



Associated Students of Lane Community College

Bylaws

Current as of 5/28/2014

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THE BY-LAWS OF ASLCC**Table of Contents**

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ARTICLE I Name

1.1 The name of this document shall be “The By-laws of the Associated Students of Lane Community College (ASLCC).”

1.2 ASLCC meaning Student Government

1.3 ASLCC meaning General Membership are fee paying students described in the constitution (3.1)

ARTICLE II Purpose

2.1 Issues affecting Lane Community College and its students shall take priority over non-student issues.

2.2 The ASLCC By-laws shall correspond Article by Article to the ASLCC Constitution.

ARTICLE III Membership

3.1 The Associated Students of Lane Community College shall consist of all credit students currently enrolled at Lane Community College who have been assessed the mandatory student activity fee.

3.2 Payment of summer term mandatory student activity-fee or enrollment during summer term is not necessary for a student to maintain membership status.

ARTICLE IV Organization

4.1 Form of ASLCC Government

4.1.1 The ASLCC shall consist of:

4.1.2 Executive Officers

4.1.2.1 President

4.1.2.2 Vice-president

4.1.2.3 President Pro-tempore (as elected by the Senate during fall term)

4.1.3 Ten (10) Senators-at-large

4.1.4 A total of five (5) persons, including Executive Team members and

Senators, shall constitute a quorum during the Summer Senate.

4.2 Executive Staff: the President shall create a committee of at least one executive committee member and at least two senators in order to appoint the executive staff team and the Senate approves the following staff positions:

- 4.2.1 Communications Director
- 4.2.2 Student Resource Center Director
- 4.2.3 State Affairs Director
- 4.2.4 Campus Community Director
- 4.2.5 Chief of Staff
- 4.2.6 Gender & Sexual Diversity Advocate
- 4.2.7 Sustainability Coordinator
- 4.2.8 Treasurer
- 4.2.9 Multicultural Program Coordinator

4.3 Senate Voting

4.3.1 A majority of voting members (50% +1) will be required in all Senate decisions, unless otherwise specified in these By-Laws.

4.3.2 If a Senate member must be absent from all or part of a Senate meeting, the Senate member may submit a proxy vote to the Vice-president or to the ASLCC Secretary. A proxy vote will be counted only on agenda items that are in effect on the date the proxy was submitted. Proxy votes do not count toward quorum.

4.3.3 Any funding requests in excess of \$250 must be tabled until the next meeting so that Senate members have time to review and research the request. Funds request tabling can be overruled by a $\frac{2}{3}$ vote Senate.

4.3.4 The President shall have the use of a veto, which may be overridden by a $\frac{2}{3}$ vote. The veto must be submitted to the Vice-president at least 24 hours before the next regular Senate meeting. It must appear in the agenda packet for the next regular Senate meeting, as an action item, to allow proper action in the event that the Senate chooses to attempt to override the veto.

4.4 Advisory Boards

4.4.1 Student Finance Board (hereinafter "SFB") shall be further described in the Finance Board Policy section of the current ASLCC Operations Handbook.

4.4.1.1 Shall be recognized by the student body and the Senate as an official advisory board on matters regarding the mandatory Student Activity Fee.

4.4.1.2 Shall be responsible for monitoring Student Activity Fee spending, fiscal accountability, and oversight.

- 4.4.1.3 Membership shall be composed of the following ASLCC students:
 - 4.4.1.3.1 One (1) appointed ASLCC Treasurer shall chair the SFB, only voting to break a tie.
 - 4.4.1.3.2 Two (2) Ballot Elected (or petition process ratified) ASLCC Senators, nominated and ratified by the voting student government as SFB members for the duration of their term in office. ASLCC Staff or other Senators may act as a proxy for an SFB member senator in the event that the Senator is unable to attend an SFB meeting.
 - 4.4.1.3.3 Four (4) Ballot Elected or Petition process ratified-Students-at-Large who meet the same position eligibility requirements as ASLCC Senators.
- 4.4.1.4 The SFB shall operate with the following positions from the SFB membership:
 - 4.4.1.4.1 The ASLCC Treasurer will Chair the Student Finance Board. Their duties will include communication to request, compile and research budget data from activity-fee funded programs; to facilitate the SFB in their review of budgets; and assist the SFB and ASLCC in understanding the accounting aspects of the material. The primary duty of the SFB Chairperson will be to lead the SFB team in their work to provide transparency and accountability in the mandatory student activity fee.
 - 4.4.1.4.2 One (1) Vice Chair: to assist the Treasurer in research and serve as chair of scheduled meetings in the event of the Treasurer's absence.
 - 4.4.1.4.2 One (1) SFB Secretary: to take meeting minutes and prepare formal documents for all actions taken by the SFB in accordance with Oregon Public Meeting Laws.
- 4.4.1.5 The SFB shall meet a minimum of twice per month in-person, and Students-at-Large members shall be required to log approximately 10 hours per month at the discretion of the SFB Chair.
- 4.4.1.6 The SFB shall hold no DIRECT authority to reallocate any portion of the Mandatory Student Activity Fee. This is an Advisory Board to the ASLCC Student Government and all actions will be taken by the governing body known as the ASLCC Senate.
- 4.4.1.7 The SFB shall, upon reaching a decision, prepare an 'SFB Report' to the ASLCC Senate in the form of a budget approval or referral. The ASLCC President shall then deliver the results to the Board of Education to be ultimately presented in the Student Ballot to rescind or reconsider a Student Activity Fee section or portion of the Student Activity Fee.

4.5 Committees

4.5.1 Council of Clubs (hereinafter “COC”)

4.5.1.1 Shall be recognized by ASLCC as an official committee of the Senate.

4.5.1.2 Campus Community Director shall serve as Chair of the COC

4.5.1.3 Campus Community Director and members of the COC shall nominate a Vice Chair, from amongst ASLCC officers, and a Pro-Tempore from the students-at-large to be elected by a $\frac{2}{3}$ vote by the COC.

4.5.1.4 Shall be responsible for coordinating a working communication between ASLCC and student groups on campus.

4.5.1.5 Shall be composed of one to two student representatives from each ratified campus club, as well as general interest students.

4.5.1.6 Shall advise the Campus Community Director in decision-making on campus events.

4.5.1.7 Shall be responsible for collaborating with the Multicultural Programs Coordinator and Gender and Sexual Diversity Advocate to provide a variety of culturally diverse events on and off campus.

4.5.2 The Budget Committee shall be described in the Fiscal Policy.

4.5.3 The Elections Committee shall be described in the Elections Policy (see also Article IX).

4.5.4. Ad-hoc and any committees not specifically described shall be formed by Senate actions with members nominated and elected by the Senate.

4.5.5 The ASLCC President shall recommend student representation to serve on college committees for approval by the College President.

4.6 Remuneration for ASLCC Student Government Members

4.6.1 Executive Members (President, Vice-President) – Tuition paid for up to twelve (12) credit hours and grant, as budgeted.

4.6.2 Staff positions: Tuition and stipend, as budgeted.

4.6.3 Senators: Stipend, as budgeted.

4.6.4 In order to receive a tuition waiver and/or grant, ASLCC Senate and staff must enroll in at least 1 credit co-op (P/C or better) each fall term. ASLCC Senate or staff who fails to successfully complete the 1 credit co-op will lose their eligibility to receive tuition waiver and/or grants for future terms.

ARTICLE V Qualifications for Office

5.1 After elected to office or hired, all ASLCC members shall be required to enroll in, and complete at least six (6) graded credit hours each term and maintain a 2.0 term GPA.

5.1.1 Only two (2) of the minimum six (6) credits may be co-op ed: political science for student government.

5.1.2 Credits recorded as audit, “pass/no pass” do not count as completed credits.

5.1.3 A minimum of two (2) credits must be taken on the main campus.

5.1.4 All of the above qualifications must be met in order to qualify for tuition payment, grants, stipends, and travel.

5.2 The ASLCC Advisor, or designee, shall verify eligibility of ASLCC candidates for elections and ASLCC Senate and staff prior to the start of each term.

ARTICLE VI Duties of the Officers

6.1 Duties of Officers

6.1.1 Shall submit an officer’s report at each regular Senate meeting.

6.1.1.1 In the event that the officer is unable to attend a Senate meeting, the officer shall be required to submit a written report to the Vice President or Pro-Tempore to read during Senate.

6.1.2 Shall give training and assistance at the end of their term to their successor and provide a transition binder outlining the specific duties of their position.

6.1.3 Shall carry out all duties assigned by the Senate and the President as related to their position.

6.1.4 Shall maintain a safe space as pertaining to the ASLCC policy.

6.1.5 Elected and appointed officers of ASLCC shall serve a term in office of one year commencing on June 1 and ending on May 31 of the following year.

6.2 President

6.2.1 Shall serve as the official representative of the Senate and ASLCC as stated in COPPS.

6.2.2 Shall be appointed as an ex-officio member of all Senate committees.

6.2.3 Shall assume all responsibility for executive and administrative work of the Senate and ASLCC.

6.2.4 Shall sit on the OSA Board of Directors or delegate this position to the best qualified student.

6.2.5 Shall nominate staff members.

6.2.5.1 In the case of an appointment that deals with a board that is from an out of state organization, it must be approved by a $\frac{2}{3}$ Senate vote.

6.3 Vice-president

- 6.3.1 Shall assume the duties of the President in the President's absence, and upon Presidential vacancy, shall be the succeeding President.
- 6.3.2 Shall create an agenda for all Senate meetings and post it in a public forum at least 24 hours prior to the meeting, in accordance with Oregon Public Meeting laws.
- 6.3.3 Shall serve as chair of ASLCC Senate meetings.
- 6.3.4 Shall serve as chair of ASLCC elections committee.
- 6.3.5 Shall advocate for students on campus.
- 6.3.6 Shall assume the duties of the Treasurer in the Treasurer's temporary absence.
- 6.3.7 Shall sit on the OCCSA Board or delegate this position to the best qualified student.
- 6.3.8 Shall work with the President Pro-tempore to keep track of all Senate work hours and committee reports.
- 6.3.9 Shall work with the President Pro-tempore to manage Senate and provide assistance in the execution of their duties.
- 6.3.10 Shall work with the President Pro-tempore to hold check-ins with individual Senators on a regular basis.

6.4 Multicultural Program Coordinator (hereinafter "MPC")

- 6.4.1 Shall be responsible along with the Campus Events Director to bring a variety of culturally diverse events to the campus.
- 6.4.2 Shall be a designated Oregon Students of Color Coalition (hereinafter "OSCC") board member or delegate this position to the best qualified student.
- 6.4.3 Shall work with the OSCC chapter in all their campaigns at the statewide and campus wide levels.
- 6.4.4 Shall be a designated Eugene city-wide MLK Jr. celebration event planning committee member or delegate this position to the best qualified student.
- 6.4.5 Shall sit on the Lane Diversity Council.
- 6.4.6 Shall act as an advisor to the ASLCC President concerning issues affecting campus diversity.
- 6.4.7 Shall work with the Gender & Sexual Diversity Advocate to create a safe space as pertained to ASLCC policy.
- 6.4.8 Shall work with the OSA Campus Organizer and all ASLCC recognized cultural student groups to recruit OSCC board members.
- 6.4.9 Shall work with all ASLCC recognized cultural student groups and the Multicultural Center to establish and co-chair the LCC OSCC chapter.

6.5 Treasurer

- 6.5.1 Shall monitor and report all funds of ASLCC.
- 6.5.2 Shall authorize the disbursement of funds upon Senate approval.
- 6.5.3 Shall be responsible for keeping an up-to-date account of ASLCC funds, posted monthly on Orgsync.

- 6.5.4 Shall study the monthly computer printout of ASLCC accounting ledgers and business records, and take any necessary steps to resolve any differences.
- 6.5.5 Shall make recommendations to the Senate with regards to budget transfers.
- 6.5.6 Shall provide the Senate with a monthly statement of ASLCC expenditures.
- 6.5.7 Shall provide the Student Life and Leadership Director, the Vice-president of Student Services, and the Torch with quarterly ASLCC financial statements.
- 6.5.8 Shall establish and chair a Budget Committee as outlined in the ASLCC Fiscal Policy.
- 6.5.9 Shall present the Budget Committee's proposed annual budget to the Senate for approval within the first eight (8) weeks of fall term.
- 6.5.10 Shall be a member of the College Budget Committee.
- 6.5.11 Shall coordinate the disbursement of all ASLCC finances, and provide oversight on all expenditures, including travel, lodging, etc.
- 6.5.12 Shall chair the Student Finance Board.

6.6 President Pro-Tempore

- 6.6.1 Shall be a current Senator and nominated and elected by the Senate.
- 6.6.2 Shall work with the Vice-president to keep track of all Senate work hours and committee reports.
- 6.6.3 Shall work with the Vice-president to manage Senate and provide assistance in the execution of their duties.
- 6.6.4 Shall work with the Vice-president to hold check-ins with individual Senators on a weekly basis.
- 6.6.5 Shall chair the Senate meeting in the event of the Vice-president's absence.
- 6.6.6 Shall keep a copy of all senate related documents, including, but not limited to: senate agendas, meeting minutes, gallery and senate sign in sheets, and any relevant paperwork distributed at senate meetings.

ARTICLE VII Duties of the Staff

7.1 Duties of Staff

- 7.1.1 Shall be nominated by the President and ratified by a majority vote of the Senate.
- 7.1.2 Shall submit a staff member report at each regular Senate meeting.
 - 7.1.2.1 In the event that the staff member is unable to attend a Senate meeting, they shall be required to submit a written report to the Chief of Staff to read during Senate.
- 7.1.3 Shall carry out all duties assigned by the Senate and the President as related to their position.
- 7.1.4 Shall serve as an aide to the President and Vice-president in the execution of their duties.

7.1.5 Shall give training and assistance at the end of their term to their successor and provide a transition binder outlining the specific duties of their position.

7.2 Communications Director

7.2.1 Shall serve on the Media Commission.

7.2.2 Shall be responsible for distribution of all official ASLCC information and publications:

7.2.2.1 Election materials

7.2.2.2 Press Releases

7.2.2.3 Any other publication or media that can reach ASLCC members effectively.

7.2.2.4 ASLCC web site

7.2.3 Shall establish and monitor the ASLCC Orgsync group.

7.2.4 Shall monitor and update all ASLCC internet relations.

7.2.5 Shall cooperate with the ASLCC Legal Secretary to distribute materials to other colleges as appropriate.

7.2.6 Shall act as Co-Chair of Events committee in the event that this Committee is deemed necessary.

7.2.7 Shall assist campus clubs and organizations with publicity as time permits.

7.2.8 Shall fulfill the role of Ty's Promotion Team Manager.

7.3 Student Resource Center Director

7.3.1 Shall coordinate and be responsible for the administration of all programs assigned to the Student Resource Center (hereinafter "SRC").

7.3.2 Shall submit a monthly budget report to the Treasurer.

7.3.3 Shall approve and sign all work study time schedules before passing them on to the Student Life and Leadership Director.

7.3.4 Shall provide weekly finance reports to Senate.

7.3.5 Shall provide trainings to all SRC employees.

7.3.6 Shall provide the means or manner of transportation of the resources to the SRC to their own cost or use of motor pool provided by ASLCC

7.3.7 Shall maintain SRC inventory records.

7.4 State Affairs Director

7.4.1 Shall serve as the ASLCC liaison to all external governmental bodies as directed by the President.

7.4.2 Shall serve as the ASLCC liaison to OSA, and work closely with the OSA Campus Organizer.

7.4.3 Shall work with the OSA Campus Organizer and the OCCSA designated board members to organize voter registration, education, and turnout drives.

7.4.4 Shall be a designated OSA Board of Directors member or delegate this position to

the best qualified student.

7.4.5 Shall coordinate all issues regarding external governmental affairs as directed by the President.

7.4.6 Shall work with the OCCSA Board member to establish and maintain communication between OCCSA and OSA Board members and OSA and OCCSA activities.

7.5 Campus Community Director

7.5.1 Shall be responsible for coordinating all ASLCC events.

7.5.2 Shall Chair all Council of Clubs meetings.

7.5.3 Shall assist campus clubs and organizations with events.

7.5.4 Shall establish and chair the Events Committee in the event that this Committee is deemed necessary

7.5.5 Shall organize and hold an Open Mic event annually on campus.

7.5.6 Shall be responsible along with the Multicultural Programs Coordinator and Gender & Sexual Diversity Advocate to bring a variety of culturally diverse events to the campus.

7.5.7 Shall serve as Chair of the Council of Clubs.

7.5.8 Shall create and govern By-Laws for the CoC.

7.6 Chief of Staff

7.6.1 Shall keep track of all Executive Officers and Staff work hours and committee reports.

7.6.2 Shall manage Executive Staff and provide assistance in the execution of their duties.

7.6.3 Shall hold weekly Executive staff meetings, and hold check-ins with individual Executive Staff on a weekly basis.

7.6.4 Shall be manager of office, including organizing and designating desk and office space, supplies, equipment, etc.

7.6.5 Shall work on accreditation binder and ensure it is completed before deadline.

7.6.6 Shall study ASLCC policy and make recommendations for amendments, addendums, and new policy to facilitate the effective operation of Student Government.

7.7 Gender & Sexual Diversity Advocate

7.7.1 Shall be a designated Oregon Student Equal Rights Alliance (OSERA) board member or delegate this position to the best qualified student.

7.7.2 Shall work with the OSERA chapter in all their campaigns ran at the state and campus wide levels.

7.7.3 Shall sit on the LCC Diversity Council.

7.7.4 Shall work with LGBTQ student groups and Women's Center community to establish and co-chair the LCC OSERA chapter.

7.7.5 Shall work with the Multicultural Program Coordinator to create a safe space as

pertained to ASLCC policy.

7.7.6 Shall advocate for and develop programs addressing gender and LGBTQ issues on campus; to support student groups addressing those issues.

7.7.7 Shall monitor policies that affect relevant communities and advise the ASLCC Executive on issues addressing gender and LGBTQ community.

7.7.8 Shall work with the OSA Campus Organizer and LGBTQ student group to recruit OSERA board members.

7.7.9 Shall be responsible along with the Campus Events Director to bring a variety of culturally diverse events to the campus.

7.8 Sustainability Coordinator

7.8.1 The Sustainability Coordinator shall chair and attend all Sustainable Food Committee(SFC) meetings.

7.8.2 As chair of the SFC, the Sustainability Coordinator shall be responsible for the administration and operational procedures of the Rainy Day Pantry (RDP)

7.8.3.1 Shall submit the Food for Lane County (FFLC) order each Tuesday for the following week's pickup.

7.8.3.2 Shall arrange for the weekly FFLC order pickup at 3:00 PM each Tuesday.

7.8.3.3 Shall coordinate with and supply the RDP's faculty advisor with the usage statistics for their monthly FFLC report. (Due the 10th of each month)

7.8.3.4 Shall keep an up to date detailed inventory of the RDP stores.

7.8.3.5 Mandatory communication with CoOp advisors to ensure internships for the RDP.

7.8.3.6 Shall actively engage in recruitment for work-study and volunteer positions within the RDP.

7.8.3.7 Shall actively pursue fundraising sources and food donations to ensure the continuity of the RDP.

7.8.3 Shall collaborate with LCC student groups, clubs, and unions to develop future SFC campaigns.

7.8.4 Shall collaborate with the Learning Garden Specialist, Food and Beverage Manager, and other non-student entities to effectively implement future campaigns.

7.9 ASLCC Advisor

7.8.1 The ASLCC Advisor shall be the Division Dean of Student Affairs(SLLD) of Student Life and Leadership Development , as assigned by the college. If it is determined that the ASLCC Advisor is incompatible with student government, a new advisor may be chosen by nomination from the ASLCC President. This nomination must be ratified by a two thirds (2/3) vote of the Senate. A letter outlining explaining exactly

why the current advisor was replaced will be drafted by the President and approved by the Senate. This letter must be sent to the Director, the Associate Vice-president of Instruction and Student Services and the Torch.

7.9.2 The ASLCC Advisor shall:

7.9.2.1 Sign requisitions as required by ASLCC and Lane Community College policy.

7.9.2.2 Attend Senate meetings.

7.9.2.3 Do liaison work between ASLCC and other segments of the college.

7.9.2.4 Keep abreast of ASLCC's activities.

7.9.2.5 Keep the Senate informed of student issues, campus policies, and other pertinent information, but will not attempt to influence the policy of the ASLCC.

7.9.2.6 Removal of the ASLCC Advisor requires a two thirds (2/3) vote of the Senate.

7.9.2.7 In addition to the Student Life and Leadership Director, the Senate may nominate or elect any Lane staff member to serve as Co-Advisor

7.9.2.8 The co-advisor will work with the Student Life and Leadership Director to keep the Senate informed of student issues, campus policies, and other pertinent information

7.10 ASLCC Corporate Secretary

7.10.1 Shall take minutes at all Senate meetings.

7.10.1.1 A typed version of the minutes must be distributed for Senate review 48 hours before the next Senate meeting.

7.10.1.2 Method of minute taking is up to the discretion of the ASLCC Corporate Secretary.

7.10.1.3 Minutes must be submitted within 24 hours after the Senate meeting

ARTICLE VIII ASLCC Senate

8.1 Senators

8.1.1 Shall participate by use of vote in

8.1.1.1 The disbursement of all ASLCC expenditures brought forth for consideration by the Senate.

8.1.1.2 Approval of the proposed budget for the ensuing year.

8.1.1.3 The determination of policies and rules for ASLCC.

8.1.2 Shall maintain an open a line of communication between the students and the Senate.

8.1.2.1 Shall assume positions on appropriate ASLCC and college committees, councils, and commissions.

8.1.3 All members of the Senate shall:

8.1.3.1 Attend all Senate meetings and must give notification to the Chair and President Pro-tempore in advance if any absence is necessary.

8.1.3.2 Establish and post regular office hours.

8.1.3.3 Maintain a minimum cumulative G.P.A. of 2.00 and a term G.P.A. of 2.00

8.1.3.4 All Senate members shall complete a minimum of six graded (6) credits each term, only two (2) of which may be co-op ed: political science for student government. Credits taken as “audit” or “pass/no pass” do not count as completed credits.

8.1.3.5 The terms of all Senators elected during the normal election shall begin June 1 and end on May 31. The terms of all Senators elected during a special election, or appointed according to the Constitution (10.1), shall begin immediately upon certification of the election results or ratification of the appointment, and end on May 31.

8.2 Senate meetings

8.2.1 The Senate shall meet weekly during the regular school year.

8.2.2 The Senate shall adhere to all Public Meeting Laws.

8.3 Executive Team meetings

8.3.1. The meetings of the Executive Team shall be called by a majority of the Executive Team members or by the President.

8.4 Emergency or Additional Meetings

8.4.1. The President or a Senate member, upon concurrence with a majority of the Senate shall be able to call emergency or additional meetings of the Senate.

8.5 Senate business

8.5.1 Requests for agenda items, along with written rationale and supportive information shall be submitted to the Vice-president by 12:00 noon, three (3) ASLCC business days prior to the next scheduled Senate meeting.

8.5.2 The Vice-president shall create an agenda packet and have a copy placed in the box of each Senate member and of the ASLCC Advisor by 48 hrs. before the Senate meeting.

8.5.3 The Senate may take action on items listed on the agenda that would normally need to be tabled if the senate declares an emergency with a two thirds (2/3) vote.

8.5.4 All proposals except club funding shall be classified as “policy” or “funding” proposals and shall be submitted on the ASLCC Proposal Form.

8.5.4.1 All funding requests must include:

- 8.5.4.1.1 The sponsor
- 8.5.4.1.2 The amount of monies requested
- 8.5.4.1.3 The purpose of the funding
- 8.5.4.1.4 The primary recipients of the funding proposal.
- 8.5.4.1.5 The process by which primary recipients will be selected.
- 8.5.4.1.6 An explanation of how the expenditure will benefit ASLCC members.
- 8.5.4.1.7 All funding requests over \$250 shall be tabled until the next meeting unless waived by the consent of two thirds (2/3) vote of the Senate members present.

8.5.4.2 All policy proposals must include

- 8.5.4.2.1 The sponsor
- 8.5.4.2.2 The policy statement
- 8.5.4.2.3 The effect on current policy
- 8.5.4.2.4 The reason for adding or changing policy

8.5.5 Senate Resolutions

- 8.5.5.1 The Senate will have a written forum in which to communicate its specific intent onto future Senate members and to the electorate. Officially, this will be in the form of a resolution.
- 8.5.5.2 Resolutions shall be an official ASLCC document. Resolutions shall not be adopted on frivolous matters, but upon serious intent of the Senate.
- 8.5.5.3 All resolutions officially adopted by the Senate shall follow and be attached to the By-laws physically and philosophically.
- 8.5.5.4 Resolutions must be produced, written, and sponsored by a voting member of the Senate, with at least one other voting member of the Senate acting as a co-sponsor.
- 8.5.5.5 The initial draft of the resolution can be presented at any official Senate meeting under new business, with the sponsor reading the resolution and the co-sponsor making themselves known as such. Resolutions will be numbered consecutively for reference purposes.
- 8.5.5.6 Resolutions shall be consecutively numbered line by line in the margin for easy reference and discussion.
- 8.5.5.7 Resolutions must be prefaced by “We, the Associated Students of Lane Community College hereby resolve that...” Each paragraph thereafter in the resolution must be prefaced by “and be it further resolved...”
- 8.5.5.8 Resolutions must be typed.
- 8.5.5.9 Resolutions may be adopted by the Senate following appropriate deliberation by a two thirds (2/3) vote.
 - 8.5.5.9.1 Senate resolution 1-9899 adopted winter term 1999 attached

hereto as Exhibit A-1.

8.5.5.9.2 Senate resolution 2-9899 adopted winter term 1999 attached hereto as Exhibit B-1.

8.5.5.9.3 Senate resolution 3-0102 adopted winter term 2002 attached hereto as Exhibit C-1.

8.5.5.9.4 Senate resolution 4-0203 adopted winter term 2002 attached hereto as Exhibit D-1.

8.5.5.9.5 Senate resolution 5-0304 adopted winter term 2004 attached hereto as Exhibit E-1.

8.5.5.9.6 Senate resolution 6-0304 adopted spring term 2004 attached hereto as Exhibit F-1.

8.5.5.9.7 Senate resolution 7-0304 adopted spring term 2004 attached hereto as Exhibit G-1.

8.5.5.9.8 Senate resolution 8-0405 adopted fall term 2004 attached hereto as Exhibit H-1.

8.5.5.9.9 Senate resolution 9-0405 adopted winter term 2005 attached hereto as Exhibit I-1.

8.5.5.9.10 Senate resolution 10-0405 adopted winter term 2005 attached hereto as Exhibit J-1.

8.5.5.10 Resolutions not approved by the Senate by finals week of spring term will be considered null and void.

8.5.5.11 There shall be a resolution prototype that shall be the model for all resolutions drafted in order to ensure that all resolutions are uniform and easy to read. This shall be the “Resolution Worksheet.”

8.6 Summer term meetings shall be scheduled at the President’s discretion.

8.7 Finance

8.7.1 No standing Senate shall approve a contract for a period of longer than one year.

8.7.2 Regulations for student clubs and organizations shall be as outlined in the Student Organizational Guidelines and the Club Promotions Fund Policy.

8.7.3 Clubs must submit dates, times, and locations of their meetings to the ASLCC office at the beginning of each term.

8.7.4 Clubs and organizations that violate the ASLCC Constitution, By-laws, Fiscal Policy, or any other ASLCC policy or guidelines will lose their status for a period of one (1) year.

ARTICLE IX Elections

9.1 Election guidelines

9.1.1 Election of ASLCC officers shall be held during spring term.

9.1.2 All members of this Association who meet the requirements to hold office shall be eligible to hold elective or appointed offices under this document.

9.1.3 Candidates for office must meet the following requirements:

9.1.3.1 All candidates must be enrolled in at least six (6) LCC credit hours, and one credit must assess the student activity fee during the concurrent term. That person is then considered to be eligible for ASLCC office. These requirements must be met by the application deadline.

9.1.3.2 ASLCC Presidential candidates must have completed a minimum of 18 credit hours at LCC within the previous 3 terms, with a cumulative GPA of 2.5 to be eligible to run for office.

9.1.3.3 Senator candidates must be enrolled in at least 6 credits and have a cumulative GPA of at least 2.5

9.1.3.4 All students elected to ASLCC office shall be required to enroll in, and complete at least six (6) credit hours at LCC each term and maintain a 2.0 term GPA. Credits recorded as audit or receiving a pass/no pass do not count as completed credits.

9.1.3.5 No member of ASLCC shall simultaneously hold more than one (1) office under this document.

9.1.3.6 No member of ASLCC shall be in the same executive office for more than two (2) consecutive years.

9.1.3.7 Contracted Lane employees, or members of a represented bargaining unit, are not eligible to hold office in ASLCC.

9.1.4 Ballot measures may be voted on during any regular or special election.

9.1.5 No ballot measure may redistribute (and thereby circumvent proper ASLCC budget processes) any portion of the existing mandatory student activity fee.

9.1.6 Ballot measures may be referred to the ballot by a two thirds (2/3) vote of the Senate or by the student initiative process (see Article XI).

9.2 Elections Committee.

9.2.1 The Elections Committee shall be established and chaired by the Vice-president, or in the event that the Vice-president is to be a candidate for ASLCC office, the current President shall appoint, and the Senate shall ratify by a two thirds (2/3) vote, a chairperson without a conflict of interest for the Elections Committee. The Elections committee chair shall work with the ASLCC Advisor and the ASLCC Secretary to ensure that the elections are held according to the By-laws and Constitution of ASLCC.

9.2.2 The Elections Committee chairperson shall:

9.2.2.1 Set dates of elections and publicize elections.

9.2.2.2 Coordinate the online voting process with the ASLCC Advisor and Secretary.

9.2.2.3 Announce available positions and upcoming elections no later than the end of winter term and set a deadline for submission of applications.

9.2.2.4 Arrange for on campus voting stations if needed.

9.2.2.5 Establish date campaign material may be posted and date by which campaign material must be removed.

9.2.2.6 Ensure that the ASLCC Advisor and/or ASLCC Secretary verifies applications, schedules time to explain rules to candidates, and notifies candidates in writing of the date, place and time of the meeting.

9.2.1.7 The following shall be explained at the meeting:

9.2.1.7.1 The online voting process and timing of campaign materials, table reservations and open hours for voting.

9.2.1.7.2 The rules for displaying campaign materials.

9.2.1.7.3 The procedures for dealing with complaints or violations of the election rules.

9.2.1.7.4 Post and publicize names of candidates, dates of the election and information regarding ballot measures. In addition, a copy of all voter information will be available online and provided to the TORCH.

9.2.1.7.5 Observe official College publicity guidelines.

9.2.3 Election rules

9.2.3.1 No person shall vote more than once in any one election.

9.2.3.2 The positions of President and Vice-president shall constitute one (1) ticket, and shall be filed and voted on jointly.

9.2.3.3 A minimum of one (1) week and a maximum of three (3) weeks shall be allowed for the campaigning. No campaigning shall occur before the candidates' orientation.

9.2.3.4 All candidates for office, including write-in candidates, are bound by these election rules. It is the responsibility of the candidate to be familiar, and comply with these election rules. Failure to do so may be grounds for disqualification.

9.2.3.5 Violations of these By-laws by candidates may be grounds for disqualification of the candidate for that election. Violations of these By-laws by elections workers may be grounds for invalidation of election results and a new election may be called.

9.2.3.6 All complaints regarding the election process and voting procedure must be delivered, in writing, to the Elections Committee prior to the close of voting. The Elections Committee will review and decide on all complaints under the guidance of the ASLCC attorney.

9.2.3.7 If two (2) pairs of candidates run for positions of President/Vice-president, a majority vote shall decide the election. If three (3) or more pairs of

candidates run for positions of President/Vice-president, a plurality vote shall decide the election.

9.2.3.8 If eleven (11) or more students run for the ten (10) open Senator positions, a plurality vote shall decide the election.

9.2.4 Polling places

9.2.4.1 All campaign material posted within 25 feet of any dedicated polling place shall be removed before the voting starts on the first day of elections. This shall not be construed as the removal of intact newspaper or voters' pamphlets, but shall require the removal of any which have been cut apart or damaged in a way as to appear to be campaign material for any candidate.

9.2.4.2 Electronic voting shall be available for at least three (3) consecutive days.

9.2.5 Voting procedure

9.2.5.1 All credit students on the main campus who have been assessed the ASLCC student activity fee are eligible to vote.

9.2.5.2 Students will access MyLane using their private log-in information. Eligible students will see a notice that ASLCC elections are open and will click the "answer a survey" prompt.

9.2.5.3

No student in the active process of voting shall be influenced to vote for or against any candidate or ballot measure by any stakeholder.

9.2.5.4 Once the student has hit the submit button, the student's ballot is cast. It cannot be retrieved or changed once submitted.

9.3 Elections Committee and ballot counting

9.3.1 Election results are compiled by computer services staff. No computer services staff member working to compile the election results shall have any association with ASLCC or interest in the election outcomes.

9.3.2 No results are made available until after the polls close.

9.3.3 Elections results are sent to the ASLCC Advisor and to the Elections Chair the morning after the polls close. If there are no pending complaints about the election process, the results are announced, posted, and made available online and to the TORCH.

9.3.4 Once the results are announced, the election outcome is final and no further

appeals are heard by the Elections Committee.

9.3.5 Elections results that include ballot measures that change the amount of the student fee must also be ratified by the Lane Board of Education in order to be official.

9.4 Voters' Information

9.4.1 The Elections Committee Chairperson shall have voters' information available online and shall provide a copy of the information to the TORCH prior to the start of voting.

9.4.2 The voter information shall include space for a statement and a photograph from each candidate. Voter information will also include all ballot measures, including the final wording of any document revision to be voted on, and both the rationale for and against all ballot measures.

ARTICLE X Replacement, Recall, and Impeachment

10.1 Replacement

10.1.1 Grounds for the Senate to request the resignations of Senate members include, but are not limited to the following:

10.1.1.1 Unexcused absences from two (2) consecutive meetings and/or work sessions.

10.1.1.1.1 Excused absences may only be approved by the absentee's supervisor.

10.1.1.1.2 Failure to notify the supervisor prior to the start of the meeting and/or work session will result in an unexcused absence for the absentee.

10.1.1.2 Unexcused absences from three (3) meetings and/or work sessions in a term.

10.1.1.2.1 Excused absences may only be approved by the absentee supervisor.

10.1.1.2.2 Failure to notify the supervisor prior to the start of the meeting and/or work session will result in an unexcused absence for the absentee.

10.1.1.3 Missing 50% of office hours during a three (3) week period.

10.1.1.4 Failure to maintain a 2.00 term G.P.A.

10.1.1.5 Violation of the ASLCC Constitution, Bylaws, or any other ASLCC policy or guidelines.

10.1.2 Senate members shall not be forced to resign because of differences of political opinion or personality conflicts.

10.1.3 If a senator has not resigned through the Replacement process, the Impeachment process (10.3.2) shall be brought forth by $\frac{2}{3}$ vote of Senate.

10.1.4 Senator vacancy positions shall be filled by eligible ASLCC members only. To

be eligible, students must:

10.1.4.1 Attend two (2) consecutive Senate meetings prior to ratification.

10.1.4.1.2 Ratification shall take place at the third consecutive Senate meeting.

10.1.4.2 Shall personally gather 100 names and L numbers of current ASLCC members (form is available in the ASLCC office).

10.1.4.3 Must be appointed by the President and ratified by the Senate.

10.1.4.4 If only one (1) Senate seat is vacant, and more than one (1) applicant completes all requirements and all completed applications are received within a one-week period, the President shall interview the candidates individually and recommend one applicant to the Senate.

10.1.4.4.1 The Senate must ratify the chosen candidate during open session by a two thirds (2/3) vote.

10.1.4.4.2 If the Senate does not ratify the appointee, the President may appoint one of the remaining applicants, or re-open the process.

10.2 Recall

10.2.1 A petition containing a minimum of 500 printed names from ASLCC members of a given term will be sufficient to warrant a recall election. The procedure is as follows:

10.2.2 A petition may be initiated by any ASLCC member or group of members.

Petitioners must get a packet of blank petitions signed and dated by the Chairperson of the Elections Committee, which constitutes the start of the petition process.

10.2.3 The petition must clearly state the reason for the recall. The reason must be based on specific violations of the ASLCC Constitution, By-Laws or College policy.

10.2.4 The recall cannot be based on disagreement with decisions, policies or election results.

10.2.5 The student(s) initiating a petition may not be harassed in an effort to collect printed names. Any student who feels that his or her rights have been violated may file a grievance, which will be reviewed by the Elections Committee.

10.2.6. From the time the petition process has been started, the petitioner has three (3) weeks to submit the completed petitions to the Election Committee. The Election Committee may make exceptions to a recall when it is related to mandatory fee referendum proposals in order to meet deadlines set by the LCC Board of Education.

10.2.7 The completed petition containing a minimum of 500 printed names of ASLCC members must be submitted to the ASLCC Senate.

10.2.8 The Senate shall confirm that the printed names were gathered properly. If the printed names were properly gathered, the ASLCC Senate shall submit the petitions to Student Records for printed name verification within two (2) working days from the time of receipt.

10.2.9 Upon completion of printed name verification, the Elections Committee shall

submit the completed petitions to the Associate Vice-president of Instruction and Student Services.

10.2.10 Upon review, the Associate Vice-president of Instruction and Student Services shall forward the results to the Director of Student Life and Leadership Development for action.

10.2.11 If the petition contains sufficient valid printed names, the Director of Student Life and Leadership shall direct the ASLCC student government to set a date for the special election and supervise the activities in accord with the ASLCC Election Policy.

10.2.11 The elections may be held during the current term or the following term (winter or spring) in such time that most students who signed the petition would still be enrolled and eligible to vote on the issue. Elections will not be held during summer session.

10.2.12 The sponsor(s) of the petition and the Vice-president of Student Services shall be kept informed of the progress and result of the special election.

10.2.13 In the event that a Senate member is removed from office by a recall election, the vacancy shall be filled by an ASLCC member nominated by the President, and ratified by a vote of the Senate.

10.3 Impeachment

10.3.1 Articles of impeachment may be brought against the President, Vice-president, and any Senator by a 2/3 vote of the filled seats of the Senate.

10.3.2 The process of impeachment shall be as follows:

10.3.2.1 The Vice President shall create and chair the Impeachment Committee.

10.3.2.2 The Impeachment Committee shall consist of half the Senate and two Staff members that are appointed by the Vice President.

10.3.2.3 The Vice President shall set a date, time, and meeting space for the Impeachment Committee.

10.3.2.4 The Impeachment Committee shall scrutinize and debate all of the findings of impeachment.

10.3.2.5 The Impeachment Committee shall either dismiss or proceed the merits of impeachment by a $\frac{2}{3}$ vote within the committee, and all findings shall be presented to the full Senate for an official vote.

10.3.3 The process of removal shall be as follows:

10.3.3.1 Within the next two Senate meetings, the impeachment committee shall present the findings of impeachment and the full senate body shall vote.

10.3.3.2 A $\frac{2}{3}$ vote of Senate is required to remove the individual from their

position.

ARTICLE XI Initiative, Referendum, and Amendment

11.1 Initiative

11.1.1 A petition containing a minimum of 500 printed names from ASLCC members of a given term will be sufficient to warrant a special initiative election. The procedure is as follows:

11.1.2.1 A petition may be initiated by any ASLCC member or group of members. Petitioners must get a packet of blank petitions signed and dated by the Chairperson of the Elections Committee.

11.1.2.2 The student(s) initiating a petition may not be harassed in an effort to collect printed names. Any student who feels that his or her rights have been violated may file a grievance, which will be reviewed by the Elections Committee.

11.1.2.3 From the time the petition process has been started, the petitioner has three (3) weeks to submit the completed petitions to the Elections Committee. The Elections Committee may make exceptions on questions related to mandatory fee referendum proposals to meet deadlines set by the LCC Board of Education. ***Any initiatives that impact the ASLCC student fee should be completed by the March Board of Education meeting and must be completed no later than the April Board meeting in order to be on the ballot for ASLCC elections in May.***

11.1.2.4 The completed petition containing a minimum of 500 printed names of currently enrolled credit ASLCC members must be submitted to the ASLCC Senate.

11.1.2.5 The Elections Committee shall confirm that the printed names were gathered properly. If the printed names were properly gathered, the ASLCC Senate shall submit the petitions to Student Records for printed name verification within two (2) working days from the time of receipt.

11.1.2.6 Upon completion of student name verification, the Elections Committee shall submit the completed petitions to the Associate Vice-president of Student Services.

11.1.2.7 Upon review, the Executive Dean of Student Affairs shall forward the results to the Director of Student Life and Leadership for action. The Executive Dean of Student Affairs will review the petition and determine if there are grounds for further action.

11.1.2.8 If the petition contains sufficient valid printed names and based on the outcome of the Executive Dean of Student Affairs' review, the Director of Student Life and Leadership shall direct the ASLCC student government to include the measure in the May election, or to set a date for a special election, and supervise the activities in accordance with the ASLCC Election Policy.

11.1.2.9 Special elections may be held during the current term or the following term, winter or spring term, in such time that most students who signed the petition would still be enrolled and eligible to vote on the issue. Elections will not be held during summer session.

11.1.2.10 The sponsor(s) of the petition and the Executive Dean of Student

Affairs shall be kept informed of the progress and the result of the special election.

ARTICLE XII Bill of Rights

(No by-laws for this section)

ARTICLE XIII Enabling Clause

13.1 Approved By-Law amendments shall go into effect immediately, or as specified by the Senate vote.

ASLCC Student Body Approved Ballot Measures

- The ASLCC shall support the creation of a LCC OSPIRG chapter by increasing the student fee to fund the chapter at an amount which reflects \$2.00 per student per term. This fee must be re-affirmed every three years by the student body at election.

Approved May 1990

- The ASLCC shall continue its support of the Martin Luther King Jr. Celebration by participation in producing a yearly event on Martin Luther King Jr. Day.

Approved May 1990

- To alleviate child care needs of students at LCC, the ASLCC shall increase student fees by \$5.00 to set aside in a fund to aid LCC students with their child care needs.

Approved May 1991

- The ASLCC shall support LCC's literary and art magazine by designating 3% of the first \$5.00 of the mandatory student fee for Denali funding. This will not be an increase of student fees, but a designation of the level of support.

Approved May 1991

- The ASLCC shall collect an additional \$6.00 per student per term to be allocated to Student Health Services.

Approved May 1993

- OSPIRG shall be retained for another three years with no additional funding.

Approved May 1993

- The ASLCC shall collect an additional \$5.00 per student per term to provide support for an enhanced sports program to include recreational offerings to all LCC students and their families beginning summer term 1994.

Approved May 1994

- ASLCC major Constitution revisions

Approved May 1995

- ASLCC Constitution revision regarding CCOSAC.

Approved May 1995

- The mandatory ASLCC student activity fee was capped so that the fee cannot exceed 78.5 of the cost of one credit of resident tuition.

Approved May 1995

- OSPIRG shall be retained for another three years with an additional \$0.25, total of \$2.25.

Approved May 1996

- ASLCC Constitution revision regarding elections using preference voting approved by students.

Approved May 1997

- The ASLCC shall collect an additional \$1.13 per student per term to provide support for the Oregon Student Association in Salem.

Approved May 1997

- The ASLCC shall collect an additional \$1.62 for the Child Care Co-op for a total of \$6.62.

Approved May 1999

- OSPIRG shall be retained for another three years with no additional funding.

Approved May 1999

- The ASLCC shall collect an additional \$0.50 per student per term to support the Black Student Union.

Approved May 2000

- The ASLCC shall collect an additional \$0.18 for the Oregon Student Association for a total of \$1.31.

Approved May 2000

- The ASLCC shall collect \$1.75 for the Torch.

Approved May 2002

- The ASLCC shall collect \$1.00 for student government.

Approved May 2002

- The ASLCC shall collect an additional \$2.00 for Student Health Services for a total of \$8.00.

Approved May 2002

- The ASLCC shall collect an \$1.13 for the Oregon Student Association to create a staff position that would work full-time at LCC for a total of \$2.44.

Approved May 2002

- OSPIRG shall be retained for another three years with no additional funding.

Approved May 2002

- ASLCC Constitution revision regarding elections revoking preference voting approved by students. Other Constitutional changes voted on/passed.

Approved May 2003

- The ASLCC shall collect an \$1.00 additional for Child Care Co-op (total \$7.62), \$1.00 for international student program, \$1.00 for women's program, \$1.00 for club support, \$1.00 for early childhood education, and \$1.44 for ASLCC operational expenses.

Approved May 2004

- ASLCC Constitution revision to promote the Oregon Student Association.

Approved May 2005

- OSPIRG shall be retained for another three years with an increase of \$0.75 to a total of \$3.00.

Approved May 2005

- ASLCC shall collect an additional \$3.00 for enhanced recreational sports programs and a student athletic training facility.

Approved May 2005

ASLCC Constitution Change in Language. Approval of changes to the constitution requires a 2/3 yes vote and does not change student's fees.

Approved May 2005

A student fee increase of \$3.00 for three years approved to provide funding for a Native American Longhouse at Lane Community College?

Approved May 2006

A student fee increase of \$1.75 approved to provide resources to provide internships to student leaders and additional staff positions at ASLCC, and to support clubs and organizations and provide opportunities for leadership training?

Approved May 2006

Changed wording in ASLCC Constitution to reflect recent changes in positions and other minor changes. This amendment did not affect the ASLCC budget in any way, either in an increase of student fees or a decrease.

Approved May 2006

- OSPIRG reaffirmed at \$3.00

Approved May 2008

- Student Activity Fee increased by \$3 for support of the Recreational Sports Program, Athletics & a Student Athletic Training Facility, with reaffirmation in two years.

Approved May 2009

- Approved wording change to ASLCC Constitution affirming that *ASLCC shall continue to be affiliated and support the Oregon Student Association (OSA) so long as this organization advocates for the students of Lane Community College*

Approved May 2009

- Mandatory Student Activity fee increase of \$1.00 approved to provide continued funding for the TORCH.

Approved May 2010

- Approved wording changes to ASLCC Constitution changed so that the position of Cultural Events and Multicultural Events Coordinator *changed to Multicultural Program Coordinator*; so that *the Judiciary Board was eliminated and replaced by the Elections Committee* and to allow the ASLCC President to appoint a Campus Events Director.

Approved May 2010

****Revisit this section**