

*Constitution of the
Oregon State University-Cascades
Associated Students of Cascades Campus*



Adopted October 2, 2018

PREAMBLE

We the Students of Oregon State University-Cascades (OSU-Cascades) establish the Associated Students of Cascades Campus (ASCC) as the representative body for the students. By empowering students to actively shape a diverse academic community that best serves their needs and interests we will encourage the students right to representation, improve and protect the quality of education and better the overall environment of OSU-Cascades. We do ordain and establish this Constitution for the Associated Students of Cascades Campus at OSU-Cascades.

ARTICLE I: NAME

The name of this association shall be the Associated Students of Cascades Campus, hereinafter referred to as the ASCC.

ARTICLE II: OBJECTIVE

The objective of the ASCC shall be to serve OSU-Cascades students by representing student voice, inspiring student success and promoting engagement with the campus while creating a university community experience.

ARTICLE III: AUTHORITY TO REPRESENT

The Associated Students of Cascades Campus is the officially recognized student organization of OSU-Cascades that represents the students of OSU-Cascades both in the internal and external community and acts as the instrument through which students can provide input into the internal policies of OSU-Cascades. The ASCC has the authority to represent the students of OSU-Cascades, through the election and selection of Executive Board Members. ASCC recognizes that OSU-Cascades is a branch campus of OSU. As such, the ASCC aims to represent the OSU-Cascades student voice.

ARTICLE IV: NONDISCRIMINATION

The ASCC does not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, marital status, age, disability, or veteran status in any of its policies, procedures or practices.

ARTICLE V: MEMBERSHIP OF THE ASCC STUDENT BODY

All enrolled undergraduate and graduate students of OSU-Cascades are members of the ASCC student body. All OSU-Cascades students shall have the right of speech, inquiry and petition before the ASCC Executive Board.

ARTICLE VI: THE EXECUTIVE BOARD

Section One: Establishment of the Executive Board

Control of ASCC operations is vested in six voting board members as follows:

- A. President
- B. Vice-President
- C. Director of Legislative Affairs
- D. Director of Administrative Affairs
- E. Director of Student Advocacy
- F. Director of Public Relations
- G. Other position(s) may be added as needed and must be approved by majority vote of the OSU-Cascades Student Senate. These positions are subject to all of the rules and governing structure of the current ASCC Constitution and Bylaws.

Section Two: Eligibility

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, and have a minimum cumulative grade point average (GPA) of 2.5.
 - a. 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.
 - b. 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).
- B. 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.
- C. Failure to enroll during summer term shall not disqualify an otherwise qualified candidate for elections or appointment.

Section 3: Term of Office

- A. The Executive Officers of the ASCC shall assume duties from commencement to commencement.
- B. Each member of the Executive Branch will be allowed to serve as an Executive Board member for up to five (5) years.
- C. Executive Officer may hold the same elected position multiple times if voted in by the student body each time.

Section 4: Meetings

- A. Quorum for ASCC Executive Board Meetings shall be a majority of the total voting membership enumerated in the ASCC constitution.
- B. The parliamentary procedure for all ASCC meetings and committees shall be decided on by the incoming ASCC Executive Board at the beginning of their term of service.
- C. The ASCC Executive Board shall convene at least once a week during fall, winter and spring terms, with the exception of finals week. The ASCC Executive Board shall convene at least once per month during summer term.
- D. All votes before the ASCC Executive Board require a majority vote of those present and voting to pass. Voting by proxy shall be allowed if arrangements are made in advance and the other member is a current ASCC Executive Board member.
- E. While the ASCC Executive Board reserves the right to adjourn into closed session for legal, monetary, ethical, budgetary and personnel issues, all regular ASCC Executive Board meetings must be open to the public and public comment.

Section 5: Powers of the Board

The Executive Board, voting as a whole, shall have the power and responsibility to:

- A. Act as the official governing body of the recognized student government association at Oregon State University-Cascades.
- B. Represent the interests and opinions of students at Oregon State University-Cascades before University faculty and administration, the local community, and local, state, and federal government officials.
- C. Work in conjunction with other Oregon State University campuses, and other educational institutions, to advance the interests of Oregon State University-Cascades and its students.
- D. Have primary authority to approve the appointment of OSU-Cascades students to university committees. In approving these appointments, the ASCC Executive Board shall solicit any faculty, staff or administrator recommendations for a student representative.
- E. Hire staff and recruit volunteers in furtherance of ASCC activities, including staff not explicitly named in this Constitution.
- F. Propose amendments to the ASCC Executive Bylaws.
- G. Have authority to approve the internal ASCC budget. This is subject to all university rules and policies and will also be overseen by the ASCC advisor.
- H. Have authority to manage the expenditures of ASCC, and acquisition, maintenance, and disposal of property held by ASCC in accordance with University policies.
- I. Develop and manage other projects appropriate to serve the needs and interests of Oregon State University-Cascades students.

Section 6: Vacancies

- A. If a vacancy occurs, an Executive Board member shall not be allowed to retain their old role and a new role.
- B. If the Executive Office of President is vacated during his/her elected term, the Vice President shall succeed to the office.
 - a. If there is no current ASCC Vice-President, the ASCC Director of Legislative Affairs shall succeed to the office in an interim capacity until a mid-term election is held.
 - b. 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 Office Director, ASCC Support Services Director, and ASCC Director of Public Relations.
 - c. In the case of a vacancy of the ASCC Vice-President or ASCC Director of Legislative Affairs, the ASCC Executive Board will hold a mid-term election according to the Elections Committee guidelines established in the ASCC Bylaws & Elections Committee packet.
- C. In the event the Executive Offices of ASCC Vice President, ASCC Office Director, ASCC Director of Student Advocacy or ASCC Director of Public Relations are vacated during the elected or selected term of office, the ASCC shall select a successor within three (3) weeks following the selection procedure guidelines as outlined in the ASCC Bylaws.

Section 7: Complaints against ASCC Executive Board of ASCC committees

- A. 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**
- B. Complainants may be members of the ASCC student body, members of the ASCC executive council or OSU-Cascades staff, faculty or administration.
- ~~C. Complainants must submit their written complaint to the Associate Director of Student Success who will then convene a committee of 3-5 individuals of their discretion. This committee will be responsible for determining the validity of the complaint and necessary follow-up action.~~
- D. 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.
- 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 8: Election of ASCC members

- A. The student body shall elect the following executive officers: ASCC President and ASCC Vice President, ASCC Director of Legislative Affairs.
- B. The election will take place between the 2nd and 5th weeks of spring term. All members of the student body are eligible to run for election if they meet the eligibility guidelines for the ASCC Executive Board as outlined in section 2 of the ASCC Constitution.
- C. The elections shall be operated according to the ASCC Bylaws and the Elections Committee guidelines.

Section 9: ASCC member selection

- A. The ASCC Office Director, ASCC Support Services Coordinator and ASCC Director of Public Relations shall be selected by the executive selection committee. The selections committee will be established according to the ASCC bylaws.
- B. Candidates will apply by completing the ASCC application form and submitting it to the OSU-Cascades Office of Student Life.

ARTICLE VII: ELECTIONS

Section 1. Election Calendar

- A. General elections shall be conducted in the spring quarter for the following academic year.
- B. The Elections Committee shall set the election calendar and submit it to the ASCC Executive Committee for approval.

Section 2. Election of the Executive Board

- A. All members of ASCC Executive Board and all members of the ASCC student body shall be entitled to vote for the ASCC President, ASCC Vice-President and ASCC Director of Legislative Affairs.

Section 3. Election Code and Violations

- A. All election procedures, codes, violations, and policies shall be overseen by the Elections Committee in accordance with the ASCC Bylaws.

ARTICLE VIII. BYLAWS AND POLICIES

- A. The Executive Board shall enact bylaws to govern its meetings, clarify the responsibilities of each member of the board in response to student need, set pay structures, and otherwise structure the executive functions of the association not specifically enumerated by this Constitution.

- a. All changes to the ASCC Executive Committee Bylaws shall be proposed by the Executive Board and approved by a majority vote of the Executive Committee members.
- B. When judging any discrepancies between the ASCC Constitution & ASCC Bylaws, the Constitution shall be considered authoritative over the Bylaws.

ARTICLE IX: COMMITTEES

Section One: Student Fee Committee

- A. The ASCC recognizes the OSU-Cascades Student Fee Committee (SFC) as a separate governing branch of the student body whose duties and procedures are outlined in a distinct governing document. The ASCC shall have the authority to approve the Student Fee Committee document prior to implementation.
- B. The Student Fee Committee shall be referred to as the SFC for the purposes of this document.
- C. The ASCC Vice President will serve as chairperson for SFC.
- D. The ASCC will make proposal presentations at regular SFC meetings to fund additional ASCC sponsored student events.
- E. The ASCC will review 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. The ASCC Vice-President shall not participate in this vote.
 - 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 five working days, then meet with the representatives of the SFC or other designated entity to reconcile the difference.

Section two: ASCC Elections Committee

- A. An Elections Committee shall be established no later than Friday of the 4th week of winter term.
- B. The Elections Committee of the ASCC shall consist of representation from student groups who will be utilizing the ASCC Ballot in the General Election.
- C. 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 ASCC if needed.

- D. The Election Committee shall be composed of 4-7 students which must include at least one (1) but no more than three (3) current ASCC Executive Committee members.
- E. Current ASCC members can serve on the Elections Committee. Serving on the Elections Committee disqualifies a student from running for an elected position with the ASCC for that election cycle.
- F. 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. Certifying the election results
 - f. Publicizing the elections results
- G. The election procedures shall be printed by the first day a candidate may file for election
- H. Elections shall be by secret ballot

Section three: Additional ASCC committees

Additional committees (either short-term or long-term) may be created by the ASCC Executive Branch in conjunction with the ASCC Constitution and Bylaws.

ARTICLE X: AMENDING THE CONSTITUTION

Section 1: Amendments

This document may be amended by the current ASCC executive committee. Amendments must be presented to the OSU-Cascades Student Fee Committee and approved by a majority vote of the SFC. The ASCC Executive Board must then approve the revisions with a majority vote.

Section 2: Revisions

This document may be revised to reflect current federal, state and local laws, Oregon Board of Higher Education and Oregon State University-Cascades policies and procedures by the current ASCC Executive Board. Revisions must be presented to the OSU-Cascades Student Fee Committee and approved by a majority vote of the SFC. The ASCC Executive Board then must approve the revisions with a two-thirds ($\frac{2}{3}$) majority vote.

