

## ASCGCC CONSTITUTION

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### **PREAMBLE**

We, the students of Columbia Gorge Community College, in order to provide for the conduct and support of student activities, guarantee equality of opportunity among students, and encourage student participation, do ordain and revise the following constitution as of February, 2013.

### **ARTICLE I NAME, COLORS AND MASCOT**

The student body of Columbia Gorge Community College shall be known as the Associated Students of Columbia Gorge Community College, hereafter referred to as ASCGCC. The symbols of ASCGCC shall be as follows: The colors shall be purple and silver. The mascot shall be the Chinook salmon.

### **ARTICLE II MEMBERSHIP**

All full-time, part-time or non-credit students enrolled at Columbia Gorge Community College (CGCC), are members of the ASCGCC and are entitled to vote in all ASCGCC elections.

### **ARTICLE III PURPOSE AND RESPONSIBILITIES OF THE COUNCIL OF REPRESENTATIVES**

Section A:

The representative body of the ASG shall be the Associated Student Government (ASG).

Section B:

The purpose of Student Government is to:

1. Provide regular channels in which to communicate student needs and suggestions to college administration, staff and faculty;
2. Promote opportunities for student involvement and to develop an interest in current issues that involve all segments of the student population;
3. Provide opportunities for students to develop character and leadership skills not always available through classroom learning alone;
4. Supervise and coordinate activities and events that shall make a positive impact on the students, the college and/or the Columbia Gorge community.

**Section C:**

The responsibilities of the ASG shall be as follows:

1. Serve as a communication conduit between CGCC students and CGCC administration, staff, faculty, The Board of Education and the residents of the Mid-Columbia area on issues affecting education and the student body.
2. Respond to student suggestions, complaints, and other needs;
3. Develop, coordinate and implement a balanced program of activities and events for CGCC students;
4. Be available to assist CGCC in a variety of service areas;
5. Act in advisory capacity to the CGCC Board of Education and administration;
6. Recognize and aid CGCC special interest clubs and organizations, provided this aid conforms with college policies, and local, state, and federal laws;
7. Coordinate the appointment of students to college committees;
8. Receive reports from and provide input to students serving on college committees;

**ARTICLE IV  
COUNCIL OF REPRESENTATIVES:  
STRUCTURE AND REQUIREMENTS**

Section A:

The Associated Student Government (ASG) shall consist of Five to nine (5-9) members as described in the Bylaws and provided for in the ASG budget. The duties of the officers of ASG shall be outlined in the Associated Student Government Bylaws.

Section B:

Each ASG member shall have one vote. The Student Government President, as meeting chair, shall vote only in case of a tie.

Section C:

All Officers will comply with the Board Policy: Requirements of Student Government (Appendix A of Constitution).

**ARTICLE V  
COUNCIL OF REPRESENTATIVES:  
TERM OF OFFICE**

Section A:

Associated Student Government (ASG) members shall be elected at the regular election held the fourth (4<sup>th</sup>) week of spring term. The term of office shall run for the duration of one-year beginning on a date determined by the Student Life Advisor, no more than two weeks following the elections and ending no more than two weeks following the ASG transition training. The transition training will be held within two weeks, of the election result

announcement. The out-going Oregon Community College Student Association (OCCSA) representative will attend the OCCSA board of presidents' transitional meeting in May.

Section B:

No member shall serve more than two full terms in office; unless approved by Student Life Advisor and Chief Student Services Officer.

**ARTICLE VI  
COUNCIL OF REPRESENTATIVES:  
ELECTIONS AND APPOINTMENTS**

Section A:

There shall be one (1) general election per year. The election will take place during the fourth (4<sup>th</sup>) week of spring term. These elections shall be held in compliance the ASCGCC Election Code.

REQUIREMENTS OF CANDIDATES FOR OFFICE: Candidates for the General Election must maintain a minimum 2.25 grade point average and have completed 12 credits at CGCC in the current academic year, prior to the general election. If elected, shall enroll and complete 6 credits per term and a 2.25 GPA or higher, per term, for each term in office.

Section B:

If a vacancy occurs, it shall be the responsibility of the ASG to fill that vacancy through appointment. Resignations from the ASG, and from other student government committees, should be in duplicate: one copy should be delivered to the Chief Student Services Officer and one copy should be delivered to the Student Life Advisor.

Section C:

Any student applying for an appointed ASG position must complete an application and interview process. The appointment process will follow the established hiring guidelines of CGCC. The ASG will solicit volunteers for vacant positions on both The Dalles and Hood River Campus for 10 school days after the vacancy occurs. After the ten days the vacant position shall be filled in a timely manner. If the vacancy occurs after the seventh week of winter term, it will remain vacated until the regular general election. Unless otherwise specified by current officers and/or Student Life Advisor.

REQUIREMENTS OF APPOINTED POSITIONS: Candidates who have previously attended CGCC must have a minimum 2.25 grade point average. Students who are in their first term at CGCC must submit two written academic references with their application. A high school transcript (if graduated within 1 year) can serve as 1 of the academic references.

**ARTICLE VII**  
**COUNCIL OF REPRESENTATIVES**  
**MEETINGS**

Section A:

Regular meetings of **the Student Government** shall be held a minimum of twice per month during the academic year, for a minimum of 3 hours a month.

Section B:

A quorum shall be required for all Associated Student Government meetings. A quorum shall be defined as one half plus one of the ASG memberships. The act of the majority of Student Government members present at a meeting at which a quorum is established shall be the act of the Government except as otherwise specifically proceeded in the ASCGCC Constitution and ASG Bylaws. In the event that the positions fixed by Article V above are not filled, a quorum shall constitute one half plus one of those positions filled as of the meeting date.

Section C:

Special meetings may be called by 2/3 vote of ASG or by a petition signed by fifteen members of the ASCGCC and presented to ASG.

Section D:

Associated Student Government meetings will be conducted in an orderly manner, using some defined means of parliamentary procedure. Robert's Rules of Order, revised is recommended, but not required, in conducting meetings.

**ARTICLE VIII**  
**AMENDMENTS TO THE CONSTITUTION**

Section A:

Amendments to this Constitution may originate in the Associated Student Government, requiring a two-thirds (2/3) majority vote of that body, or by a petition stating the proposed amendment and containing one-hundred (100) signatures of ASCGCC members and receive a two-thirds majority affirmative vote to be effective.

Section B:                   All Proposed Amendments Must:

1. Be dated and submitted to the ASG with a copy to the Student Life Advisor;
2. Be posted by the ASG in two conspicuous locations to provide reasonable notice to the student body. Such posting must occur at least 10 days prior to the election concerning the amendment;
3. Be presented by the Student Government to the student body for a vote in an election held within ten (10) school days of the last day of posting and;

4. Receive a two-thirds (2/3) affirmative majority vote of the total votes cast by the members the student body to be adopted.

## **ARTICLE IX RECALL AND REMOVAL OF OFFICERS**

### Section A:

Associated Student Government members may be recalled through special elections called for that purpose. Recall petitions must contain 100 signatures of ASCGCC members and receive two-thirds (2/3) affirmative majority votes cast to be effective. The Associated Student Government may prescribe in election code reasonable rules regarding petition timelines, petition form and other administrative matters related to recall elections.

### Section B:                All Recall Petitions Must:

1. Be dated and submitted to the Government with a copy to the Student Life Advisor;
2. Be posted by the Government in two conspicuous locations to provide reasonable notice to the student body. Such posting must occur at least 10 days prior to the election concerning the amendment;
3. Be presented by the Student Government to the student body for a vote in an election held within ten (10) school days of the last day of posting and;
4. Receive two-thirds (2/3) affirmative majority vote of the total votes cast by the members the student body to be effective.

### Section C:

ASG members must maintain good academic standing\*.

- Failure to maintain good academic standing, with a GPA above a 2.25 per term, shall result in the member being placed on probation for one quarter. A Government member on probation shall have all rights and responsibilities of non-probation Government members.
- Failure to return to good academic standing at the end of the probation quarter will result in immediate removal from Student Government.

\*Good Academic Standing is defined as enrolling in and completing 6 credits or more and obtaining a 2.25 GPA or better, per term, for each term of office. Any exemption will be determined by administrative exception, i.e. class cancellations and learning disability accommodations.

### Section D:

ASG members may be removed from office for neglect of duty, malfeasance or misfeasance.

1. Recommendations to the Chief Student Services Officer for removal must be by 2/3 vote and shall come from ASG, for the ASG member.
2. Such recommendations shall come from Student Government only after the Executive Officer or his/her designee (representing the majority of Government), and the affected student meet with the Student Life Advisor.
  - Specific concerns and examples will be outlined by the Student Government representative.
  - Affected student will be heard.
  - A decision to place the affected student on an Improvement Plan will be made.
  - 2.a) If the decision is “Yes”:
    - A Plan for Improvement, with a specific end date, will be developed.
    - After the end date of the Plan for Improvement the Student Government representative, affected student and advisor will meet to determine if the Improvement Plan conditions have been met.
    - If yes, the affected student will be returned to good standing. If no, will proceed to 2.b) (see below).
  - 2.b) If the decision is “No”:
    - The affected student will have an opportunity to meet with the Chief Student Services Officer and fully discuss the facts of the case prior to the CSSO making a final decision
3. Nothing in this Constitution shall be construed to prevent the Chief Student Services Officer from taking independent action in cases of neglect of duty, malfeasance, or misfeasance.

## **Article X**

### **NON-DISCRIMINATION**

The ASCGCC and its ASG shall maintain a policy of non-discrimination and equal opportunity in programs and organizations in accordance with college policy printed below.

It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.

Persons having questions about equal opportunity and discrimination should contact:

Executive Director of Human Resources and Strategic Planning – Employment  
Chief Academic Officer – Academic Program  
Dean of Student Services – Student Programs, Activities and Services

## **ARTICLE XI ADVISOR'S ROLE**

### **Section A:**

The Associated Student Government Advisor shall be appointed by the CGCC President or his/her designee.

### **Section B:**

The Chief Student Services Officer and college President shall define the duties and responsibilities of the advisor. These duties and responsibilities shall be outlined in the ASG Bylaws.

## **ARTICLE XII BYLAWS AND ELECTION CODE**

### **Section A:**

The Associated Student Government shall develop a set of Bylaws to guide the day-to-day operations. The Bylaws shall be available to the student body. Amendments to the Bylaws shall be posted for 14 school days and two hearings on the proposed Bylaws, open to the student body, must be held during the posting period. Adoption by the ASG shall be by 2/3 affirmative vote at the next regular meeting after the expiration of the posting.

### **Section B:**

The Associated Student Government shall also be authorized to adopt an election's code to govern student elections. The election's code shall be adopted and amended in the same manner as prescribed for the Bylaws.

## **ARTICLE XIII ADMINISTRATIVE CHANGES**

The ASCGCC Constitution and ASG Bylaws may be altered for the purpose of keeping them current with college terminology. Examples of such administrative changes include changes in department titles, staff position titles, terminology from outside the college, typing or grammatical errors, and required credit hours for full-time status, term timelines and number of signatures needed to comprise 5% of student body. When such alterations are deemed necessary, the following procedure will be used:

1. A member of ASG with the assistance of the Student Life Advisor will review the Constitution and Bylaws and make the suggested changes.

## ASCGCC Constitution

2. During a regularly scheduled meeting of the government, the suggested changes will be presented as an information item.
3. ASG will have the opportunity to review the changes and ask questions.
4. A motion to make administrative changes to the Constitution and/or Bylaws will be made and must carry with a simple majority.
5. If the motion to amend passes, new copies of the documents will be created and distributed to ASG, the Student Life Advisor and the Chief Student Services Officer.

- Prepared by the 1986-87 ASCGCC Ad Hoc committee charter members: Kerry Droesch, Jackie Mazza, Diana Stephenson, Mary Harrison, Claressa Price, Douglas Thornburg, Tammy Jenkins, Anna Steeves, Andrea Williams, Robyn Jensen. Approved 1-8-87
- Revised: May 1988 lr; March 1989 gm; November 1989 kob; Jan 1996 ls,jc; Feb 1996 aw; March 1998 asg, admin update 2/99asg; admin update 2/08; admin update 1/13

**BYLAWS**  
**ASSOCIATED STUDENT COUNCIL**  
**OF COLUMBIA GORGE COMMUNITY COLLEGE**

**ARTICLE I**  
**ASSOCIATED STUDENT COUNCIL OF REPRESENTATIVES**

**Section A:**

The Associated Student Council (ASC) shall consist of six (6) to nine (9) members as established by Article IV, Section A of the ASCGCC Constitution.

**Section B:**

In order to maintain effective teamwork in the accomplishment of Council objectives, the following standards of conduct and responsibility have been established.

**Council members will be expected to:**

1. Conduct themselves in an ethical manner at all times.
2. Display an attitude conducive to successful goal accomplishment.
3. Provide service to council, as needed, over and above required duties.
4. Resolve conflicts and differences promptly.
5. Give timely notice to council of any and all circumstances that might inhibit performance of Council duties.
6. Provide support, personal and Council related, as necessary to other council members.
7. Adhere to CGCC Student Code of Conduct

**Section C**

The role of the student council members is to ensure that all matters brought before the Associated Student Council will be beneficial to the ASCGCC. Overall responsibilities of Student Council are outlined in Article III of the ASCGCC Constitution.

Duties and special qualifications for council members shall be as described in Appendix A of the Bylaws.

**ARTICLE II:**  
**COMMITTEES**

**Section A:**

Standing committees may include such assignments as follows:

- Safety Committee

Students assigned to committees will report back to council after each of their committee meetings. The Council Vice President will be responsible for making sure the information is shared at Council meetings in a timely manner.

**Section B:**

Ad Hoc committees may be established by the ASC as needed.

Section C:

The ASC shall keep on file a list of current college committees and the appointed ASC or student member.

**ARTICLE III****PAYMENT OF OFFICERS AS STUDENT EMPLOYEES**

This policy derives from action from the CGCC Board of Education and can be changed by that body.

Section A:

Officers will be paid according to the CGCC Employment Policy for Student Council Officers (Employment Policy). This is a CGCC Board of Education policy and can be changed by that body. The policy provides a structure for supervision and accountability in absence of direct day-to-day, insight supervision of student employees.

Section B:

Council Business and Planning Meetings will be held on specified dates throughout the year. Council officers will also attend the work plan meetings according to the Student Council Employment Policy.

Section C:

Academic success and preparation for future employment and education success is the primary goal of CGCC. To support these goals the Board of Education further stipulates that the following are requisites for office:

- 1) Officers will enroll in and successfully complete the one credit leadership classes, one per term, beginning the Spring/Summer following election into office (3 total). Elected officers will participate in the spring Transition Training.
- 2) Officers will maintain 6 credits per term and a 2.25 GPA or higher, per term, for each term in office. Officers will sign permission for academic and attendance Progress Checks during their time in office. These checks can be done at the discretion of the Chief Student Services Officer and the Student Life Advisor.

Section D:

Acceptance of position and signing of Oath of Office indicates that the officer has reviewed, understands and agrees to comply with the Student Council Employment Policy, Code of Student Conduct, CGCC Constitution and ASC By-laws, including the job description and responsibilities of their office.

## **ARTICLE IV: COUNCIL MEETINGS**

### **Section A:**

All council meetings shall be public. The meeting chair shall not have a vote except in case of a tie. Only officers shall have voting privileges. All Council meeting agendas and minutes shall be made available to any student, faculty member, or administrator of CGCC upon request. ASC minutes and agendas shall be posted near the ASC office. Meeting agendas will be posted at least 24 hours prior to a meeting and minutes will be posted within 3 school days after a meeting. Meeting time, date and place will be distributed to Campus View monthly for publication.

### **Section B:**

The usual order of business for Council meetings shall be as follows:

- 1.0 Preliminary
  - 1.1 Call to Order
  - 1.2 Approval of Minutes
  - 1.3 Approval of Agenda
  - 1.4 Hearing of Students, Guests, and Delegations
  - 1.5 Other
- 2.0 Old Business
- 3.0 New Business
- 4.0 Reports
  - 4.1 Council President
  - 4.2 Advisor
  - 4.3 Council Vice President
  - 4.4 Officer 3
  - 4.5 Officer 4
  - 4.6 Officer 5
  - 4.7 Officer 6
- 5.0 Overview
  - 5.1 For The Good of The Order
  - 5.2 Next Meeting
  - 5.3 Adjournment

### **Section C:**

Special meetings may be called by a petition signed by fifteen members of the ASCGCC and presented to the ASC, or by a 2/3 vote of the ASC members.

### **Section D:**

The defined method of parliamentary procedure, as required by Article VII of the ASCGCC Constitution, is *Robert's Rules of Order, revised*.

### **Section E:**

A council member may send a proxy vote with another council member in the event of that member's absence. The chairperson shall be notified of a council member's intent of voting proxy. The member's written consent to council shall give the representative temporary voting rights. Proxy votes may be used no more than one (1) time by the same council member during the year.

## **ARTICLE V: ELECTIONS**

### **Section A:**

ASCGCC Elections shall be run according to the official ASCGCC Election or Selection Code. The ASC shall review codes on an annual basis and have the power to amend it following the process outlined in Article XII of the ASCGCC Constitution.

### **Section B:**

Applicants must be fully matriculated students and meet all requirements outlined in the ASCGCC Constitution before being sworn into office.

REQUIREMENTS OF CANDIDATES FOR OFFICE: Candidates for the General Election must have a minimum 2.25 grade point average and have completed 12 credits at CGCC in the current academic year prior to the general election. If elected, officers shall enroll in and complete 6 credits per term with a 2.25 GPA or higher, per term, for each term in office.

Each candidate seeking Student Council office will be required to attend an Orientation session prior to elections. Each candidate seeking Student Council office will be required to attend at least one regular Student Council meeting prior to elections.

### **Section C:**

Special elections may be called by a 2/3 majority vote of the ASC or a petition signed by 100 members of the ASCGCC.

## **ARTICLE VI VACANT COUNCIL POSITIONS**

### **Section A:**

Vacant positions shall be filled in accordance with the Article VI of the ASCGCC Constitution. A current council member may fill a vacant position by a 2/3 vote of the current council.

### **Section B:**

REQUIREMENTS OF APPOINTED POSITIONS: Candidates who have previously attended CGCC must have a minimum 2.25 grade point average. Students who are in their first term at CGCC must submit two written academic references with their application. A high school transcript (if graduated within 1 year) can serve as 1 of the academic references.

## **ARTICLE VII: CLUBS AND ORGANIZATIONS**

### **Section A:**

Clubs and organizations shall be established in accordance with the Clubs and Organizations Procedures Guidelines of CGCC (Administrative regulations).

**ARTICLE VIII:**  
**ADVISOR**

The Chief Student Services Officer and college President shall define the duties and responsibilities of the advisor. The duties and responsibilities of the advisor, as it relates to ASC, are as follows:

1. Plan, organize and facilitate ASCGCC training including:
  - Transition training for new members, with assistance from ex-officio officers
  - Three 1 credit MSD classes which may include planning workshops focusing on team building, development of the year's-goals and individual officer and Council Work Plans
2. Assist in budget preparation and monitor budget transactions, including signing purchase orders, check requests and other financial transaction paperwork.
3. Perform written evaluation of officers each term.
4. Monitor academic standing of potential candidates and officers as required.
5. Attend Council meetings.
6. Assure compliance with College policies, procedures and practices, ASCGCC Constitution, ASC Bylaws and purpose.
7. Act as a resource for Council and Council members.
8. Act as liaison to college administration.
9. Act as liaison to state organization, accompanying council members as necessary.

**ASG President****Shall****1. Preside at council meetings or delegate this responsibility**

- Study and have working knowledge of Parliamentary Procedure
- Conduct Business Meetings (minimum of 3 hrs a month) in an effective manner according to the ASCGCC Constitution and ASG Bylaws -  
**Business meeting times and place posted monthly.**
- Coordinate with ASG Administrative Secretary to:
  - Post Business Meeting agendas 24 hours in advance of meeting
  - Distribute/Post Meeting Minutes within 3 school days of meeting
  - Arrange for and set up meeting space.

**2. Represent the ASCGCC at Board of Education meetings**

- Attend CGCC Board of Education meetings once per quarter or insure that an ASG representative is in attendance
- Provide written reports to the board pertaining to ASG activities, goals, projects, etc.
- Speak on student concerns; represent the voice of students. Report back to on Board of Education meetings

**3. Represent the student body at state-wide, local, or regional meetings of organizations in which ASCGCC is a member of the Board.**

- Participate in OCCSA
- Make a report back after each OCCSA meeting

**4. Develop and implement a viable program of legislative activism at the local, state and federal level and supervise its implementation.****5. In cooperation with ASG Vice President, be responsible for organizing and planning the annual transition dinner (night of Transition Training)****6. Adhere to CGCC Employment Policy for Student Government Officers and:**

- Participate in the spring Transition Training and the one credit leadership trainings each term, beginning Spring/Summer term of election (3 credits total).
- Meet bimonthly with the ASG advisor.

**Academic requirements while in office:**

- Enroll and complete a minimum of 6 credits per term
- Earn a 2.25 or higher GPA each term in office

**Desired qualifications:**

- Previous ASG involvement or previous student government or leadership experience
- strong organizational skills
- ability to work effectively within a team

**ASG Vice President**

Shall

**1. Chair ASCGCC election committee**

- Coordinate all aspects of ASCGCC Spring term election as stipulated in the ASCGCC Election Code, Constitution and ASG Bylaws.

**2. Chair the appointment process in the event of vacant ASG position(s)**

- Initiate recruitment for vacant positions
- Work with Advisor to advertise openings and prepare appointment application packets
- Responsible for communication with applicants; setting interview times.
- Responsible for interview process

**3. Appoint or recommend for appointment student representatives to college committees.**

- Appointments to be made at the beginning of fall term
- Officially announce appointments and introduce appointees to committee chairs
- Ensure that follow-up committee reports are given at ASG Meetings after each committee meeting
- Shepherd maintenance of committee notebooks and posting of committee minutes

**4. Preside at student council meetings in absence of ASG President****5. Represent ASCGCC at President's Council**

- Attend President's Council meetings or insure that an ASG representative is in attendance as needed to accomplish the following:
  - Provide written reports to President's Council regarding ASG activities, goals, projects, etc. in a timely manner.
  - Speak to student concerns; represent the voice of students.
  - Post or distribute information that may be of importance to the student body
  - Report back on President's Council meetings

**6. In cooperation with ASG President be responsible for organizing and planning the annual Transition Dinner (night of Transition Training)****7. Adhere to CGCC Employment Policy for Student Government Officers and:**

- Participate in the spring Transition Training and the one credit leadership trainings each term, beginning Spring/Summer term of election (3 credits total).
- Meet bimonthly with the ASG advisor.

Academic requirements while in office:

- Enroll and complete a minimum of 6 credits per term
- Earn a 2.25 or higher GPA each term in office

Desired qualifications:

- strong organizational skills
- commitment to working effectively within a team

**ASG Administrative Secretary**

Shall

**1. Work with ASG President to:**

- Prepare, distribute and post Business Meeting agendas a minimum of 24 hours prior to meetings
- Prepare, distribute and post Business Meeting minutes within 3 school days of the meetings
- Set up meeting space; advertise meeting schedule each month on the ASG bulletin board located across from the Student Life Lounge and in campus publications.

**2. Work with ASG Vice-President on Elections and Appointments to:**

- Advertise openings and prepare appointment application packets
- Communicate with applicants.
- Schedule interviews

**3. Maintain the official documentation of council business**

- Maintain an organized ASG notebook with official documents, minutes, and information obtained throughout the year
- Organize, maintain and post office hours for Student Government Office
- Shepherd maintenance of the ASG Project/Event Master Calendar
- File materials and maintain filing system

**4. Handle and route correspondence, messages**

- Retrieve messages from phone voice mail and distribute
- Keep current internal and external messages voice mail greetings on the phone
- Check ASG email on a regular basis during office hours.

**5. Maintain and order all supplies – in office and in storage area****6. Assist Student Representatives and Vice President with publicizing all ASG sponsored events on and off campus****7. Work with advisor and Business Office to track ASG Budget****8. Responsible for purchase orders and check requests initiated by council members following college guidelines.****9. Adhere to CGCC Employment Policy for Student Government Officers and:**

- Participate in the spring Transition Training and the one credit leadership trainings each term, beginning Spring/Summer term of election (3 credits total).
- Meet bimonthly with the ASG advisor.

**Academic requirements while in office:**

- Enroll and complete a minimum of 6 credits per term
- Earn a 2.25 or higher GPA each term in office

**Desired qualifications:**

- Enrolled in Office Management or Administrative Assistant program
- Competent use of MS Office, particularly Word and Excel
- Strong organizational skills
- Commitment to working effectively within a team

## **Student Representatives**

Shall

**Be comprised of 2-3 elected and/or appointed members. As described below.**

**1. Develop, coordinate and implement a balanced program of activities and events for CGCC students.**

- Develop a specific Plan of Work for ASG sponsored student activities
- Include proposed budget for each activity
- Balance activities throughout each term and the year

**2. Continue traditions of student activities, develop new traditions, and provide a balance of student activities throughout the school year.**

**Examples include:**

- Student Fall/Spring Welcome events (“Burger Burn”, “New Student Orientation” and “Back to School Party”)
- Blood Drives (Fall and Winter/Spring terms)
- Parades
- Voter Registration

**3. In coordination with Administrative Secretary to publicize all ASG sponsored events on and off campus**

- Write and send press releases
- Develop and distribute Activity Flyers
- Update Bulletin Boards

**4. Recruit student involvement in planning and implementing ASG campus activities**

To maintain a log of students who are interested in working on planning/ implementing campus activities

Coordinate with Campus/Community Service and Student Life Advisor to develop and implement “student involvement” campaigns.

**5. Coordinate all aspects of soliciting and responding to student suggestions, concerns.**

- This may include avenues such as student surveys and “suggestion” boxes. Student Representatives will report to Student Government so ideas and issues can be brought before the appropriate committee or administrative body.

**6. Promote and assist with start-up of new Student Clubs/Organizations**

- May include a Club Fair each term or a Spring reception highlighting club accomplishments
- Offer technical assistance to students and advisors/potential advisors on policies and procedures for CGCC clubs.

**All Student Representatives shall:**

- 7. Develop a Work Plan for the year outlining specifics of activities to be accomplished and costs of activities.**
- 8. Adhere to CGCC Employment Policy for Student Government Officers and:**
  - Participate in the spring Transition Training and the one credit leadership trainings each term, beginning Spring/Summer term of election (3 credits total).
  - Meet bimonthly with the ASG advisor.

**Academic requirements while in office:**

- Enroll and complete a minimum of 6 credits per term
- Earn a 2.25 or higher GPA each term in office

**Desired qualifications:**

- Previous ASG involvement or previous student government or leadership experience
- Strong organizational skills
- Commitment to working effectively within a team