

# ASSOCIATED STUDENTS OF LINFIELD COLLEGE – PORTLAND CAMPUS

## BYLAWS

### PREAMBLE

We, the students of Linfield College-Portland Campus, joined in our commitment to improve the student experience, and to further the College’s mission of “Connecting Learning, Life, and Community” do hereby establish these Bylaws.

### ARTICLE I. NAME

The name of the organization under these by-laws shall be The Associated Students of Linfield College-Portland Campus, hereafter referred to as ASLC-PC. It is organized under the auspices of Linfield College.

### ARTICLE II. MEMBERSHIP

All students currently enrolled at Linfield College - Portland Campus and paying student body fees shall be members of ASLC-PC. As members they are entitled to vote, to hold office, and to exercise the various privileges of membership.

### ARTICLE III. STRUCTURE OF GOVERNMENT

**Section I.** The executive powers of ASLC-PC shall be vested in the ASLC-PC President.

**Section II:** Administrative duties shall be vested in the Cabinet, comprised of the Vice President, Vice President of Programming, Secretary, Committee Director, Club Director, and Sustainability Director. The President shall oversee the Cabinet.

**Section III:** The Senate Board shall be comprised of a senator from each active cohort. The Vice President shall oversee the Senate Board.

**Section IV:** The Program Board shall be comprised of five students who shall be responsible for campus programming, under the leadership of the Vice President of Programming.

**Section V:** The legislative powers of ASLC-PC shall be vested in each of its officers equally (i.e., each officer of ASLC-PC has voting power) excluding the President or Vice

President presiding over a Cabinet or Senate Board vote when a tiebreaker is warranted.

**Section VI:** The President may veto a decision made by the Cabinet or Senate. A presidential veto may be overturned by a two-thirds supermajority vote of ASLC-PC.

## **ARTICLE IV. OFFICERS**

### Clause I: Qualifications

**Section I:** Any member of the ASLC-PC shall be eligible for any election or administrative appointment contingent upon the term requirements of that office.

Subsection A: It should be noted that officer duties and ASLC-PC activities shall not take precedent over the curricular and academic responsibilities of any member. If such conflicts arise they shall be brought to the ASLC-PC President for review. The President and the Assistant Director of Student shall review changes in academic progression.

**Section II:** No member of the ASLC-PC shall be a candidate for more than one office in any one election.

**Section III:** Candidates for President and Vice President must have completed at least one full semester at Linfield College – Portland Campus before the general election.

### Clause II: Election & Hiring

**Section I:** The ASLC-PC election shall be held in March every year, determining the following academic year's President and Vice-President.

**Section II:** The Secretary shall be responsible for facilitating the election:

- a. Receive and validate candidate nominations.
- b. Distribute campaign rules to each candidate.
- c. Prepare the official ballot.
- d. Supervise the counting of the votes.
- e. Announce the election results.
- f. Interpret and apply the election guidelines.

**Section III:** Any student who meets the qualifications in Article IV, Clause I is eligible to submit their name to the Secretary as a candidate on the official ASLC-PC ballot.

**Section IV:** Candidates must petition the Secretary two days before the general election to be added to the ballot.

**Section V:** Each student is eligible to vote for both President and Vice-President. Spring graduates have voting rights for the upcoming academic year.

**Section IV:** Procedure for counting votes:

Subsection A: When two candidates are on the official ballot for any one office, the one with the simple majority of votes shall be elected.

Subsection B: When three or more candidates are on the official ballot for any one office the margin of votes between the two higher candidates must be five percent of the total votes cast for that office. If there is not a five percent difference, the Secretary shall hold a run-off election between the two highest candidates in which the one with the simple majority of votes shall be elected.

**Section V:** After being elected, the President-elect and Vice President-elect shall convene a hiring committee to interview and hire candidates for all open officer positions.

#### Clause III: Terms of Office

**Section I:** May 1<sup>st</sup> shall denote the start of the leadership transition between outgoing and incoming officers. Both groups of officers will serve in their roles through the end of the Spring term, and the new group shall assume full duties at the start of the following Fall term.

**Section II:** Officers shall fulfill their term of one administrative year unless they resign or are otherwise removed for not fulfilling their duties. (Accelerated cohort Senators shall serve a term the length of their cohort's program.)

#### Clause IV: Removal from Office

**Section I:** Officers unable to fulfill their assigned duties shall receive notice from the President that they are at risk of being removed, and a plan of action shall be developed to remedy the situation. Should the officer in question fail to adhere to the plan of action, the President and Vice-President shall relieve them of their duties and appoint a replacement.

**Section II:** Should the President or Vice-President fail to fulfill their duties, a petition from fifty percent of the student body shall warrant a recall election, facilitated by the Assistant Director of Student Life. A sixty-five percent vote shall be required to remove them from office.

#### Clause V: Duties

**Section I:** All ASLC-PC Officers shall have the following common duties:

- a. Represent ASLC-PC and Linfield College in a professional and appropriate manner.
- b. Attend all required meetings and give prior notice to the meeting facilitator if an absence is anticipated.
- c. Hold an office hour per week when classes are in session.
- d. Assist in training the newly elected/hired officers at the end of the academic year.
- e. Fulfill other duties as assigned by the President or Vice-President.

- Section II:** President: In addition to the common duties, the President shall:
- a. In cooperation with the Vice-President, plan an ASLC-PC each semester.
  - b. Develop and progress towards goals for ASLC-PC and the campus as a whole.
  - c. Represent ASLC-PC at all Nursing Department Meetings.
  - d. Represent ASLC-PC at official and social Linfield College functions.
  - e. Communicate monthly with the campus community on ASLC-PC progress and activities.
  - f. Review and approve the annual ASLC-PC budget as proposed by the Assistant Director of Student Life.

- Section III:** Vice-President: In addition to the common duties, the Vice-President shall:
- a. In cooperation with the President, plan an ASLC-PC each semester.
  - b. Develop and progress towards goals for ASLC-PC and the campus as a whole.
  - c. Direct the Senate Board.
  - d. Represent ASLC-PC on the Admissions, Progressions, Honors, and Graduation Committee.
  - e. Maintain the “Student of the Month” program.

- Section IV:** Vice-President of Programming: In addition to the common duties, the VPP shall:
- a. Direct the Program Board.
  - b. Supervise a variety of fun, recreational, entertaining, and educational events and programs for the Linfield College – Portland Campus community.
  - c. Coordinate annual traditions, such as Welcome Back Bash, Red Eye, and Spring Fling.

- Section V:** Secretary: In addition to the common duties, the Secretary shall:
- a. Keep minutes and roll at Cabinet and all-ASLC-PC meetings.
  - b. Distribute meeting minutes and make available to any member of ASLC-PC upon request.
  - c. Facilitate the annual election process.
  - d. Organize, maintain, and purchase supplies for the ASLC-PC office.

- Section VI:** Committee Director: In addition to the common duties, the Committee Director shall:
- a. Collaborate with committee chairs to fill all student committee positions by the end of the first month of each semester.
  - b. Solicit monthly reports from committee reps with feedback, concerns, and general updates.
  - c. Provide a monthly report on all committee action to ASLC-PC.
- Section VII:** Club Director: In addition to the common duties, the Club Director shall:
- a. Maintain a current database of clubs and professional organizations including student leaders and faculty/staff advisors.
  - b. Within the first month of each semester, organize a Club Orientation meeting for new leaders.
  - c. Facilitate advertising opportunities for clubs and their activities.
  - d. Provide a monthly report on all club action to ASLC-PC.
- Section VIII:** Sustainability Director: In addition to the common duties, the Sustainability Director shall:
- a. Represent ASLC-PC on the ACES Committee.
  - b. Work collaboratively with ASLC-PC officers, other students, staff and faculty to promote sustainability on campus.
  - c. Develop campus activities and programs related to sustainability.
  - d. Work to infuse sustainable practices into ASLC-PC events, processes, and initiatives.
- Section IX:** Senators: In addition to the common duties, the Senators shall:
- a. Act as a resource for their cohort, and liaison between students, ASLC-PC officers, and college governing bodies.
  - b. Work together to implement two Open Forums a year for the student community.
  - c. Plan at least one social event per semester for their cohort.
  - d. Establish and chair a committee of students and faculty that will plan the Nursing Pinning Ceremony at the end of Semester 4.
  - e. Make regular reports of Senate business available to constituents.
- Section X:** Program Board Chairs: In addition to the common duties, the Program Board Chairs shall:
- a. Create a variety of fun, recreational, entertaining, and educational events and programs for the Linfield College – Portland Campus community.
  - b. Assist the VPP in coordinating annual traditions, such as Welcome Back Bash, Red Eye, and Spring Fling.
  - c. Be responsible for one of the following areas of campus programming:
    1. Health & Wellness
    2. Special Events
    3. Multicultural

4. Community Engagement
5. Communication

## **ARTICLE V. BUDGETING AND FINANCE**

- Section I:** ASLC-PC fees shall be collected by the Linfield College - Portland Campus Business Office and placed in an ASLC-PC account.
- Section II:** The Linfield College Business Office shall be responsible for issuing checks and maintaining an accurate accounting of funds.
- Section III:** Check requests for ASLC-PC expenditures must be signed the Assistant Director of Student Life.
- Section IV:** Budgeting of ASLC-PC funds shall be the responsibility of the Assistant Director of Student Life, in collaboration with the President.

## **ARTICLE VI. CLUBS, ASSOCIATIONS AND ORGANIZATIONS**

- Section 1:** Any specific interest group may form a club, association or organization. All clubs and organizations must be open to all members of the student body.
- Section 2:** To form a club, association or organization a written proposal defining the goals, purpose, objectives, and staff or faculty advisor of the group shall be submitted to the Club Director and approved by a majority vote of the ASLC-PC.
- Section 3:** When a club, association or organization is approved, it is eligible to receive \$200 each semester, including summer, from the ASLC-PC as long as the Club Director is notified at the beginning of every pertinent term that the club will be active. Funding may be withdrawn by ASLC-PC if the club, association or organization fails to meet the requirements outlined in this article.
- Section 4:** Groups must meet at least three times per semester and put on one campus event per year.
- Section 5:** Groups must have at least five active members and a designated president or leader(s).
- Section 6:** Groups must receive approval from the Assistant Director of Student Life prior to signing contracts or other written agreements with non-Linfield vendors or businesses.
- Section 7:** Groups interested in additional funding from ASLC-PC shall attempt to raise funds prior to requesting additional funding.

## **ARTICLE VI. AMENDMENT OF THESE BY-LAWS**

**Section I:** An amendment of these by-laws may be proposed by any member of the student body. A simple majority vote of the ASLC-PC Officers is required to approve the amendment.