

# ASLCC CONSTITUTION

We, the students of Lower Columbia College (LCC), interested in the educational development and well being of every student, hereby establish and affirm this Constitution.

## ARTICLE I: NAME

### Section 1 - Definition

The Association shall now and hereafter be known as the Associated Students of Lower Columbia College and hereafter to as the ASLCC.

### Section 2 - Recognition

The recognized governing body of the ASLCC shall be known as the Executive Council.

## ARTICLE II: STATEMENT OF PURPOSE

The purpose of this organization is to direct and manage the affairs of the student body at LCC and to represent the Associated Students in dealing with the college administration and staff, the community, and the state in matters affecting students.

## ARTICLE III: GENERAL MEMBERSHIP

### Section 1 - Members

All students who are currently enrolled at Lower Columbia College are voting members of the ASLCC.

### Section 2 - Honorary Lifetime Membership

The ASLCC Executive Council may grant an honorary lifetime membership upon the persons who have made an outstanding contribution to the ASLCC and/or the college in general. Honorary members do not have voting status.

# ASLCC CONSTITUTION

## ARTICLE IV: AUTHORITY

### Section 1 - Granted Authority

The Executive Council shall have the authority as granted by the Board of Trustees of Lower Columbia College to legislate, promote, and manage the affairs of the ASLCC.

### Section 2 - Limitations Of Authority

This authority shall extend to areas of student affairs as deemed necessary by the Executive Council, except where reserved by specific statute or board policy.

## ARTICLE V: STRUCTURE OF GOVERNMENT

### Section 1 - Student Structure

The government of the ASLCC shall consist of an Executive Council including, but not limited to the following.

- A. There shall be three (3) Executive Officers: President, Vice President of Student Affairs, and a Vice President of Student Activities.
- B. There shall be an Executive Cabinet consisting of three (3) Executive Directors.
- C. Additional positions within the structure shall be provided in the Bylaws.
- D. No person shall receive compensation for more than one (1) position in student government at any given time.

### Section 2 - Advisor

The Vice President of Student Success shall appoint the primary staff advisor for the Executive Council.

## ARTICLE VI: ASLCC EXECUTIVE COUNCIL

### Section 1 - Membership

The Executive Council of the ASLCC shall consist of a President, Vice President of Student Affairs, Vice President of Student Activities, Financial Director, Public Relations Director, and any other persons as prescribed in the Bylaws.

# ASLCC CONSTITUTION

## Section 2 - Selection

ASLCC Executive Council members shall be selected in accordance with the procedures set fourth in the Bylaws.

## Section 3 - Authority

The Executive Council will be empowered to do the following:

- A. Function as the sole governing body of the ASLCC.
- B. Budget and administer student activities funds in accordance with the Financial Code of the ASLCC.
- C. Direct the activities of the ASLCC
- D. Be responsible for approving all matters of legislation involving policies and procedures of the ASLCC.
- E. Respond accordingly to issues that affect students.

## Section 4 - Responsibilities & Duties

The responsibilities and duties of the ASLCC Executive Council shall be specified in the Bylaws.

## Section 5 - Terms of Office

A student may hold an ASLCC Executive Council position for up to, but no longer than two years. A student may not hold office if he/she has previously resigned from office, was asked to resign due to recall, or has been previously dismissed from the office. The student may make an appeal to the council for the opportunity to run for an office. This must be passed by a two-thirds (2/3) majority vote of Council.

## Section 6 - Quorum

A quorum must be present for all Executive Council decisions. A quorum is at least one (1) more than half of all voting ASLCC Executive Council members.

## Section 7 - Meeting Procedures

Meeting procedures shall follow Robert's Rules of Order as a general guideline unless it conflicts with the Washington Administration Code or the Revised Code of Washington or as otherwise stated in this document.

# ASLCC CONSTITUTION

## ARTICLE VII: EXECUTIVE OFFICERS

### Section 1 - Appointment

The ASLCC Student Body shall elect the three (3) Executive Officers during the annual Spring Elections.

### Section 2 - Term of Office

Newly elected officers shall assume office during the upcoming fall quarter. The term of office shall last from the fall through spring quarters of one academic year. In case of resignation/recall of an officer, a special election will occur. The replacement officer will finish out the current term. Procedures for filling vacancies of Executive Officers shall be described in the Bylaws.

### Section 3 - Authority

Executive Officers shall have the authority to carry out those duties specified in their job descriptions in the manner that will most benefit the students of LCC.

### Section 4 - Responsibilities

Executive Officers must maintain minimum requirements and faithfully execute the duties of office as described in the Bylaws.

### Section 5 - Recall

Any elected officer is subject to recall on the grounds of gross misconduct or incompetence. Procedures for recall shall be described in the Bylaws.

### Section 6 - Compensation

Executive Officers shall be compensated as described in the Bylaws. Officers who leave office or who replace an officer during the term will be compensated proportionally according to time served.

## ARTICLE VIII: EXECUTIVE DIRECTORS

### Section 1 - Filling Positions

Executive Directors shall be hired by the Executive. Hiring shall occur in the spring for the term of office that shall last from the upcoming fall quarter through spring quarter of one academic year. Hiring procedures shall be described in the Bylaws.

# **ASLCC CONSTITUTION**

## **Section 2 - Authority**

Executive Directors shall have the authority to carry out those responsibilities necessary to accomplishing the duties as described in the Bylaws.

## **Section 3 - Termination**

Executive Directors may be terminated for just cause if they do not satisfactorily meet the requirements of their jobs, as they appear in the job descriptions, or for insubordination or absenteeism. Procedures for filling vacancies of Executive Directors shall be described in the Bylaws.

## **Section 4 - Compensation**

Executive Directors will be compensated as described in the Bylaws. Directors who serve a partial term shall be compensated proportionally according to time served.

## **ARTICLE IX: ELECTIONS**

### **Section 1 - General & Special Elections**

General elections of Executive Officers for the upcoming academic year shall be held annually during spring quarter. Special Elections of officers shall occur when needed as described in the Bylaws.

### **Section 2 - Voting**

ASLCC members have the right to vote once (1) in each ASLCC election or proposed Constitutional Amendment.

## **ARTICLE X: PROGRAMMING BOARD AND EVENT COORDINATORS**

### **Section 1 - Programming Board**

A Programming Board, consisting of Event coordinators and the Public Relations Director, will be chaired by the ASLCC Vice President of Student Activities and will function as the primary planning group for all ASLCC programming functions as described in the Bylaws.

### **Section 2 - Event coordinators Minimum Requirements**

Event coordinators shall maintain minimum requirements as described in the Bylaws.

# ASLCC CONSTITUTION

## Section 3 - Authority

Event coordinators shall have the authority to execute the duties necessary for the position they are appointed.

## Section 4 - Termination

Event coordinators may be terminated for just cause if they do not satisfactorily meet the requirements of their jobs, or for insubordination or absenteeism. Procedures for termination/resignation and filling vacancies shall be described in the Bylaws.

## Section 5 - Compensation

Event coordinators shall be compensated as described in the Bylaws. Event coordinators who serve a partial term shall be compensated proportionally according to time served.

## ARTICLE XI: COMMITTEE STRUCTURES

### Section 1 - Appointment

The President of the ASLCC shall appoint students to various college, ASLCC Governance, and programming committees as needed or requested.

### Section 2 - Standing Committees

There will be standing committees of the ASLCC Executive Council as described in the Bylaws. Each committee shall be dedicated to accomplishing a specific function within student government and/or dedicated to providing some necessary service to the ASLCC.

### Section 3 - Other Committees

Other standing committees and ad hoc committees may be added as provided for in the Bylaws.

## ARTICLE XII: ASLCC DOCUMENTS

### Section 1 - Constitution

The Constitution of the ASLCC shall establish and describe the structure and functions of the ASLCC and its government.

# ASLCC CONSTITUTION

- A. The Executive Council may amend the Constitution if necessary. Council shall vote on all proposed changes to the Constitution. A two-thirds (2/3) majority is required to approve the change. Upon approval, the changes will be taken to a campus wide vote and will require a two-thirds (2/3) majority of those voting to pass.
- B. An initiative, in the form of a petition signed by members of the ASLCC totaling five percent (5%) of the full-time equivalent (FTE) students, may be submitted to the Executive Council for approval by a two-thirds (2/3) majority vote. Upon approval, the initiative is then offered to the ASLCC within twenty (20) academic days and must receive a two-thirds (2/3) vote of those voting in order to pass. If the petition is signed by at least fifteen percent (15%) of the FTE's, it automatically bypasses the Executive Council and will go for a vote before the student body, also within twenty (20) academic days.
- C. Editorial corrections to the Constitution that do not affect the content, meaning, or intent of the document must be approved by a two-thirds (2/3) majority vote of the Executive Council.
  - 1. Such corrections are limited to misspelled words, incorrect grammar, incorrect punctuation, and incorrect referencing between documents.
  - 2. Any corrections that change the intended meaning of the Constitution must be approved as described in Article XII of this Constitution

## Section 2 - Bylaws

The Bylaws of the ASLCC shall describe in detail the various positions and components that constitute student government, as well as describe the procedures and policies of the ASLCC. All proposed amendments of the Bylaws shall be recommended to the Executive Council by the Documents Review Committee, which will be chaired by the Vice President of Student Affairs. A two-thirds (2/3) majority vote is required to pass proposed changes.

## Section 3 - Financial Code

The Financial Code of the ASLCC shall establish and describe all procedures and guidelines for budgeting and administering ASLCC funds. The Budget committee in the manner described in the Financial Code must present proposed amendments to Council. Amendments need a two-thirds (2/3) majority vote to pass. The proposed amendments are then subject to approval by the Director of Student Programs, Vice President of Student Success, the President, and the Board of Trustees before the changes may be adopted.

# ASLCC CONSTITUTION

## ARTICLE XIII: STUDENT ORGANIZATIONS

### Section 1 - Student Clubs & Organizations

Student Organizations are either clubs or subsidized activities as defined by the Financial Code of the ASLCC. All student groups organized for interest or activity of the ASLCC are responsible to the Executive Council for their acts and actions.

### Section 2 - Formation

To form a student organization, an application must be completed which describes the organizational structures as well as the different activities for which the student organization is designated. This application must be in accordance with the recommendations suggested by the ASLCC within thirty (30) calendar days of the formation of the student organization. Applications and informational material are available for the Director of Student Programs or his or her designee.

- A. An advisor of a student organization must be a full or part-time employee of the college or be an appointee of the appropriate Dean. The advisor agrees to sponsor a student organization that is funded by and/or responsible to the ASLCC.
- B. An estimation of membership must be presented to the Director of Student Programs prior to the creation of a club or organization.

### Section 3 - Sanctioning

The ASLCC Executive Council must officially sanction all student organizations. Sanctioning will occur after the requirements for organization have been met as described in the first two (2) sections of this Article and when the student organization has been approved by a two-thirds (2/3) majority vote of the ASLCC Executive Council.

### Section 4 - Subsidizing

For a club or organization to become subsidized, it must meet all the requirements for subsidized activities as described in the Financial Code. An appropriate application must be completed and submitted to the Executive Council for approval. Subsidization will be granted upon approval by a two-thirds (2/3) majority vote of Executive Council.



# ASLCC CONSTITUTION

## Section 5 - Inactivity

If a club is inactive for one academic year their charter shall be revoked. A club must attend 2/3 of all Clubs and Organization meetings per quarter unless excused by the Vice President of Student Activities to continue receiving funds.

- A. Guidelines for reinstatement shall be set forth in the Financial Code.

## ARTICLE XIV: DOCUMENT INTERPRETATION

### Section 1 - Interpretations

The Document Review Committee shall handle all interpretations of the Constitution and Bylaws and submit a position statement to the Executive Council after reaching a decision. Interpretations of the Financial Code shall be done through the Budget Committee.

