the following at a minimum:**
 - A. **Allotted amount of weekly hours**
 - B. **Specific duties**
 - C. **ASCC Executive Council member who will oversee coordinator position**

Section Three: Vacancies

I. **Vacancy of ASCC President Office**

- A. **If the Executive Office of President is vacated during his/her elected term, the Vice President shall resign their vice-presidency and succeed to the office.**
- B. **If there is no current ASCC Vice-President, the ASCC Director of Legislative Affairs shall succeed to the office in an interim capacity until an interim election is held.**
- C. **In the case of a vacancy in the ASCC President, ASCC Vice-President and Director of Legislative Affairs, the order of interim succession is as follows: ASCC Director of Administrative Affairs, ASCC Director of Student Advocacy, and ASCC Director of Public Relations.**
- D. **In the case of a vacancy of the ASCC Vice-President or ASCC Director of Legislative Affairs, the ASCC Executive Board will hold an interim election according to the Elections Committee guidelines established in the ASCC Bylaws & Elections Committee packet.**

II. **Vacancy of ASCC Vice-President Office**

- A. **If the Executive Office of Vice- President is vacated during his/her elected term, the ASCC Legislative Coordinator shall serve as the interim ASCC Vice-President while an interim election is held for the next ASCC Vice-President.**
 1. **The mid-term election rules will be governed according to the ASCC Constitution and Bylaws regarding general election procedures.**
 2. **In the case of a vacancy in the ASCC Vice-President and ASCC Director of Legislative Affairs, the order of interim succession is as follows: ASCC Director of Administrative Affairs, ASCC Director of Student Advocacy and ASCC Director of Public Relations.**

III. **Vacancy of ASCC Director and Coordinator Offices**

- A. In the event the ASCC Director or Coordinator positions are vacated during the elected term of office, the President of the ASCC shall appoint a successor within three (3) weeks following the selection procedure guidelines as outlined in the ASCC Constitution and Bylaws.
 1. The ASCC President shall leave the application open to the OSU-Cascades Student Body for at least two (2) weeks.
- B. The ASCC President shall also consider all individuals currently on ASCC as eligible for the position. The remaining members of the ASCC, including the President, shall vote for the replacement candidate of their choice with a majority vote.
- C. If the ASCC finds the applications unsatisfactory or if there are no other applicants for the current year, the ASCC shall nominate candidates from the ASCC student body. The ASCC shall vote for the replacement candidate of their choice with a majority vote.

Section Four: Disciplinary Action against ASCC Executive Board Members

- I. Members of the Executive Board may be removed for any of the following:
 - A. Failure to carry out duties or responsibilities established in the ASCC Constitution or Executive Bylaws
 - B. Failure to represent student interests and concerns
 - C. Violation of state, federal, or municipal law, or University policy
 - D. Violation of OSU-Cascades Student Code of Conduct
- II. Complainants may be members of the ASCC student body, members of the ASCC executive council or OSU-Cascades staff, faculty or administration.
- III. The Associate Director of Student Success will notify the ASCC President & ASCC Executive Board as deemed necessary by the designated committee. The following steps will be taken to ensure a fair process:
 - A. Gather testimony from those involved, both witness to and part of the incident if applicable.
 - B. Hold executive session with ASCC members, giving any person(s) involved, a chance to recuse themselves.
 - C. Establish a hearing committee of 2-4 people from impacted organizations to interview the student in question about the incident ensuring the Assistant Director of Student Life is present as well as offering the option for a support person for the person in question.
 - D. The hearing committee will report their findings back to ASCC while in executive session.

E. ASCC will go into open session for the final verdict regarding disciplinary action.

Section Five: Meetings

I. Frequency

A. The ASCC executive committee shall convene at least weekly during fall, winter and spring terms.

II. Quorum

A. Quorum for the ASCC Executive Board meetings shall be a majority of the total voting membership enumerated in the ASCC Constitution.

III. Parliamentary Procedure

A. The parliamentary manual for all ASCC meetings and committees shall be decided upon by the ASCC Executive Board each year

IV. Voting

A. All votes before the ASCC Executive Board require a majority of those present and voting to pass.

V. Closed Sessions

A. While, the ASCC Executive Board reserves the right to adjourn into closed session for discussions on legal, monetary, and personnel issues, all regular ASCC Executive Board meetings must be open to the public and public comment.

B. All meetings will allow for public comment. The nonmember will be allotted 2 minutes to speak unless otherwise specified and can request the floor during the public comment section for any topic. This structure is created to allow the committee to have uninterrupted debate and discussion and not suppress the voices of the public. It is imperative that there be allowed public comment time in every meeting.

C. All decisions and votes must be carried out publicly.

Section Six: Requirements for Candidacy or Appointed Positions

I. Candidates for any elected or appointed office must meet the following University requirements to hold office:

A. Undergraduate students shall have earned at least six (6) hours of credits in their most recently completed term, be currently registered for at least six (6) hours at OSU-Cascades, not be on conduct probation, be in good academic standing and have a minimum cumulative grade point average (GPA) of 2.5.

B. In rare cases where two or more OSU-Cascades classes interfere with each other, ASCC Executive members may take the class online or at Central Oregon Community College (COCC) with proof of class schedule overlap.

- C. In the case of an Executive Member being a senior, they must complete at least one 3 credit class on campus, the rest of their classes will be taken at the campus of their choice (OSU-C, COCC, or e-campus).
- D. Graduate students shall have earned at least five (5) hours of credit in their most recently completed term, be currently registered for at least five (5) hours at OSU-Cascades, not be on conduct probation, and have a minimum cumulative grade point average (GPA) of 3.0.
- E. Failure to enroll during summer term shall not disqualify an otherwise qualified candidate for elections or appointment.

Section Seven: Holding Office

I. The Oath of Office:

- A. The ASCC President and ASCC Vice-President shall take the oath of office prior to assuming official duties.
- B. The Oath of Office shall be administered by the OSU-Cascades Associate Director of Student Success.
- C. I (full name) ... enter into this solemn oath as (position) ... of the Associated Students of Cascades Campus ... with the solemn pledge to be constantly faithful ... to the obligation I now accept. I swear to uphold and execute ... to the best of my abilities ... the provisions of the ASCC Constitution and Bylaws. These things I solemnly affirm ... and stand ready to be challenged ... should I fail in my obligation.

Section Eight: Allowances and Compensations

- I. Each ASCC Executive Board member will be compensated for services rendered according to the following:
 - A. The President and Vice-President are allotted twenty (20) paid hours per week.
 - B. All other Executive Board members are allotted twelve (12) paid hours per week.

Article IV. Finances

Section One: Student Fees Committee

- I. The ASCC recognizes the OSU-Cascades Student Fee Committee (SFC) as a distinct governing branch and subcommittee of the ASCC whose duties and procedures are outlined in a distinct governing document. The ASCC Executive Board must approve and revisions or amendments to this document.
- II. The Student Fee Committee shall be referred to as the SFC for the purposes of this document.
- III. The ASCC Vice-President will serve as chairperson for SFC.
- IV. The ASCC will make proposal presentations at regular SFC meetings to fund additional ASCC sponsored student events.
- V. The ASCC will review annual budget recommendations made by the Student Fee Committee (SFC) before they are presented to the Associate Vice President, Finance & Strategic Planning.
 - A. The ASCC has the power to appeal a budget decision made by the SFC with a majority vote of ASCC executive officers.
 - B. If the ASCC appeals a decision made by the SFC they must submit the appeal in writing to the SFC chair within 5 working days of receiving the budget.
 - C. The SFC shall have five working days to consider and respond in writing to any appeals proposed by the ASCC. If no response is received within the specified time, the SFC shall be deemed to have concurred in the appeals. If the SFC does not concur, such shall be communicated in writing to the ASCC President within the specified time.
 - D. The ASCC President, or designated officer, will within ten working days, then meet with the representatives of the SFC or other designated entity to attempt to reconcile the difference. The Assistant Director of Student Life or other University staff or administrators may be asked to help mediate the reconciliation.
- VI. The ASCC will provide a budgetary update to the SFC once per term.

Article V. Elections

Section One: Elections Committee

- I. **An Elections Committee shall be established no later than Friday of the 4th week of winter term.**
- II. **The Elections Committee of the ASCC shall consist of representation from students who will be utilizing the ASCC Ballot in the general election.**
- III. **The President of the ASCC shall supervise the creation of the Elections Committee and shall chair the committee. The ASCC President can appoint this duty to another individual from the ASCC Executive Board if needed. The chair of the committee shall appoint members to the committee. The appointments then must be approved by the ASCC Executive Board by a majority vote.**
- IV. **Current ASCC Executive Board members (no more than three total) can serve on the Elections Committee.**
- V. **Serving on the Elections Committee disqualifies a student from running for an elected position with the ASCC for that election cycle.**
- VI. **Serving on the Elections Committee does not disqualify a student from applying for a director position with the ASCC Executive Board.**
- VII. **It shall be the duty of the Elections Committee of the ASCC to oversee the ASCC Election process including but not limited to:**
 - A. **Developing the Election Calendar**
 - B. **Advertising the Elections to the Student Body**
 - C. **Proposing and adjudicating Election rules & violations**
 - D. **Actively running the balloting process**
 - E. **Publicizing the elections results**
- VIII. **The election packet shall be printed by the first day a candidate may file for election**
- IX. **The Election Packet shall contain the following information:**
 - A. **The Election guidelines.**
 - B. **Descriptions of all elected offices.**
 - C. **Calendar of all deadlines and important date.**

- D. Copies of all needed forms to conduct campaigning, nomination, petition violation and appeals.
- E. Prepare, sign and deliver a certificate of election to each candidate having the most votes for election to the office.
- F. Shall not include any member of the Cascades campus involved in a consensual relationship with a candidate to ensure legitimacy of process and reduce bias within committee

X. Elections committee members can not retaliate against candidates and vice versa to ensure any issues are aired in a professional and confidential manner.

XI. Selections Committee is required to participate in a bias training before any elections take place.

XII. Committee members are required to be at all information sessions for candidates to ensure all candidates are aware of who their committee is and ask any questions of them before starting the campaigning process.

XIII. Elections committee members who break confidentiality will have the possibility to file an appeal which shall go through the proper channels before a final decision is made. Committee members may be asked to abstain from voting due to conflict of interest or be asked to leave the committee should enough evidence prove they cannot be unbiased in the elections process. Committee member violation includes, but is not limited to:

A. Overstepping of power

B. Praising/criticizing candidates in public or private

C. Intimidating/confronting candidates

D. Pulling candidates into meetings without approval of entire elections committee and committee advisor

E. Over or under censoring of candidates statements such as platform statement, position mission statement or open forum statement.

Section Two: General Elections

- I. General Elections are defined as elections where the ASCC President, ASCC Vice-President, and ASCC Director of Legislative Affairs are elected.
- II. General Elections shall be held no earlier than the second week of spring term, and no later than the fifth week of spring term.
- III. Eligible Students to vote include only current OSU-Cascades students enrolled in Spring term.
- IV. There shall be a required 8% show of the OSU-Cascades student body involved in elections voting process, if not it will revert to selections process

- V. **Voting count shall follow Roberts Rules of Orders as far as procedure, who shall vote, and how to count votes.**

Section Three: Interim Elections

- I. **Interim Elections are defined as any election that is not regularly scheduled and where officials are elected.**
- II. **Once the ASCC Executive Board determines that an Interim Election is necessary, an Elections Committee must be established according to the ASCC Constitution and Bylaws.**
- III. **The interim elections will operate according to the general election guidelines with the exception that the timeline may be changed according to the discretion of the convened Elections Committee.**

Section Four: Date of General Election

- I. **The general election shall be held between the second and fifth weeks of spring term.**
- II. **The general election shall be between three to five school days long, with the Elections Committee ultimately deciding when the election starts and how long it is.**
- III. **A general elections shall utilize Qualtrics with safety measures outlined by Corvallis such as an email log-in for proof of student membership.**

Section Five: Person Receiving Most Votes Elected

- I. **The person receiving the highest number of votes in the general election shall be elected.**
- II. **In the case of more than 2 candidates: If the results show a win by a margin of 5 votes or less there shall be a run-off between the top two candidates. Should a run-off result in another win for the same candidate with a margin of 5 votes or less results shall hold.**

Section Six: Procedure When Tie Vote

- I. **When two or more candidates for the same office have an equal number of votes, the Elections Committee shall have the candidates meet publicly to decide by lot who is elected.**

Section Seven: Requirements for all Elected Positions

- I. **Candidates must intend to be enrolled for the entire academic year at the OSU-Cascades and meet the minimum requirements for the ASCC Executive Board.**
- II. **To appear on the ballot, candidates must officially declare for candidacy by submitting the required documents to the Office of Student Life by the deadline established by the Elections Committee.**
- III. **Eligibility will be confirmed of all candidates and candidates will be notified if they do not meet requirements.**

- IV. Candidates may change the position for which they are running no later than the date specified by the Elections Committee.
- V. Candidates for elected offices are required to attend an information session hosted by the Elections Committee to be eligible to run for office.

Section Eight: Campaigning

- I. Campaigning is considered any public printed, electronic or verbal communication advocating a particular candidate.
- II. Campaigning shall be in accordance with deadlines and rules established by the Elections Committee.
- III. Candidates may campaign on a ticket, but voting shall remain individual to the positions.
- IV. Campaign posters shall not exceed one per person, and one per ticket. Posters will be submitted to the Elections Committee for verification, and put in the Student Life box to get a stamp of approval for their hanging. Posters hung without this stamp will be taken down.

Section Nine: Violations; Appeals

- I. Candidates are responsible for violations committed by their campaign team members.
- II. Major offenses shall include the following:
 - A. Submitting votes for other students
 - B. Tampering with the electronic election system
 - C. Harassment, intimidation, bribery or fraud with the intent of affecting the election outcome
 - D. Tampering with another campaign's materials
 - E. Failing to file required documents on time without an approved extension
 - F. Intentional actions to mislead or obstruct the duties of the Elections Committee
 - G. Failing to comply with the rulings of the Elections Committee
 - H. Exceeding the campaign finance limit
 - I. Promising to hire any student in order to gain support for a campaign
 - J. Committing five or more Minor Offenses
- III. Minor Offenses are any violations of the Elections rules not specifically stated as a Major Offense.
- IV. Alleged violations must be reported to the Elections Committee within one business day of the offense occurring or someone is made aware of an alleged offense.

- V. Elections Committee shall hold a forum for candidates within 3 business days of elections concluding for any final feedback or written testimonies regarding the elections process or procedures.
- VI. Once complaint has been filed, the Elections Committee will review the violation and the candidate will be notified of the charges against them.
- VII. Candidates accused of committing a major offense will receive a hearing by the Elections Committee. If a hearing overlaps the election day, the election results will not be announced until the results of the hearing are released.
- VIII. Candidates to whom a violation is issued may appeal. Appeals must be submitted within three working days of receiving the violation notice. The Associate Director of Student Success will review the appeal and make a decision within two business days of the appeal. The Associate Director of Student Success shall have the authority to convene a committee to hear the appeal & make a decision. The Associate Director of Student Success shall have authority to determine membership of such a committee.
- IX. The Election Committee may disqualify a candidate for any Major Offense, gross violations of the University policies or actions that cause harm to the student body.

Section Ten: Elections Scholarship Fund

- I. The Elections Committee shall set aside up to \$500 to distribute to students with low income backgrounds in support of campaigning.
- II. The amount distributed to individual students shall not exceed 50% of elections cap.
- III. Students must submit the required documents to the Elections Committee to be eligible to apply for the Scholarship including, but not limited to, the cover sheet and itemized receipts as proof of payment amounts. These documents will be provided to students in the Elections Committee Packet.

Section Eleven: Candidate Ethics

- I. At all times, candidates shall conduct themselves with the highest degree of moral fortitude including, but not limited to, not omitting information, not making false accusations and not lying.
 - A. Refer to student code of conduct
- II. Adhere to all candidate expectations explicitly stated in the elections packet given to all candidates at required information sessions.

Article VI. ASCC Executive Board Officer Selection

Section One: Application for Selection

- I. All eligible students interested in applying for a position with the ASCC Executive Board must submit an application packet by the deadline specified by the Selection Committee.**
- II. To be considered complete, the application packet must include:**
 - A. Completed & Signed Application form**
 - B. Resume**
 - C. Cover Letter**
 - D. Two letters of recommendation**
- III. After applicants have submitted their applications, the Selection Committee will verify the individuals meet the eligibility for ASCC Executive Board as outlined in the ASCC Bylaws & ASCC Constitution.**
- IV. The Selection Committee will then review eligible applications and select individuals for interviews.**
- V. The Selection Committee will deliberate and select one or two final applicants which will be approved by a majority vote of the selection committee.**
- VI. Following reference checks, the Selection Committee will then vote to approve the applicant for hire following a majority vote by the Selection Committee.**

Section Two: Selection Committee

- I. The Selection Committee shall be composed of no more than seven (7) individuals.**
 - A. Up to three (3) of these may be outgoing ASCC Executive Board members**
 - B. Up to three (3) of these may be incoming elected ASCC Executive Board members.**
 - C. Other students from the general student body and SFC may sit on the committee as needed.**
 - D. The Assistant Director of Student Life may sit on this committee but will not hold a vote.**

Article VII. Internal/External Relationships

Section One: Definitions

- I. **Internal Relationships shall be those relationships with entities that are considered part of Oregon State University-Cascades.**
- II. **External Relationships shall be those relationships with entities that are not considered part of Oregon State University-Cascades.**

Section Two: Internal Relationships

Student Fee Committee

- I. **The Student Fee Committee (SFC) is a sub-committee of the ASCC and is responsible for allocating the OSU-Cascades student fee under university guidelines.**
- II. **The SFC and ASCC shall have one joint meeting per term.**
- III. **The annual fee allocations or fee changes must be approved by the ASCC Executive Board and University officials.**
- IV. **The ASCC shall recognize the SFC as a separate governing branch of the study body whose duties and procedures are outlined in a distinct governing document that must be approved by the ASCC Executive Board.**
- V. **The chair of the SFC shall be the ASCC Vice-President.**

Article VIII. Distribution, Revision & Suspension of the By-Laws

Section 1: Distribution

- I. **A copy of the current ASCC Constitution and Bylaws shall be placed in the hands of each member of the Executive Board, the SFC and the ASCC Advisor.**
- II. **The current version of the Constitution and Bylaws shall be made available on the ASCC website.**
- III. **Copies of the Constitution and By-laws shall be distributed to the Vice-President of OSU-Cascades and the Assistant Director of Student Life.**
- IV. **The current copy of the Constitution and By-laws shall be placed on file in the ASCC Office.**
 - A. **Old Constitution and By-laws must be retained for at least five (5) years.**

Section 2: Revision

- I. **The ASCC Executive Board shall have the power to propose revisions to these By-laws.**

- II. **Proposed revisions shall be adopted by a majority vote of the Student Fee Committee and a majority vote of the ASCC Executive Board.**

Section 3: Suspension

- I. **A motion to suspend all or a portion of these By-laws is in order at any meeting of the ASCC Executive Board. The Executive Board may make a recommendation to suspend these By-laws only by unanimous consent of all enumerated voting members, unless their position is not filled.. The recommendation then must be approved by a majority vote of the SFC.**