



Associated Student Government  
Rogue Community College

**THE BYLAWS OF THE ASSOCIATED STUDENT  
GOVERNMENT  
OF ROGUE COMMUNITY COLLEGE**

(amended February 2020, Ratified January 2021)

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# THE BYLAWS OF THE ASSOCIATED STUDENT GOVERNMENT of ROGUE COMMUNITY COLLEGE

(amended February 2020, Ratified January 2021)

## ARTICLE I NAME

**Section 1.0** “The Associated Student Government of Rogue Community College” This article is complete as stipulated in the Constitution.

## ARTICLE II PURPOSE

### **Section 1.0 Sound Academic Environment**

ASGRCC shall strengthen and maintain a sound academic environment in the following ways:

#### Section 1.1 **Campus Committee Attendance and Student Representation**

Student representatives may serve on any standing committee at the invitation of the College President or the ASGRCC Advisors and/or Director.

#### Section 1.2 **Board of Education Attendance and Student Representation**

The Student Body President shall attend Board of Education meetings or send a student in their place to present a student report, remain current on topics that relate to this objective, and lobby in the best interests of the students of RCC as needed.

#### Section 1.3 **Represent Students with Academic Grievances**

An officer of the ASGRCC team may represent any student with related course or instructor concerns to the Instructional Office and/or Student Services in the grievance process. An ASGRCC advisor may attend with the student(s) as requested by student(s).

### **Section 2.0 Administrative and Community Student Representation**

ASGRCC shall provide student representation to the administration and the community in the following ways:

#### Section 2.1 **Initiating Meetings**

The Student Body President shall remain available for meetings with college administrators and initiate such meetings when advantageous to the objective of student representation or any other objective of the ASGRCC. In the event the Student Body President is unable to meet with administration an ASGRCC council representative may attend in their place.

**Section 2.2 Requested Representation or Statement**

The Student Body President shall be the official representative to the community. They shall attend or designate another student representative to attend any community function where an ASGRCC Representative and/or statement is requested, or when deemed appropriate by the Executive Council.

**Section 3.0 Development of Character and Leadership**

ASGRCC shall create the opportunity for the development of character and leadership skills in the following ways:

**Section 3.1 Organizations**

The ASGRCC shall formally recognize and support student and staff organizations within the college that allow for the development of character and leadership skills that coincides with the college's mission and the [student code of conduct](#).

**Section 3.2 Education**

The ASGRCC shall provide students with educational opportunities through in person and/or virtual events, workshops, seminars, and/or other appropriately deemed outlets to promote academic success and student engagement.

**Section 3.3 Leadership**

The ASGRCC shall maintain the Association as a means for the development of character and leadership through civic engagement, experience, instruction, workshop/seminar participation and relevant political education.

**Section 4.0 Social and Cultural Enrichment**

The ASGRCC shall provide programs for the social and cultural enrichment of students in the following ways:

**Section 4.1 Cultural Activities and Clubs**

The ASGRCC shall offer related on campus and/or virtual events, as possible, through the use of campus activities, campus support, and Clubs line items in the ASGRCC budget.

**Section 5.0 Self-Governing Structure**

The ASGRCC shall provide students with a self-governing structure in the following ways:

**Section 5.1 Constitution and Bylaws**

The ASGRCC shall conduct regular business meetings that adhere to the current ASGRCC Constitution and Bylaws.

**Section 5.2 Parliamentary Procedure**

The ASGRCC shall conduct business in accordance with parliamentary law as outlined in the most recent edition of Roberts Rules of Order and/or consensus.

**ARTICLE III IDENTIFYING INSIGNIA**

**Section 1.0** This article is complete as stipulated in the Constitution.

## **ARTICLE IV JURISDICTION**

**Section 1.0** This article is complete as stipulated in the Constitution.

## **ARTICLE V ORGANIZATION**

### **Section 1.0 Membership**

#### **Section 1.1 Ex-Officio members**

- A. Advisors to the ASGRCC Executive Council are the standing Ex-Officio members of the ASGRCC.
- B. The ASGRCC Executive Council may appoint volunteers to serve in an Ex-Officio capacity on an “as needed” basis.
- C. Ex-Officio members may be requested to speak on business issues of the ASGRCC.
- D. With the exception of voting privileges, Ex-Officio members are entitled to all other rights and privileges as other members of the ASGRCC Executive Council.

#### **Section 1.2 Honorary members**

Any individual who has demonstrated outstanding service to ASGRCC may be granted honorary membership by the executive council on each respective campus. The requirements, selection and award process of honorary membership shall be based on guidelines from the executive council including exemplary performance and services provided. Honorary members are not active members and do not have voting privileges.

### **Section 2.0 Governing Body**

#### **Section 2.1 District Student Council** (Dependent on the Constitution)

A District Student Council of the ASGRCC shall be comprised of a minimum 60 percent of the Redwood Campus Executive Council existing officers and a minimum of 60 percent the Riverside/Table Rock Campus Executive Council existing officers.

This District Student Council shall meet a minimum of once per month and additionally as needed in order to conduct ASGRCC business, share campus business information, make suggestions for the overall operational standards of the ASGRCC, and conduct ASGRCC business as needed. In the event that ASGRCC executive council teams on each campus are not full teams, the two councils may combine into one team known as the acting District Student Council in order to conduct ASGRCC business effectively.

Section 2.2     **Executive Council**

The Riverside/Table Rock Campus and the Redwood Campus shall each have an appointed Executive Council that shall be empowered to transact the business of the ASGRCC on their respective campuses or collectively as an acting District Student Council.

Section 2.2a **Non-Voting Membership** Section complete as stipulated in The Constitution.

Section 2.2b **Voting Membership of the Executive Council:** Section Complete as stipulated in the Constitution. \*See Section 2.2c\*

Section 2.2c **Voting Membership of the Executive Council changes\***

\*Each executive council and /or acting District Student Council reserves the right to fill and/or change the job descriptions based upon individual campus needs and/or the needs of the ASGRCC as a whole.

Section 2.2d **Ad hoc positions**

The Executive Councils may also include ad hoc positions that are non-voting in nature. These positions may be added to the Executive Council by the decision of the existing executive council and/or acting District Student Council.

Section 2.3     **Executive Power**

- A. Executive Power can be assumed by Ex-Officio members or a combination of Ex-officio members and Executive Council members in the event of resignation(s) such that a quorum can no longer be determined.
- B. If such Executive Power is assumed, the primary objective shall be to appoint all vacant Executive Council positions as soon as possible.
- C. Those Executive Council members and Ex-Officio members holding Executive Power shall conduct the normal business of the ASGRCC.

Section 2.4     **Sessions**

Executive Council and/or acting District Student Council sessions are weekly meetings during active terms at Rogue Community College. Robert's Rules of Order are utilized to run meetings. Open public meeting laws are adhered to. Section 2.5

**Voting Members**

As stated in the Constitution, the following members of the Executive Councils shall be voting members: Vice-President, Director of Activities, Director of Clubs & Organizations, Executive Secretary, Student Resource Coordinator, Director of Publicity and Media, and Diversity Coordinator \*See Section 2.2c\*. The acting student body president may vote only in the event of a tie.

- A. The President retains the power of veto on any legislation of the ASGRCC.
  - A.1 Veto power must be executed prior to formal approval of said legislation.

A.2 A veto may be over-ridden by a two-thirds (2/3) majority vote of the ASGRCC campus Executive Council and/or acting District Student Council.

**Section 2.6 Non-Voting Ad hoc Members** Appointed ad hoc members are considered to be non-voting members of the ASGRCC Executive Council.

**Section 2.7 Term Limits**

The maximum term of an Executive council officer regardless of position is three total years from the start of their service. The three years are considered to be three full academic years and do not include a partial year of service where a member joins the team partway into the school year.

**Section 3.0 Executive Council Qualifications and Responsibilities**

The following qualifications and responsibilities shall be followed by the Executive Council officers:

**Section 3.1 Course Load**

All Executive Council members must be enrolled in a minimum of six (6) credits at Rogue Community College. When ASGRCC is active during summer term, the enrollment requirement may be waived for summer term, but the student must be enrolled in a minimum of six (6) credits for the following fall term.

**Section 3.2 Grade Point Average**

All Executive Council members must maintain a cumulative G.P.A. of 2.5 or higher.

**Section 3.3 Terms of Probation**

If an Executive Council officer fails to meet the minimum cumulative G.P.A. of 2.5 or falls below a 2.5 for a single term, they will be granted one term of probation during the following term. Students must make successful academic progress towards rebuilding their GPA.

**Section 3.4 Failure to Meet Minimum Academic Standards**

If an Executive Council officer fails to achieve the minimum standards during or following their term of probation, the student shall be removed from their Executive Council position without a vote of the Executive Council and/or acting District Student Council.

**Section 3.5 Support of Governing Documents**

All Executive Council officers shall faithfully support and adhere to the concepts and principles as set forth in the Constitution and Bylaws. Failure of the Executive Council officer to meet position roles and responsibilities will be a cause for removal from the Executive Council, pursuant to the procedures outlined within the bylaws. Executive Council members agree to abide by terms and conditions of the Student Code of Conduct. Any administrative findings showing a failure to abide by the Student Code of Conduct may constitute RCC and/or ASGRCC sanctions up to and including dismissal from the Executive Council without a vote of the Executive Council and/or acting District Student Council.

### Section 3.6 **Qualifications/Responsibilities pertinent to all positions**

**\*\*\*See ASGRCC Application or Standard Operations Procedures Manual for specific volunteer position descriptions**

#### **A. Qualifications**

- A.1** Candidates must be familiar with the role of ASGRCC.
- A.2** Candidates should have a strong desire to improve students' lives, academic Success, community service, and civic engagement at RCC.
- A.3** Candidates must be able to work independently and as a part of a team
- A.4** Candidates must have a strong desire to learn RCC's systems, procedures, and policies.

#### **B. Responsibilities**

- B.1** Maintain weekly ASGRCC related volunteer hours during a term; this includes the posting of office hour(s), attending weekly Executive Council Sessions, and a weekly trainings/work session.
- B.2** Must maintain weekly verbal and/or electronic communication with their team, advisor, and other campus counterpart when applicable.
- B.3** Communicate effectively and in a professional manner with ASGRCC executive officers, students, faculty, staff, and administration.
- B.4** Recruit new executive officers for open positions.
- B.5** Train the replacement officer for their position, according to the ASGRCC Constitution, Bylaws and SOPM.
- B.6** Participate in college welcome activities, new student orientation, and recruitment events as needed.
- B.7** Maintain a high level of professionalism while serving as a member of the Associated Student Government and maintain that level of professionalism at all times while on an RCC campus, at an RCC event, and on RCC related social media platforms.
- B.8** Perform other duties as assigned by the ASGRCC Advisors and other lead executive officers of the Associated Student Government.

### **Section 4.0 Remuneration**

Dependent upon the availability of annual ASGRCC allocations, remuneration for Executive Council officers shall be dependent upon fulfilling volunteer position descriptions and allocated as follows:

Section 4.1 Providing that the roles and responsibilities of the office are met, appointed members of the Executive Councils shall receive an annually determined stipend distributed at the completion of each term, to include a term of academic probation, if necessary. Should the officer be removed from, or choose to leave, office for any reason during the term, this stipend may be prorated based upon service completed, as defined in the SOPM.

Section 4.2 Dependent upon the role and scope of an ad hoc appointment, ad hoc positions may or may not receive a stipend. This will be determined by the position



description as delineated by the executive council on the respective campus, and/or District Student Council, and enacted at the time of appointment. This would apply to assistant positions.

## **ARTICLE VI EXECUTIVE COUNCIL OPERATIONS**

### **Section 1.0 Judicial, Administrative and Legislative**

#### **Section 1.1 Interpretation of the Constitution and/or Bylaws**

In the event that questions arise regarding constitutional interpretation or procedural implementation as specific in these bylaws, the ASGRCC will consult the ASGRCC Advisors and/or Director. In the event there is a conflict between executive council students and the ASGRCC Advisors and/or Director, a Judicial Review Board shall be convened that will investigate the issues and render a binding decision.

#### **Section 1.2 Convening a Judicial Review Board**

Requests for Judicial Review Board interpretation must be made in writing via email to the Director. The Director will initiate an investigation into the merits of the request and convene a Judicial Review Board to make a decision, if necessary.

#### **Section 1.3 Judicial Review Board Membership**

The Judicial Review Board shall be comprised of one campus manager, one campus faculty member, one campus classified staff member, and two students not currently affiliated with the ASGRCC Executive Council.

#### **Section 1.4 Judicial Review Board Process**

In the event a Judicial Review Board (JRB) needs convened, the director identifies the team and sets the schedule.

An email convening the group, clarifying the purpose, and setting meeting dates and times is sent. Any documentation is attached to the final email prior to the convening board. The director is responsible for communicating the final decision to the student.

#### **Judicial Review Board Process Agenda**

- Open and clarify purpose and process of session: 10 minutes.
- Q& A between JRB, ASG advisors and director: 10 minutes.
- Student joins meeting with JRB and director: 10 minutes.
- Student leaves meeting
- JRB moves to a waiting room for deliberation: 15 or more minutes.
- Director waits in zoom room for final recommendations.
- JRB delivers final recommendation to director: 5 minutes.

### **Section 2.0 Voting members**

This section is complete as stipulated in Article V. Section 2.2C

**Section 3.0 Proxy voting**

Proxy voting may not occur. Voting may still occur by virtual attendance at a meeting in the event that an officer is unable to attend in person.

## **ARTICLE VII MEETINGS**

**Section 1.0 Regular Meetings**

Regular official meetings of the Executive Council shall be determined in date, time, and location, at the beginning of each term or prior to the beginning of the term. Special circumstances may cause meeting times to change. This schedule is public information as mandated by Oregon Open Meeting laws.

Section 1.1 **Special Meetings**

Special official meetings of the Executive Council and/or acting District Student Council may be initiated by a two-thirds (2/3) majority vote of the Executive Council and/or acting District Student Council. This schedule addendum is public information.

Section 1.2 **Meeting Agenda**

An agenda shall be prepared, distributed, and posted in public domains a minimum of three business days prior to each regular and special Executive Council Meeting. The Agenda is public information as mandated by [Oregon Open Meeting laws](#). The agenda will be approved and amended at the beginning of the meeting. All official business must be posted three days in advance. Amendments are information items only.

Section 1.3 **Meeting Minutes**

Minutes shall be kept for each regular and special official Executive Council meeting and District Student Council meetings. The minutes are public information and are to be made available upon request as mandated by Oregon Open Meeting laws.

- A. Approval of minutes. The minutes of every Executive Council Meeting must be approved at an official meeting following the recorded meeting. Minutes are approved by a simple majority vote. The minutes do not become official until they are approved.

**Section 2.0 Rules of Conduct**

This section is complete as stipulated in the Constitution.

**Section 3.0 Quorum**

This section is complete as stipulated in the Constitution.

## **ARTICLE VIII APPOINTMENTS**

Official appointments will be held in the spring term of each academic year for the offices of ASGRCC. All positions will be appointed by the outgoing Executive Councils. Recruitment may occur as early as winter term. Official appointments can be conducted throughout the school year when there are open positions available.

In the event there is no quorum met by the executive council then the ex-officio members will assist in the process of selecting and appointing new ASGRCC members.

## **ARTICLE IX BYLAWS**

This article is complete as stipulated in the Constitution.

## **ARTICLE X FINANCE**

### **Section 1.0 Student Activities Funds**

This section is complete as stipulated in the Constitution.

### **Section 2.0 Student Fees**

This section is complete as stipulated in the Constitution.

### **Section 3.0 Expenditure**

All expenditures shall be conducted in an ethical manner that follows standard procedures and accounting methods.

## **ARTICLE XI CLUBS AND ORGANIZATIONS**

### **Section 1.0 Membership**

This section is complete as stipulated in the Constitution.

### **Section 2.0 Official Recognition**

Official recognition shall be granted to all clubs and organizations that meet the following requirements: An ASGRCC club application, (2) club officers who are current RCC students, a club constitution, a club advisor who is an RCC staff or faculty member, regular scheduled club meetings, and regular attendance at monthly Inter Club Council (ICC) meetings. Club absences at ICC meetings may be excused due to unforeseen circumstances such as emergency situations, and/or illness. Clear communication with ASGRCC from club advisors and/or club officers is necessary to maintain official recognition.

New clubs can charter at any time during the academic year. Returning clubs are expected to recharter in the fall term of each year. Club charters are active from fall to fall terms annually. Clubs have (2) additional probationary term to retain funds without access to complete their charter, as well as hold official recruitment activity.

### **Section 3.0 Revocation**

Official recognition may be revoked from any club or organization that is in violation of any of these requirements or for other extreme reasons as deemed necessary by the Executive Council and/or acting District Student Council.

#### **Section 3.1 Revocation Process**

Revocation of official recognition must be by a two-thirds (2/3) majority vote of the Executive Council and/or acting District Student Council.

#### **Section 3.2 Revocation Notice**

Clubs and organizations that are subject to revocation must be notified in writing via email as to the reasons for revocation. Clubs and organizations must also be notified as to when they might reapply for official recognition and of whatever measures must be taken by the club or organization before this application would be granted.

## **ARTICLE XII CAMPUS/VIRTUAL ACTIVITIES**

### **Section 1 Provision of Activities**

This section is complete as stipulated in the Constitution.

### **Section 2.0 Activity Guidelines**

This section is complete as stipulated in the Constitution.

### **Section 3.0 Activity Requirements**

This section is completed as stipulated in the constitution.

## **ARTICLE XIII PUBLICATIONS**

This article is complete as stipulated in the Constitution. Publications include, but are not limited to: fliers, brochures, posters, bookmarks, social media outlets, websites, advertisements, newsletter(s), etc.

## **ARTICLE XIV AMENDMENTS**

This article is complete as stipulated in the Constitution.

## **ARTICLE XV RATIFICATION**

This article is complete as stipulated in the Constitution.

## **ARTICLE XVI STUDENT RIGHTS AND RESPONSIBILITIES**

The Student Rights, Freedoms and Responsibilities policy is found here.

[www.roguecc.edu/BOE/policies/AP5999.asp](http://www.roguecc.edu/BOE/policies/AP5999.asp)

## **ARTICLE XVII REMOVAL FROM OFFICE, INITIATIVE, RECALL AND REFERENDUM**

**Section 1.0 REMOVAL FROM OFFICE** In the event that an Executive Council officer is accused of acts of misfeasance, malfeasance or nonfeasance, that officer has a right to due process in disputing these accusations. The accused officer needs to be informed in writing of all charges and be given an opportunity to defend themselves before a closed, executive session of the Executive Council. The date of this meeting will be included in the written notice the accused officer receives. Executive Council will be notified at the time of official write-up.

Section 1.1 All charges must be documented in writing and provided to the member at least five (5) business days prior to the scheduled executive session that will hear details of the case. The Executive Council will be notified of the charges at this time (or sooner if applicable.) The advisors will make the official notification via email.

A copy of the final reprimand letter will be provided to all executive council members. This process is a serious matter and strict confidentiality must be maintained.

Section 1.2 Upon learning of the charges being proffered, the officer may choose to resign their position prior to charges being formally proffered during executive session or defend themselves against any and all charges.

Section 1.3 Following the executive session where the charges are being heard, the Executive Council shall then render a decision regarding said officer's status on the Executive Council. This decision shall be rendered through anonymous written ballot, with majority rule being applied. A quorum must exist at this executive session and proxy votes will not be permitted.

Section 1.4 Should the accused officer disagree with the majority vote decision; they may appeal this decision to the Director. Appeals against the majority decision must be filed in writing with the Director no more than three (3) business days after the decision, and the appeal is based solely upon the decision-making process. Pending this appeal, the decision of the Director shall be considered to be final.

## **Section 2.0 RECALL**

The matter of recall shall be referred to the Executive Council's Judiciary Review Board upon the submission of a petition of recall with 50 RCC student body signatures.

Section 2.1 Any appointed officer of the Executive Council may be recalled. A petition of recall may be submitted to the ASGRCC Advisor or Director. The Director will convene the Judiciary Review Board and report the recommendation of the Judiciary Review Board to the Executive Council. The decision of the Judiciary Review Board is final.

## **Section 3.0 Vacancies**

In the event of vacancies, the Executive Council President will call for nominations of qualified applicants to interview and possibly fill vacancies on the Executive Council, with formal appointment by a two-thirds majority vote of the Executive Council. If the Executive Council President resigns, is removed, or is subject to recall, appointees will be nominated by a member of the Executive Council. During the initial term of appointment, the new member must meet all requirements of council membership, in order to be eligible for pro-rated benefits of membership. The appointee shall serve the remaining term of office until the regularly scheduled transition for that office is held.

In the event that there is not a quorum of students, the ex officio members would seek appointees for executive council membership and conduct interviews accordingly.

## **Section 4.0 Special Initiative**

A petition containing a minimum of 50 signatures of the Student Body will be sufficient to warrant a special initiative, referendum, or recall. The petition will be handled in accordance with the Bylaws.

# ARTICLE XVIII DEFINITIONS

## Section 1.0

### Section 1.1

ASGRCC Executive Council shall refer to the self-governing board of student representatives which shall include the positions of President, Vice President, Director of Activities, Director of Clubs and Organizations, Executive Secretary, Student Resource Coordinator, Diversity Coordinator, and Director of Publicity and Media.

\*See section 2,2c\*

### Section 1.2

Ex-Officio Member is a non-voting member of the ASGRCC board that holds the position by virtue of another office and is not appointed by the ASGRCC executive council.

### Section 1.4

Misfeasance refers to incorrectly performing the required responsibilities of the specified position.

### Section 1.5

Nonfeasance refers to the failure to meet and perform required position responsibilities.

### Section 1.6

Malfeasance refers to misconduct of duties, illegal activity, or purposeful sabotage.

### Section 1.7

Student Body includes any and all individuals enrolled at Rogue Community College in at least one credit or currently enrolled in ABE/GED/ESL courses.