

Associated Students of Linfield College Bylaws

Updated March 2020

Preamble

We, the students of Linfield College, in order to establish adequate agencies for student self-government, to improve student-faculty relationships, and to further the College's mission of "Connecting Learning, Life, & Community," do establish these Bylaws.

Article I: Name

The name of the corporation under these Bylaws shall be "The Associated Students of Linfield College," hereafter referred to as ASLC.

Article II: Standard for Members

All students currently enrolled at Linfield College and paying Student Body Fees or studying abroad through a Linfield program shall be members of ASLC.

Article III: Standard for Officers

Candidates for any elected or appointed position of ASLC that receive a stipend must have a cumulative grade point average of 2.50 at the time of election or appointment, as well as throughout their term of office.

Article IV: Structure of Government

Section I: The executive powers of ASLC shall be vested in the ASLC President.

Section II: Administrative duties shall be vested in the administrative officers.

Subsection I: ASLC shall be advised by the Office of Student Activities, herein referred to as the ASLC Advisor.

Subsection II: The ASLC Executive Cabinet shall consist of the President, Vice President, and the following administrative officers directly responsible to the President: Vice President of Finance, Vice President of Programming, and Vice President of Public Relations.

Subsection III: The ASLC Cabinet shall consist of all members of the Executive Cabinet and the Student Life Director, Sports Director, and Publicity Director, who are appointed by the President and ASLC Vice President, with the advice and consent and the ASLC Senate. The ASLC Advisor shall serve as an ex officio member.

Subsection IV: The Cabinet will present an executive summary of their work to the Senate at the end of every semester, which the Senate will use to review each Cabinet member's performance in executing the duties of that position that semester.

Section III: The legislative powers of ASLC shall be vested in the ASLC Senate.

Subsection I: Any member of ASLC can appeal to the Senate a decision made by the Cabinet.

Section IV: The President may veto a decision made by the ASLC Senate, following advisement from other ASLC Cabinet officers.

Subsection I: A presidential veto may be overturned by a two-thirds supermajority vote of the Senate.

Subsection II: Presidential vetoes can not be applied to the ratification of incoming ASLC Cabinet officers.

Article V: Officers

CLAUSE I: QUALIFICATIONS

Section I: Any member of ASLC shall be eligible for any election or administrative appointment, contingent upon the requirement of that office.

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

Section III: To appear on the ballot, a candidate must take and pass (at least 85% correct) the Bylaws test, administered no more than twice, at least one week preceding the Spring election, if school is in session. If it is not in session, the test will be administered no more than twice on a date given under the provisions of Article V; Clause III; Section I; Subsection II.

Section IV: All candidates for President and Vice President must have completed at least one full semester at Linfield College and at least 45 credits recognized by Linfield College before the election.

CLAUSE II: NOMINATIONS

Section I: A petition to place the name of a candidate on the official ASLC ballot must be signed by at least 10% of the student body, and must be submitted to the Vice President of Public Relations within at least two business days before the Bylaws test is scheduled to be administered.

Section II: Write-in candidates must petition to the Senate, at a regularly scheduled meeting, to become legal candidates. At least 24 hours before the Senate meeting at which they plan to be approved, candidates must submit a petition signed by 20% of the student body to the Vice President of Public Relations.

CLAUSE III: ELECTIONS

Section I: The ASLC general election shall be held on the second Tuesday of March. The general elections shall be in accordance with the guidelines for elections.

Subsection I: If the College is not in session on the second Tuesday of March, the general election shall be held on the last Tuesday of February.

Subsection II: The Senate shall approve a schedule of ASLC election event dates and a copy of ASLC election guidelines by the last Senate meeting in November. After approval, the rules for that year's election may only be altered by a two-thirds supermajority vote of the Senate.

Section II: The ASLC Fall Election shall be held on the last Tuesday of October.

Subsection I: The ASLC Fall Election shall only be conducted if there are referendum or initiative items to be considered by ASLC.

Subsection II: If the College is not in session on the last Tuesday of October, the Fall Election shall be held on the next Tuesday the College is in session.

Section III: The Vice President of Public Relations shall be responsible for all ASLC elections. If the Vice President of Public Relations is a candidate for an elected position, the Vice President of Programming will assume all election responsibilities. If the Vice President of Programming is a candidate, the Vice President of Finance will assume all election responsibilities. In regard to elections, the Vice President of Public Relations shall:

- A. Interpret and apply the election guidelines with final authority.
- B. Receive and validate candidates' petitions.
- C. Verify candidates' standing with the College.
- D. Distribute campaign rules to each candidate.
- E. Administer an objective written Bylaws test, one week prior to election.
- F. Prepare the official ballot.
- G. Supervise the counting of votes.
- H. Announce the election results.

Section IV: Procedure for counting votes:

Subsection I: When more than two candidates are nominated for an office, a primary election will be held. The two candidates receiving the most votes shall then be placed on the official ballot for the general election.

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

Subsection III: A vote shall only be counted if a provided box is checked or if the name of a legal write-in candidate, or an obvious resemblance to the write-in candidates' name with which they ran, is written on the provided blank line. Others will not count in totals.

Section V: If no candidate for a position receives a majority of votes cast, the Vice President of Public Relations and a Senate Governance Committee shall schedule a second ballot. If there is no majority on the second ballot, a third ballot will be scheduled by the Vice President of Public Relations and the Senate Governance Committee. If no majority is received on the third ballot, a new election shall be called by the Vice President of Public Relations and the Senate Governance Committee and nominations re-opened. If a new election is necessary, this Section shall supersede Article V, Clause II, Section I.

CLAUSE IV: ADMINISTRATIVE OFFICERS

Section I: Within three weeks after being elected, the President-elect, Vice President-elect, and a committee composed of at least two Senators shall appoint the following Executive and Administrative Cabinet members: Vice President of Finance, Vice President of Programming, Vice President of Public Relations, Publicity Director, Student Life Director, and Sports Director.

Subsection I: The President-elect and Vice President-elect shall be ratified by the Senate during the week following the election. This ratification must occur prior to appointing cabinet positions.

Subsection II: After being appointed by the President-elect and Vice President-elect, the new Cabinet officers shall also be ratified by the Senate, prior to May 1st.

Section II: The administrative officers shall officially assume their duties, May 1st, after all have been ratified by the ASLC Senate.

Section III: Employment of ASLC personnel shall be regulated by the ASLC Employment Policy.

CLAUSE V: DUTIES

Section I: The ASLC Cabinet shall work with the ASLC Senate and be responsible for the execution of all legislation. ASLC Cabinet members shall serve as advisors to the ASLC Senate and its committees as required by the Senate Standing Rules.

Section II: It shall be the duty of the President to:

- A. Represent ASLC at official and social functions.
- B. Supervise the financially supported and related programs and activities of ASLC with final responsibility.
- C. Chair ASLC and Executive Cabinet.
- D. Be an ex officio member of the Linfield College Activities Team.
- E. Represent the student body on the College Planning and Budget Council or appoint someone to do so if they are unable to attend.
- F. Represent the student body at College faculty assembly meetings or appoint someone to do so if they are unable to attend.
- G. Represent the student body on the Curriculum Committee or appoint someone to do so if they are unable to attend.
- H. Represent the student body as a member of the Linfield College Cabinet.

Section III: It shall be the duty of the Vice President to:

- A. Preside over all Senate meetings as ASLC Vice President.
- B. Assume the duties of the President in their absence.
- C. Be a consultant to all Senators and Senate committees.
- D. Represent the students as a voting member of the Board of Trustees of Linfield College with all the rights and privileges thereof.
- E. Carry to the Board of Trustees student opinion and any ASLC legislation that may affect College policy, while fulfilling the charge given to every Trustee according to the Linfield

College Board of Trustee Bylaws; which are to act in accordance with the fiduciary duties of care, loyalty, and obedience.

- F. Report to the Senate and Cabinet on the meetings of the Board of Trustees.
- G. Conduct a review of the ASLC Bylaws once every semester to ensure accuracy and reflect any necessary changes, with recommendations from the ASLC Cabinet.

Section IV: It shall be the duty of the Vice President of Finance to:

- A. Collect all money accruing to ASLC and pay all authorized bills and warrants.
- B. Keep an accurate account of ASLC receipts and disbursements.
- C. Personally present a weekly financial report to the Senate.
- D. Supervise, with operational responsibility, the accounts and operation of all ASLC-funded organizations.
- E. Be on campus as needed during the summer to attend to ASLC business, or appoint the ASLC Business Manager to be here in their stead.
- F. Have a working knowledge of accounting best practices. It is recommended that candidates have passed Intermediate Accounting I and II.
- G. Appoint and oversee a business manager with the advice of the President and Vice President.
- H. Serve as a member of the Activities Council.
- I. Represent students on the College Planning and Budget Council or appoint the business manager to attend if they are unable to.

Section V: It shall be the duty of the Vice President of Programming to:

- A. Supervise a variety of fun, recreational, entertaining, and educational events and programs that foster community building with the advice of the ASLC Advisor and the consent of the Linfield College Activities Team (LCAT).
- B. Appoint several board chairs with the advice of the LCAT Selection Committee and the consent of the President.
- C. Chair LCAT.
- D. Have final and full responsibility of all events planned by LCAT.
- E. Head the planning of Welcome Week, Homecoming, and Wildstock, all with the assistance of LCAT and the ASLC Cabinet.
- F. Serve as a member of the Activities Council.

Section VI: It shall be the duty of the Vice President of Public Relations to:

- A. Take minutes and attendance at the Senate and Cabinet meetings, post them on the ASLC website, and distribute them when requested.
- B. Maintain a neat and orderly office space, and order office supplies when needed.
- C. Plan and direct ASLC Cabinet community service projects.
- D. Maintain and update the Linfield website weekly, with current ASLC information.
- E. Release (at minimum) monthly press releases to the Linfield College community and relevant publics, at minimum via the ASLC website and all campus email.
- F. Respond to and communicate with news outlets, with the assistance of, at minimum, the ASLC President and/or ASLC Vice President.
- G. Collaborate with the Publicity Director to develop an ASLC publicity plan, focused on engaging and informing the student body.

Section VII: It shall be the duty of the Publicity Director to:

- A. Hire, supervise, and assist the publicity team, including at least one student with photo/video experience to run ASLC social media accounts.

- B. Supervise and maintain all publicity materials, including the ASLC printer.
- C. Make publicity materials available to students wishing to publicize an event.
- D. Ensure that all ASLC and ASLC-sponsored events are thoroughly publicized.
- E. Manage social media accounts and the ASLC online presence.

Section VIII: It shall be the duty of the Sports Director to:

- A. Oversee all ASLC sports activities, including intramural and club sports with final authority and provide a safe outlet for recreational sports.
- B. Appoint Intramural Sport staff with the assistance of a hiring committee consisting of at least one other Cabinet member.
- C. Facilitate pre-season meetings with IM Supervisors, to review rules and set expectations.
- D. Handle all necessary communications between ASLC Sports and the College, including facilities, field reservations, and field maintenance.
- E. Purchase and maintain an ongoing inventory of all intramural sports equipment.
- F. Hire and supervise intramural student-employees.

Section IX: It shall be the duty of the Student Life Director to:

- 1. Operate the Game Room, Campus Information Center (CIC), and GreenWare program.
- 2. May hire and supervise a Student Life team to manage the Game Room, CIC, and GreenWare program.
- 3. Update and distribute the ASLC Employment Policy yearly, preferably before ASLC begins hiring employees in the fall.
- 4. Serve as liaison between student clubs and organizations and ASLC, including maintaining a current database of clubs and organizations.
- 5. Preside over regularly scheduled Activities Council meetings.
- 6. Organize a student clubs and organizations fair at the beginning of both fall and spring semesters.

Section XI: It shall be the duty of each officer to file a written report at the end of each semester, detailing responsibilities and evaluation of the year's activities , to be submitted to the ASLC President and the ASLC Advisor.

Article VI: The Board of Directors, herein known as the Senate

CLAUSE I: STRUCTURE

Section I. The ASLC Senate is the legislative body of ASLC and will work toward furthering the mission of ASLC which is to improve student life.

Subsection I: At minimum five seats shall be filled by one student of every class year, defined as freshman, sophomore, junior, senior, in addition to one transfer student.

Subsection II: Senate structure can be changed by the Senate, with advisement of the Cabinet, by editing the Senate standing rules.

Subsection VIII: Class standing for a member of ASLC shall be determined by the class standing guidelines of the Linfield Registrar.

Subsection IIX: Only credits completed prior to the beginning of the academic year shall be valid in determining class standing.

Subsection IX: If a member feels that their class standing does not accurately reflect their experience then they may petition the ASLC Vice President and Vice President of Public Relations for permission to represent a more appropriate class.

Section II: Senators shall be selected via application, formulated by the ASLC Vice President.

Subsection I: The ASLC Vice President shall be in charge of the Senator selection process with assistance of at least one other Cabinet member.

Subsection II: Senator guidelines shall be outlined in the Senate Standing Rules.

Subsection III: The ASLC Vice President shall conduct a review, and implicate updates, of the Senate Standing Rules, at least once each semester.

Section III: The legislative structure and specific related policies will be outlined in the Senate Standing Rules.

CLAUSE II: TERM OF OFFICE

Section I: A Senator is required to maintain a minimum cumulative grade point average of 2.50 or to petition the Senate for an exemption of the ASLC GPA requirements based on special circumstances.

Section II: Senators shall hold office for one academic year. They shall be appointed in the Fall, and fulfill their term unless they resign, are unable to fulfill their duties, or are otherwise removed from office by the ASLC Vice President for neglecting their senatorial duties.

CLAUSE III: DUTIES

Section I: It shall be the duty of each Senator or Senate member to:

- A. Attend and participate in all Senate meetings.
- B. Make regular reports of Senate business available to their constituents.
- C. Review and approve the ASLC budget.
- D. Listen to the complaints, suggestions, and/or ideas of their constituents and bring them to the Senate every week.
- E. Hear reports of each Cabinet member on their performance in executing the duties of that position at each Senate meeting.
- F. Vote on legislation which comes up at the Senate meetings.
- G. Fulfill any other duties outlined in the Senate Standing Rules.

Article VII: ASLC Club Guidelines

CLAUSE I: ASLC CLUB RECOGNITION PROCESS

Section I: Any organized group of individuals wishing to be recognized as an ASLC club must complete a club application and present their club proposal to the Senate to be ratified as an ASLC Club.

Section II: An existing club that wishes to make any modification to its recognition, including name, advisor, or purpose, must notify the Club Director.

CLAUSE II: ASLC CLUB REQUIREMENTS

Section I: In order to be considered for recognition as an ASLC-sponsored club, an organization must:

- A. Be open to all ASLC members without further qualifications. Recognized clubs may not charge dues as a condition of participation for members. If an organization has national dues it should not require students to belong to the national organization in order to be a member of the recognized club on campus.
- B. Be compatible with the mission of Linfield College and ASLC.
- C.
- D. Have a staff or faculty advisor.

Section II: ASLC Clubs must maintain “active” status to preserve ASLC recognition year to year and do so by meeting the minimum requirements:

- A. Holding a minimum of one meeting or event per month.
- B. Meetings must have an attendance of at least four members.
- C.
- D. Have at least two executive officers.
- E. Present a club report to the Club Director once per semester.
- F. Enlist a Linfield College faculty or staff member as Club Advisor.

Article VIII: ASLC Communications Board

CLAUSE I: COMMUNICATIONS BOARD OPERATIONS

Section I: The operations, budgeting, hiring process, and hearing of grievances shall be guided by the ASLC Communications Board Standing Rules.

Subsection I: These procedures shall also be subject to the ASLC Budgetary Policy and ASLC Employment Policy, as relevant.

Subsection II: The new campus media heads will be presented to the Senate upon hiring in the spring.

Section II: The Communications Board Standing Rules shall be established and amended through a majority vote of the Communications Board.

Article IX: Referendum & Initiative

Section I: A two-thirds supermajority vote of the Senate shall be necessary to refer proposals to ASLC in the fall election or spring general elections.

Section II: A proposal may be placed on an election ballot by a petition signed by 20% of the members of ASLC.

Section III: A special election may occur only in the case of electing a new officer after a resignation or recall.

Article X: Recall

Section I: Members of ASLC shall have the power to suggest the recall of any ASLC Cabinet officers by a petition stating that the signers are in favor of recalling the specified officer and the reasons why.

Subsection I: The petition shall contain the signatures of at least 20% of the members of ASLC.

Subsection II: Within one week after the petition has been submitted to the Senate, a public hearing shall be called by the Senate to present questions to the defendant and to allow the defendant to state their case.

Subsection III: The hearing shall be presided over by the ASLC Vice President or Senate Pro Tempore if the ASLC Vice President is being recalled.

Subsection IV: The Senate shall vote on the recall of the officer in question immediately after the hearing. A two-thirds supermajority vote of the Senate shall be required to recall an officer.

Subsection V: If both the President and Vice President are recalled simultaneously, the Vice President of Public Relations shall follow the election procedures outlined in Article V, Clause III to elect new officers.

Subsection VI: If only the President is recalled, the Vice President shall assume the duties of the President until a new President can be elected by special election outlined in Article IV, Clause III.

Subsection VII: If the Vice President is recalled, the President should initiate a special election to elect a new Vice President. The Senate Pro Tempore shall function as acting Vice President until the new officer is installed.

Article XI: Amendment of these Bylaws

Section I: An amendment of the ASLC Bylaws may be proposed by the Vice President of ASLC, or by any member of ASLC through a petition signed by at least 20% of ASLC members, with a two-thirds supermajority vote of the Senate to be passed.

Subsection I: Amendments must be proposed, by the Senate or petition, at least two weeks before the fall election or spring general election to be included on that election ballot.

Section II: The amendments shall be submitted to ASLC for voting during the Fall election or Spring general election immediately following their proposal. A majority affirmative vote of the ballots cast is required for the amendment to pass.

Section III: The Bylaws will go into effect immediately.

Section IV: Interpretation of these Bylaws shall be the responsibility of the ASLC Vice President.

Subsection I: The ASLC President may appeal an interpretation of the ASLC Vice President.

Subsection II: The Senate may appeal an interpretation of the ASLC Vice President by a two-thirds vote.

Subsection III: Appeals shall be heard and decided by the Senate in consultation with the ASLC Advisor. The ruling of the Senate is the final authority on interpreting these Bylaws.