

ASLCC Club Bylaws Template

Associated Students of Lower Columbia College

(Adopted December 6, 2018)

Contents

[Mission Statement 3](#_Toc534882237)

[Preamble: 3](#_Toc534882238)

[ARTICLE I: MEETING PROCEDURE 3](#_Toc534882239)

[1) Section 1 – Business Meetings 3](#_Toc534882240)

[2) Section 2 – Order of Business 3](#_Toc534882241)

[3) Section 3 – Quorum 3](#_Toc534882242)

[ARTICLE II: ELIGIBILITY – Defined by ASLCC, cannot change 3](#_Toc534882243)

[1) Section 1 – Membership Eligibility 3](#_Toc534882244)

[2) Section 2 – Leadership Eligibility 3](#_Toc534882245)

[3) Section 3- Travel Eligibility 3](#_Toc534882246)

[ARTICLE III: SELECTION PROCEDURE 3](#_Toc534882247)

[1) Section 1 – Responsibility 3](#_Toc534882248)

[2) Section 2– Filling Vacancies 4](#_Toc534882249)

[3) Section 3 – Voting 4](#_Toc534882250)

[ARTICLE IV: POSITION DESCRIPTIONS AND JOB DUTIES 4](#_Toc534882251)

[1) Section 1 – CCOC Leadership 4](#_Toc534882252)

[3) Section 2 – Duties Common to All Members. 4](#_Toc534882253)

[ARTICLE V: REMOVAL OF OFFICERS - Defined by ASLCC, cannot change 5](#_Toc534882254)

[ARTICLE VI: FORMAL GRIEVANCE POLICY AND PROCEDURE - Defined by ASLCC, cannot change 5](#_Toc534882255)

[1) Section 1 – Definition 5](#_Toc534882256)

[ARTICLE VI: AMENDMENTS - Defined by ASLCC, cannot change 5](#_Toc534882257)

[1) Section 1 – Bylaws 5](#_Toc534882258)

# Mission Statement

The (name of co-curricular, organization, or club) exists to enhance the student experience at LCC by allowing students to engage in social, cultural, academic, and emotional development.

# Preamble:

We, (name of co-curricular, organization, or club) a co-curricular, organization, or club chartered by Students of Lower Columbia College (ASLCC), do hereby adopt these Bylaws in accordance with ASLCC.

# ARTICLE I: MEETING PROCEDURE

## Section 1 – Business Meetings

1. Business meetings will be held regularly on a schedule to be determined by members of the CCOC
2. An agenda will be prepared to cover the topic or topics that need to be addressed

## Section 2 – Order of Business

1. The officers will use Robert’s Rules of Order to run the meeting and for all voting procedures

## Section 3 – Quorum

1. A quorum must be present for all decisions.

# ARTICLE II: ELIGIBILITY – Defined by ASLCC, cannot change

## Section 1 – Membership Eligibility

* 1. Club members must be enrolled in an LCC course

## Section 2 – Leadership Eligibility

* 1. Officers of the club must meet the following requirements in order to hold a position:
     1. Be enrolled in at least one course at LCC
     2. Be in good academic standing
     3. Attend all meetings, if possible
     4. Be willing to perform position duty as required by the club bylaws

## Section 3- Travel Eligibility

* 1. Club members must be enrolled in a minimum of 3 credits to travel on club business

# ARTICLE III: SELECTION PROCEDURE

## Section 1 – Responsibility

* 1. Officers will be Elected Spring Quarter of each year
  2. Nominations will be in May and be voted on by the end of Spring Quarter

## Section 2– Filling Vacancies

* 1. The President/chair will appoint any Vacancies that will become open during the year with the approval of the membership

## Section 3 – Voting

* 1. Students must be currently registered and present in order to be eligible to vote in any club election, initiative, proposal or document amendment
  2. Clubs may determine whether a majority or 2/3 vote are required to pass any item of business
  3. Items that require a vote to pass:
     1. Election of Officers
     2. Expenditures
     3. Fundraisers
     4. Travel
  4. Approval for all expenditures, elections, fundraisers, and travel opportunities must be annotated in the minutes

# ARTICLE IV: POSITION DESCRIPTIONS AND JOB DUTIES

## Section 1 – CCOC Leadership

### President/Chair

* + 1. Preside over all meetings
    2. Maintain neutrality in any meeting they preside over
    3. Maintain order in all meetings
    4. Will be deciding vote in the event of a tie
    5. Will work with secretary in developing a weekly agenda
    6. Will coordinate with advisor on meeting functions

### Vice President

* + 1. Preside over meetings in the absence of the President
    2. Assist President when needed

### Secretary/Recording Officer

* + 1. Record all minutes
    2. Maintain communication with members

### Other Positions as determined by CCOC (Senator, Treasurer, Public Relations):

* 1. Plays a supporting role in all club activities
  2. Help with the planning and implementation of all ASLCC events
  3. Promote all events

## Section 2 – Duties Common to All Members.

* 1. Represent the club in an ethical and responsible manner

# ARTICLE V: REMOVAL OF OFFICERS - Defined by ASLCC, cannot change

* 1. Members can be considered for Removal if found responsible of the following if:
     1. Failure to comply with ASLCC Bylaws, Club Bylaws, or LCC policy
     2. Conduct unbecoming of an officer, i.e. conduct that does not align with the [LCC Code of Student Conduct](https://lowercolumbia.edu/publications/student-handbook/code-of-student-conduct.php)
     3. Failure to meet requirements of officer responsibilities

# ARTICLE VI: FORMAL GRIEVANCE POLICY AND PROCEDURE - Defined by ASLCC, cannot change

## Section 1 – Definition

* 1. A grievance is a dispute, disagreement or a complaint that affects parties governed by ASLCC documents. The grievance may be considered by the ASLCC. All matters that go through the grievance procedures must have a clear and measureable outcome. *“See ASLCC Bylaws Article VI Section 2 for full Grievance Requirements”*

# ARTICLE VI: AMENDMENTS - Defined by ASLCC, cannot change

## Section 1 – Bylaws

* 1. All proposed amendments of the Club Bylaws shall be discussed at club meeting and require a vote to pass
  2. Two week’s advance notice to club members of any proposed changes are required
  3. The time-frame for when the Bylaw changes will go into effect is dependent upon approval by ASLCC

**CCOC Leader Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ASLCC Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APROVAL DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**