I. **Objective**

This organization, the Associated Students of Portland Community College (ASPCC) is dedicated to enriching the lives of Rock Creek Students while striving to maintain a productive relationship with staff, faculty, our district and community. ASPCC represents and serves all students of the Rock Creek Campus and will therefore design activities, events, policies and programs directed toward meeting this goal. Our mission is to improve and promote student interest.

II. **Campus Administration**

In order to actively address the needs and interest of our campus population, ASPCC Rock Creek supports, through Student Activity Fees, the following job positions and functions. All of the positions below are required to:

- Attend weekly Student Congress Meetings
- Attend all planned training sessions

**Student Body President (Up to 20 hours a week)**
- Represent ASPCC Rock Creek on the District Student Council, Rock Creek Campus Connections Committee, and the College wide Budget and Planning Committee.
- Chairs the weekly Student Congress Meeting
- Facilitates the Classroom Enhancement Grant Program
- Facilitates the annual hiring process for ASPCC or as designated by the Director of Student life and Leadership
- Chairs the End of the Year Banquet Committee for the Rock Creek Leadership Team
- Oversees the President’s budget and the Special Funds(Collaborative budget)
- Recruit and train student representatives

**Student Body Vice President (Up to 20 hours a week)**
- Represents ASPCC Rock Creek on the District Student Council, the Education Advisory Council and the District Legislative Committee.
- Organizes lobby efforts and voter registration and education efforts
• Coordinates any political activities.
• Works with the PCC Government Relations Director to facilitate college-wide efforts related to community college issues in Salem.
• Oversees the Legislative Budget
• Chairs the Student Congress meeting in case Student Body President is unavailable

**Outreach and Media Director (15 hours a week)**
• Maintain and distribute the Potty Press, or its equivalent, monthly
• Coordinate with the Student Activities Administrative Assistant to maintain the ASPCC website, Orgsync and social media.
• Outreach to all RC retention centers and leadership programs and maintain a campus activity calendar
• Prepare press releases for the Bridge Newspaper.
• Act as the liaison between ASPCC, the Rock Creek Community Relations Manager and the college’s Public Relations staff.
• Take the Student Congress minutes and distribute them weekly.
• Create ASPCC promotional material
• Take ASPCC event pictures

**Co-Op Director (20 Hours a Week)**
• Manage the ASPCC “Give and Take Co-Op” that handles the Food Canteen, Information Distribution on Emergency Grants and Child Care Subsidies, Emergency Bus Passes, clothing exchange and other programs designed to alleviate financial burdens.
• Work with the work-study staff to maintain the food canteen
• Coordinate quarterly food drives.
• Serve on the Auxiliary Services Committee and other district committees that address issues related to Food and Housing Insecurity
• Collaborate with the ASPCC Team and campus student leadership programs to promote the Co-op.
• Connect with other campus ASPCC positions that work on issues connected with Food and Housing Insecurity.

**Director of Programs (20 Hours a week)**
• Represent Rock Creek on the District Student Council, Student Development Council and the District Program team.
• Facilitate Program Board meetings with the specialists representing Social and Service activities, Sustainability, Recreation, and Equity and Inclusion.
• Manage the Program Board Budget
• Create, implement, and evaluate programs and service projects that enhance Rock Creek student life
• Coordinate Rock Creek and District wide signature events such as Harvest Festival, Student Book Sale and District End of the Year Party
• Assist other Programming Board members

**Social and Service Programs Specialist (15 hours a week)**
• Plans activities and events designed to foster community building and promote civic engagement through service.
• Facilitate the quarterly Red Cross Blood Drives on Campus
• Participate on the Rock Creek Programming Board and assist other “specialists”
• Collaborate with the Club House to promote social events and service projects.
• Coordinate recreational activities in the Rock Creek GYM, fields, and student center related to recreational sports and activities.

**Equity and Inclusivity Program Specialist (10 hours a week)**
• Plan activities and events that promote equity and inclusion on campus.
• Serve on the campus-based Diversity Council
• Collaborate with retention centers to promote and plan events designed to promote inclusion and equity.
• Collaborate with the Clubhouse to help identity-based club programs
• Participate on the Rock Creek Programming Board and assist other “specialists”

**Sustainability and Eco Justice Specialist (15 hours a week)**
• Ensure that PCC’s Sustainability Policy is followed on the Rock Creek campus.
• Serve on the District Sustainability Council and The Green Fund Initiative” yearly task force
• Coordinates activities related to Earth Week and the Learning Garden in conjunction with the Rock Creek Sustainability Staff and Program Team
• Assist with clubs and organizations on campus that have a sustainability or eco justice base.
• Participate on the Rock Creek Programming Board and assist other “specialists”
• Coordinate the Campus Compost project

4. **Clubs**

This department consists of the following:
A. Student Club Specialists (up to 15 hours per week)
B. Student Diversity Club Specialist (up to 20 hours per week)

This department’s responsibilities consist of, but are not limited to, the following:
a. Provides leadership for the students interested in forming clubs and organizations to get them started.
b. Plans and implements the quarterly campus “Club Fair”.
c. Assist Student Leadership with training the club leaders and advisors on policies and procedures.
d. Assists with Club Chartering
e. Assists with OrgSync Training
e. Tracks and maintains communication with chartered clubs throughout the year.
f. Event planning support
g. Advocacy for Club Concerns
h. Tracks and coordinates Service Projects for chartered clubs.
i. Acts as the liaison for ASPCC and individual Club Coordinators.
j. Tracks and coordinates the ASPCC Club Representatives program.
k. Tracks and maintains club spending, requests and budget
l. Participates/facilitates the Club Council
m. Participates in District Club Council

A. Student Club Specialists

a. Provides leadership for students interested in forming clubs and organizations.
b. Coordinates the Campus Club Fairs and assists with the District Club awards ceremony.
c. Ensures policies and procedures regarding clubs and organizations are properly adhered to.
d. Facilitates the Club Council
e. Represent Rock Creek on the District Club Council
f. Attend the weekly Student Congress Meeting

B. Student Diversity Club Specialist

a. Provides leadership with a focus on International Students in forming clubs and organizations.
b. Coordinates the Campus Club Fairs and assist with the District Club awards ceremony.
c. Ensures policies and procedures regarding clubs and organizations are properly adhered to.
d. Facilitates the Club Council
e. Attend the Weekly Student Congress Meeting
f. Represent Rock Creek on the District Club Council
C. **Phi Theta Kappa Officers**

The Mission of the Rock Creek Phi Theta Kappa Officer Team is to recognize and encourage scholarship, academic achievement and excellence among students of Rock Creek Portland Community College. The officers will provide and promote opportunities for individual growth and the development of leadership, scholarship, fellowship and service to the community. Officers will strive to create an intellectual climate for exchange of ideas, ideals, and stimulation of interest in continuing academic excellence.

a. **President:** Focus on membership communication, membership drives, and social events. Lead and participate in the Honors in Action research project.

b. **Vice President of Scholarship:** Focus on research and scholarly events and projects. This may include hosting scholarship workshops. Project lead on tutoring for Springville Elementary Math Club.

c. **Vice President of Service:** Focus on coordinating community service events and projects and enlisting members as event volunteers. Project lead on Sally McCracken House New Year's Day Service Project. Coordinate the College Project with approval from the Campus President.

d. **Vice President of Communication:** Communicate with members through Facebook, OrgSync, email, and assist with all events. Advertise events, assist with volunteer recruitment, and assist with membership recruitment. Project lead on Induction Ceremony.

Position Requirements:

a. Current member of Beta Gamma Lambda, Rock Creek's chapter of Phi Theta Kappa

b. Minimum Grade Point Average of 3.0

c. In good academic standing

d. Must carry a course load of at least 8 quarter hours

III. **Blanket Statements**

Blanket Statements are responsibilities that apply to all ASPCC official members. They consist of the following:


b. Maintain a good standing with the college.

c. Must advocate for student rights and for the best of student interest.

d. Must maintain a cumulative Grade Point Average of 2.0 and a number of 6 credit hours during the academic year.

e. Every ASPCC member is required to participate in one committee with the
exception of club representatives.

f. Help other student leaders with projects and events as available.
g. Each department is responsible for any content they post on their corresponding social media.
h. Each department and individual member is responsible to label, maintain, and organize their belongings within the storage room.
i. All official voting members must serve as an active voting member of the Student Congress.
j. All ASPCC Members must prepare and monitor their department’s budget.
k. Must assist in hiring personnel to fulfill ASPCC positions in accordance to the Hiring Committee guidelines.
l. Develop and monitor annual budgets for ASPCC expenditures.
m. Must contribute information to the ASPCC newsletter, or its equivalent, as available.
n. Abide by ASPCC yearly guidelines.

IV. Student Representatives

a. Student Representatives are not hired positions in the student leadership. However, they are official members who are approved by the Student Congress. Student Representatives are voting members and receive compensation specified on the Student Representative Application. The maximum number of Student Representatives will be determined every biennium by the Student Congress.

The responsibilities of Student Representatives are, but are not limited to, the following:

a. Attend and participate in the Student Congress.

VI. Student Congress

The Student Congress is the governing body of ASPCC and its responsibilities consist of:

a. Developing and promoting ASPCC policies and procedures within the provisions of the by-laws.
b. Advocating for students rights and responsibilities.
c. Serving the voice of the students to the college administration, committees, and other outside organizations.
d. Publicly addressing matters of importance to students and deciding on which course of action benefits Rock Creek students.
e. Ensuring that public congress meetings are held each week.

The Student Congress is the decision-making body of the organization. Its membership includes official and non-official members. Two thirds of the official members create quorum. Non-official members are not needed to establish quorum. If the chair wishes to advocate a particular point of view, he/she may relinquish the facilitator position to a proxy thus making him/her eligible to participate in the decision making process.

The Student Congress consists of the following:

Chair
A. Student Body President

Co-Chair
A. Student Body Vice-President

Official Members
A. Director of Programming
B. Co-op Director
C. Sustainability and Eco Specialist
D. Social and Service Program Specialist
E. Equity and Inclusivity Program Specialist
F. Student Club Specialist
G. Outreach and Media Director
H. Student Representative(s)
I. Phi Theta Kappa Officer

A maximum of one representative from each of the Rock Creek Student Leadership Teams may be an official member.

Leadership Teams consist of the following:
A. The Multicultural Center
B. The Women’s Resource Center
C. The Veteran’s Resource Center
E. The Career Exploration Center
F. Queer Resource Center
G. OLI Institute
H. Multicultural Center Political Organizer Team

Advisors consist of the following:
A. Director of Student Life and Leadership  
B. Student Leadership Assistant Coordinator  
C. ASPCC Administrative Assistant  

Observers  
Observers may monitor the activity of the student congress and express their opinion, but they are not a part of the decision making process.

VII. Decision Making Process

a. All members shall have one vote or voice in matters that come before the congress.  
b. Decisions will be made by consensus, two-thirds majority or a simple majority. The process is to be decided at the first student congress meeting of the academic year.  
c. Quorum exists when 2/3 of the official members are present. If positions are not filled, that entity is not included in the quorum count.

VIII. Grounds for Dismissal

ASPCC personnel will not be dismissed based on their political opinions, personality, or outside interest; however, personnel can be dismissed for one of, but not limited to, the following reasons:

a. Failure to meet job requirements.  
b. Violation of the ASPCC Constitution, Rock Creek Bylaws, College Policies, or ASPCC Policies.  
c. Gross misconduct and violent behavior directed towards colleagues or patrons.  
d. Accumulation of three (3) strikes in a quarter or five (5) strikes over the year.

IX. Removal

A review board shall be established by a congress consisting of the three executive officers (Student Body President, Student Body Vice President and Director of Programming) to oversee personnel matters, strikes, and grievances. A simple majority vote is needed to empower this body to act on behalf of ASPCC Rock Creek and the Student Congress. The Board will:

a. Hear grievance(s) against the individual.
b. Recommend a course of action to ASPCC Rock Creek and the Student Congress.

c. If it is a very sensitive matter, then it will be brought in front of the Dean of Students.

X. Grievances

Where any member feels he/she/They has been unfairly treated, threatened or harassed by any member of the ASPCC Rock creek or the Student Congress, that member can file a grievance. The member should report the grievance in writing to the Student Leadership Coordinator. If all parties involved agree, the Student Leadership Coordinator can attempt to address and resolve the matter free of ASPCC Rock Creek or the Student Congress’ involvement.

http://www.pcc.edu/about/affirmative-action/nonharassment.html

XI. Strike Policy

A. Strikes

A strike is a warning given to any ASPCC student staff. A strike can be given to the student staff member for one or more, but not limited to these reasons:

a. Failure to fulfill or staff a scheduled commitment or shift without at least a 2-hour notice* prior to the scheduled time, even if it is due to another ASPCC meeting, function or event.
b. Failure to arrive at commitments on time.
c. Failure to turn in or complete advisor’s requirements.
d. Continually not responding to emails within two business days (48 hours).

Any member issued a strike will receive a written notification and a record of the strike will be kept on file. Termination can occur after three strikes are received within a term or an accumulated total of five strikes in an academic year.

*Must notify at least one advisor and the event organizer.

A. Issuing A Strike

a. A strike can be issued by all ASPCC personnel. A strike template is located in the following locations:
   - OrgSync
   - Google Drive
   - ASPCC By-laws Appendix A
b. The Strike outline must be filled out and sent, via PCC email, to the following
The subject line of the strike email must read “Strike.” The strike must be issued, and sent by 11:59pm on the 7th day after the incident/infraction. [EX. If the incident occurred on Wednesday 1/13/2016, then the strike must be issued/sent by 11:59pm on Wednesday 1/20/2016].

B. Appeals

Appeals concerning strikes can be made to the ASPCC Executive Board (Student Body President, Director of Legislative Affairs, and Director of Programming). This board will convene and review the appeal and decide whether to uphold or overrule the strike by simple majority. In the event that one of the executive board members receives a strike and subsequently appeals, the Director of Student Life and Leadership will convene a special committee to oversee the appeal process.

C. An appeal must be submitted via PCC email by 11:59pm on the 14th day after the strike has been issued. [Ex., if the strike is received via email on 1/20/2016, then the appeal must be submitted via email by 11:59pm on 2/3/2016].

XII. Term of Office

A. Students:

a. The term of office for ASPCC positions is one year beginning at the June transition meeting and ending at the following year’s transition meeting. The transition will be held during the Student Congress meeting of finals week of Spring Term.

b. A member may serve a combination of three terms (years) in any ASPCC position and not to exceed two terms (years) in the same position.

c. A member may not concurrently serve a combination of positions on different PCC campuses, councils or boards.

d. All students are required to maintain at least a 2.0 cumulative grade point average (G.P.A.) as well as maintain a number of 6 credit hours during the term of office.

B. Advisors:

a. The faculty and classified advisors will be selected by the incumbent congress during the spring term.

b. There is not limit on the number of terms the advisors and the Administrative Assistant can serve.
XIII. Club Policies

Clubs will follow all guidelines outlined in the Club Handbook.

XIV. Travel Policy

All students who travel as representatives of ASPCC Rock Creek or the Student Congress shall follow the guidelines listed below. Failure to comply may result in disciplinary action taken against that member.

a. Act in accordance with Portland Community College policies and travel guidelines.

b. Attend and participate in the conference, seminar, meeting or retreat.

In the event a member, who agreed in writing to travel on ASPCC or the congress’s behalf, is unable to meet the obligation, that member is required to reimburse ASPCC or the congress for committed expenses.

APPENDIX A

Sample Strike:

To:

[Insert Name of Student Receiving Strike]

Date Incident:

[Insert Date of Incident]

I am issuing you a strike for the following reasons:
Reminder: If you feel this strike was given in error, you may appeal it to the Executive Committee. For your convenience I have attached a copy of the Strike Policy.