By-Laws of
The Associated Students of Portland Community College
Cascade Open Campus

Article I
Name

The name of this organization shall be the Associated Students of Portland Community College- Cascade Open Campus, hereafter to be referred to as ASPCC Cascade.

Article II
Purpose

The purpose of this organization shall be to:

1. Improve the lives of students, staff, faculty and our general community.

2. Establish goals and direction for ASPCC Cascade in the areas of governance and programs by empowering and promoting student interest and involvement.

3. Determine the budget request, monitor and approve expenditures for ASPCC Cascade.

Article III
Membership

Membership in ASPCC Cascade shall include all enrolled students of the Cascade Open Campus of Portland Community College, upon payment of tuition.

Article IV
Employees

Section I: Qualification for ASPCC Cascade Employees

In addition to the qualifications specified in the Constitution, ASPCC Cascade employee must:

A. Be an enrolled student at Portland Community College.

B. Maintain a minimum GPA of 2.0

C. Satisfactorily complete a minimum of six credit hours each term employed by ASPCC Cascade.
D. Participate in all mandatory student leadership training required by the Student Leadership Coordinator.

E. Fulfill all job duties as assigned by each positions job description.

Section II: Selection

A. Recruitment for Fall Term shall allow for at least two weeks of advertising.

B. Completed applications must be submitted to the Student Leadership Coordinator by the published deadline.
   1. The student Leadership Coordinator shall screen all applications for compliance with the minimum requirements and qualifications as set forth in the ASPCC Constitution and these By-Laws.

C. The Hiring Committee is appointed by the Student Leadership Coordinator with approval of the General Council.
   1. The committee shall receive training in PCC procedures for selection and affirmative action guidelines.
   2. The committee shall consist of no less than two students and one PCC full-time employee.
   3. The students on the committee shall always outnumber the staff in votes allowed.
   4. It is preferred to have at least one of the students chosen from current or previous ASPCC Cascade employees who are not applying for a position at the time.

D. Other than selection for Fall Term, the Student Leadership Coordinator shall compile applications, which are to remain active for a period of six months after the date received.
   1. All submitted applications shall be stamped with the current date.
   2. Hiring can then come from the applicant pool without further advertisement if the applicant pool offers sufficient numbers from which to choose.
   3. The process will continue with the Student Leadership Coordinator screening of applicants, interviews and final committee selection as stared in this section.

Article V
General Council

Section I: Purpose

The purpose of the General Council shall be to adopt and modify the polices of ASPCC Cascade and to generally control and regulate student activities, services and programs as provided for in the ASPCC Constitution and these By-Laws.
Section II: Meetings

A. Regular meetings of the General Council shall be held weekly, except the first and last week of each term, and be open to the general public.

1. Meetings shall be closed to the public only when an executive session has been called to discuss personnel or legal matters.

B. The meeting dates, time and location shall be made available to the public and posted in the ASPCC Cascade office.

C. Special meetings of the General Council may be called by the Executive Council.

1. The General Council shall be notified in writing four business days prior to the special meeting.
2. The purpose of the special meeting shall be stated in the written notification.

Section III: Voting Members

A. The voting members of the General Council shall be:

1. ASPCC Cascade Director of Legislative Affairs
2. ASPCC Cascade Director of Student Activities
3. ASPCC Cascade Director of Community Service Activities
4. ASPCC Cascade Director of Diversity Programming
5. ASPCC Cascade Director of Southeast Center
6. ASPCC Cascade Club Coordinator
7. ASPCC Cascade Student Outreach Coordinator
8. ASPCC Cascade Intramural Coordinator
9. ASPCC Evening and Weekend Activities Coordinator
10. ASPCC Cascade Club Appointed Representatives

B. The non-voting members of the General Council shall be:

1. ASPCC Cascade President

   a. Except in the event of a tie, at which time the ASPCC Cascade President may vote.

C. The Student Leadership Coordinator shall be the advisor of the General Council.

D. Proxy voting will be allowed with written authorization from either the absent member or the ASPCC Cascade President.
Section IV: Quorum

A. Two-thirds of the voting members shall constitute a quorum.

Section V: Decision Making Procedures

A. Decisions will generally be made by consensus.
   1. Robert’s Rules of Order, newly revised, shall be the parliamentary authority, when a majority vote of the General Council deems it necessary.

   Article VI
   Executive Council

Section I: Purpose

A. The Executive Council shall prepare the meeting agenda for the General Council.
B. The Executive Council shall review all decisions made by the General Council.
C. The Executive Council shall have general supervision of the affairs of the organization between General Council meetings.
D. The Executive Council shall make recommendations to the General Council.

Section II: Meetings

A. Regular meetings of the Executive Council shall be held weekly and be open to the public.
   1. Meetings shall be closed to the public only when an executive session has been called to discuss personnel or legal matters.

B. The meeting dates, time and location shall be made available to the public and posted in the ASPCC Cascade office.

C. Special meetings can be called by the ASPCC Cascade President, with 72 hours prior written notice.

Section III: Council Structure

A. The Executive Council shall consist of:

   1. ASPCC Cascade President
   2. ASPCC Cascade Director of Southeast Center
3. ASPCC Cascade Director of Student Activities
4. ASPCC Cascade Director of Community Service Activities
5. ASPCC Cascade Director of Diversity Programming
6. ASPCC Cascade Club Coordinator

B. Ex-officio member’s include the Student Leadership Coordinator

Section IV: Quorum

A. Four of the Executive Council members shall constitute a quorum.

Section V: Executive Council Veto

A. By consensus, the Executive Council may veto any decision made by the General Council.

B. A veto must be submitted in writing to the General Council within one week of the General Council’s original decision.

Article VII
Program Board

Section I: Purpose

A. The Program Board shall raise student awareness and involvement of ASPCC Cascade through campus activities and events.

Section II: Structure

A. The Program Board shall consist of:
   1. ASPCC Cascade Director of Student Programs
   2. ASPCC Cascade Director of Community Service Activities
   3. ASPCC Cascade Director of Diversity Programming
   4. ASPCC Cascade Student programmers (two positions)
   5. ASPCC Cascade Director of Southeast Center
   6. ASPCC Cascade Communication Coordinator
   7. ASPCC Cascade Intramurals Coordinator

Section III: Meetings

A. The program Board shall meet at least once a week during each term.

B. These meetings shall be open to the public with the meeting dates, times and location posted in the ASPCC Cascade office.
Article VIII
Clubs

Section I: Purpose

A. Campus clubs are created to foster growth and development by connecting students with similar interests to the campus and the community.

Section II: Voting Privileges

A. Each club chartered by ASPCC Cascade shall have one representative vote on the General Council.

Section III: Chartering A Club

A. All students interested in starting a club shall complete the following process:
   1. Every club must be open to currently enrolled students.
   2. A club shall not discriminate based on gender, ethnicity, age, or other equal opportunity categories as stated in the PCC Catalog.
   3. Each club must have an advisor. An advisor is an individual employed by Portland Community College-Cascade Open Campus.
   4. Each club must have a minimum of eight (8) charter members.
   5. Each club must submit a Club Charter Application form to the ASPCC Club Coordinator. (Club Charter Applications are available in the ASPCC office).
      a. Every fiscal year each club must submit a Charter Application.
   6. Each chartered club can elect or appoint a representative to attend the ASPCC General Council meetings.
      a. This representative is eligible to receive up to a $100.00 tuition waiver or $100.00.
      b. This remuneration will be based on the representative’s perfect attendance of the General Councils regular meetings and prorated for the number of meetings not attended by the representative or their proxy.
      c. The remuneration will be dispersed at the end of each term, by the Student Leadership Coordinator.
      d. Each chartered club will receive $150 seed money. Clubs chartered after Fall term will receive a prorated amount.

Section IV: ASPCC Funding
A. In addition to initial start-up allocation, all chartered clubs are eligible to receive funding from ASPCC.
   1. Proposals for funding must be submitted to the ASPCC Club Coordinator two business days prior to the General Council regular meeting.

B. Clubs may receive funding to attend workshops, conferences etc.
   1. All club members attending these events will be required to sign a Conference Attendance Agreement. (See form in Policy section of these By-Laws)
   2. Club members will be required to reimburse ASPCC Cascade if they do not attend the event.

Article IX
Expenditures

Section I: Supervision

A. The Executive Council and the Student Leadership Coordinator will compile the budget request for the academic year and submit it to the General Council for approval.
B. The ASPCC Cascade President, Executive Assistant, and the Student Leadership Coordinator shall be responsible for monitoring the expenditures in a fiscally sound manner.

Section II: Authority

A. Any expenditure over $500.00 shall be approved in a formal General Council meeting.
   1. Expenditures under $500.00 may be made with approval of at least two General Council voting members and the Student Leadership Coordinator.

Article X
Procedures

Section: Vacancies

A. Voting members of the General Council shall have the power to nominate a qualified person to fill all occurring vacancies.
B. Nominees must be currently employed by ASPCC Cascade or voting members of the General Council.
   1. Voting shall be conducted by secret ballot.
C. If no person is appointed to the vacant position a hiring process shall be conducted as stated in Article IV Section II.
1. The Hiring Committee to fill a vacant position shall consist of the Executive Council or their appointees that are voting members of the General Council.
D. If the ASPCC Cascade President position becomes vacant the Vice-President shall assume all the duties and responsibilities of the office.
1. If the Vice-President cannot fulfill the ASPCC Cascade President job duties for any reason a hiring process will be conducted.

Section II: Terms of office

A. The terms of officers of the ASPCC Cascade shall be one year, July 1 through June 15.
B. A member may serve a combination of three years in any ASPCC position.

Section III: Remuneration

A. ASPCC Cascade student employees shall be remunerated appropriate to their job description in accordance with the pay levels specified by the Student Employment Office.

Section IV: Dismissal or Removal from Office

A. A student who is not meeting the job requirements, due to absences from the work place, failure to adequately perform the duties of the job as stated in the position’s job description and failure to meet qualifications in Article IV of these By-Laws employment shall be terminated.
1. The procedure for managing absences, as stated in the “Strike Policy” under the policy section of these By-Laws shall be used to remove an employee from office.

B. Dismissal of the ASPCC Cascade President will follow the above procedures, except termination decisions shall be made by the General Council voting members with approval of the Student Leadership Coordinator in an Executive Session.

C. Aside from the above procedures, ASPCC Cascade employees may be removed from office for just cause, as defined by the Portland Community College Classified Employees’ Contract.

D. No public statement may be made by any ASPCC Cascade employee or the Student Leadership Coordinator regarding the personnel action while the employment investigation is in progress.

E. Appeal will be made to the Cascade Dean of Student Development within five working days of the decision notification.
Section V: Evaluations

A. Staff evaluations shall be conducted once per academic year by the ASPCC Cascade President and the Student Leadership Coordinator.
   1. The Student Leadership Coordinator shall conduct the evaluation of the ASPCC Cascade President, with input from the Executive Council.

B. Any forms used in the evaluation process shall be placed in the student’s personnel file on campus.

C. Included in the evaluation process is the recommendation to either continue or terminate employment.

D. Student employees may submit a letter of rebuttal for their employee file.

Section VI: College Committees

A. The ASPCC Cascade President shall approve all appointments for college committees requesting student representation.

B. A committee representative may be replaced on the committee if the General Council determines in an Executive Session that the representative is not fulfilling the duties of representing the students
   1. A written notification will be presented to the representative with statements of cause and the representative can address the issues presented in an Executive Session of the General Council.

C. Following a General Council decision, the representative may appeal their case to the Cascade Dean of Student Development within five working days from the receipt of written notification of the decision.

Section VII: Amendments

A. These By-Laws may be amended at any regular General Council meeting by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

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