

ASSOCIATED STUDENTS of OREGON INSTITUTE OF TECHNOLOGY

CONSTITUTION

PREAMBLE

We, the students of Oregon Institute of Technology, acting by and through the authority delegated by the Oregon State Board of Higher Education, do establish this Constitution to protect and advance the collective interests of the students of this institution and authorize the association herein as the recognized agent in all matters pertaining to the collective students of Oregon Institute of Technology.

Article I

Name and Purpose

Section I: This organization shall be known as the Associated Students of Oregon Institute of Technology (ASOIT).

Section II: The purpose of the ASOIT is to supplement the social, cultural, physical, and educational interests of its members, and to represent the individual and collective interests of the students of Oregon Tech.

Article II

Membership

Section I: The membership of this Association shall consist of all currently enrolled students at Oregon Institute of Technology.

Article III

Organization

Section I: The power to legislate, execute, and interpret this Constitution shall be vested in the ASOIT Officers.

Section II: ASOIT Officers shall be composed of the following:

Klamath Falls

- A. President
- B. Vice President
- C. Governmental Affairs Officer
- D. Administrative Officer
- E. Finance Officer
- F. Non-Traditional Student Officer
- G. Campus Club Officer
- H. Freshmen Officer
- I. Web & Communications Developer
- J. Chief of Staff

Wilsonville

- A. Vice President
- B. Administrative Officer
- C. Club Officer
- D. Activities & Outreach Officer
- E. Student Affairs Officer

Section III: No ASOIT Officer is allowed to hold more than one position in ASOIT at any given time.

Section IV: No ASOIT Officer may assign his or her vote to another person.

Article IV
Officers

Section I: Qualifications of ASOIT Officers

- A. All elected, selected, and appointed officers must have met membership qualifications (see Article II, Section I), and have attended two consecutive terms at Oregon Tech prior to holding office. (Exceptions see Article IV, Section I: E and F)
- B. A candidate for any ASOIT office must have a cumulative grade point average of 2.75 or above. (Exception, see Article IV, Section I: F)
- C. ASOIT Officers must maintain a 2.00 or above grade point average per term while in office.
- D. ASOIT Officers must be currently enrolled in twelve or more credit hours, unless otherwise approved by ASOIT advisors.
- E. Transfer students with prior experience in student government at another college or university must meet all of the qualifications to be an officer, except that they only need one completed term at Oregon Tech prior to holding an office.
- F. The Freshman Officer shall not be a transfer student. To qualify for this position, freshmen must have had a cumulative high school GPA of 3.00 or above. The Freshmen Officer need not have prior student government experience.

Section II: Academic Probation

- A. In the event that an officer's per-term grade point average falls below 2.00 while in office, that officer may be removed from office subject to review by the ASOIT Advisors.

Section III: Any officer, once removed from office for any reason, cannot be eligible to hold any ASOIT position or office for the remainder of that term of office.

Section IV: Term of Office

- A. ASOIT Officers shall begin their term of office the first Monday following Commencement, or sooner as designated by the Election Committee following a valid election.

1. The outgoing ASOIT Officers shall conduct all meetings between the ASOIT Election and the new officer installation.
 2. All accounts, scheduling, and ordering for the following year shall be passed on to the new officers upon installation.
- B. Installation and training of the Freshman Officer shall occur during the Fall ASOIT Retreat.
- C. The term of office for the current administration ends when the new officers are installed.

Section V: Vacancies

- A. In the event of a vacancy in the office of President, the Vice President (Klamath Falls) shall assume the duties of the President for the remaining term of office.
- B. All other vacancies shall be filled by appointment from the ASOIT President within 30 days of the date that the vacancy occurs, excluding school vacations and holidays. These appointments are subject to approval of the ASOIT Advisors and majority approval of the ASOIT Officers.
- C. Should a vacancy occur after one half of the academic year is complete, then the vacant position need not be filled until the following ASOIT Election, but can be at the discretion of the remaining ASOIT Officers.

Section VI: Recall

- A. Any elected ASOIT Officer may be removed from office through a recall petition.
- B. A move to recall is initiated by submission of a petition, signed by at least twenty percent of the Organized Campus Clubs (OCC) representatives and twenty percent of the ASOIT Officers. A letter naming the ASOIT Officer and giving arguments for his or her removal must accompany the petition.
- C. A recall vote will be held at the next General Meeting of ASOIT. Removal shall be effected by a majority vote of the attending ASOIT Officers and OCC representatives. Each recognized club, through its representative, has one vote.

Section VII: Impeachment

- A. Any elected officer of ASOIT may be impeached and removed from office for failure to perform their duties as described in this Constitution and its Bylaws or by violating the Student Conduct Code.
- B. Impeachment and removal shall be effected by a majority vote of all students present at the General Meeting which the impeachment is held. A letter must accompany a motion to all students present, naming the officer, and giving arguments for the officer's removal.
- C. Additional materials and procedures for the impeachment to be determined at the discretion of the remaining ASOIT Officers.

Section VIII: Termination

- A. Any non-elected ASOIT Officer may be terminated and removed from office for failure to perform their duties as described in this Constitution and its Bylaws or by violating the Student Conduct Code.
- B. Termination and removal shall be effected by a unanimous decision between both President and Vice President, less one of these positions is up for termination then the Governmental Affairs Officer will vote in their place. A letter, giving arguments for the officer's removal, must be provided to the officer being removed and to the remaining ASOIT Officers. Terminations are subject to the approval of the ASOIT Advisors.

Section IX: Penalty

- A. Any ASOIT Officer may be penalized by written warning from the ASOIT Advisors for failure to perform duties as described in the Bylaws. Failure to comply may result in further disciplinary action.

Section X: Absences

- A. Any ASOIT Officer will be removed from office after the second unexcused absence from a regularly scheduled meeting in any academic term or after the third unexcused absence during their term of office (see article IV, sections: VI, VII, VII).
- B. Excused absences consist of a valid reason and advance notification given to and approved by the President or an ASOIT Advisor.

Article V
Meetings

Section I: General Meetings

- A. The President, or an ASOIT Officer designated by the President shall act as Chair of all General Meetings, and votes only in the event of a tie.
- B. General Meetings shall be held on the second and fourth Mondays of each month during the academic year. The President may change General Meeting dates with notice posted by Web & Communications Developer at least one week prior to the earlier of either the original meeting date or the new meeting date.
- C. The Web & Communications Developer shall post all General Meeting dates of the academic year at least one week prior to the first regular General Meeting of fall term each year.
- D. ASOIT Officers are required to attend all General Meetings unless a valid reason and advance notification is given to, and approved by the President or an ASOIT Advisor.
- E. Quorum shall consist of at least half of the ASOIT Officers, and at least half of all Organized Campus Club Representatives, not including any inactive or frozen clubs.

- F. All Clubs are required to have a representative present at each General Meeting unless a valid reason and advance notification is given to and approved by the President or the Administrative Officer.
- G. Any interested party may request to speak at a General Meeting by submitting a written request to the ASOIT President or an ASOIT Advisor.
- H. General Meetings are open meetings, and conform with Oregon's laws and regulations pertaining to public meetings including, but not limited to, ORS 192.610 to 192.690.

Section III: Executive Meetings

- A. The President, or an ASOIT Officer designated by the President shall act as Chair of all Executive Meetings, and vote only in the event of a tie.
- B. Executive Meetings shall be held on the first and third Mondays of the month. The President may change Executive Meetings dates with notice posted by Web & Communications Developer at least one week prior to the earlier of either the original meeting date or the new meeting date.
- C. The Web & Communications Developer shall post all Executive Meetings dates of the academic year at least one week prior to the first Executive Meeting of fall term each year.
- D. ASOIT Officers are required to attend all Executive Meetings unless a valid reason and advance notification is given to and approved by the President or an ASOIT Advisor.
- E. Any interested party may request to speak at an Executive Meeting by submitting a written request to the ASOIT President or an ASOIT Advisor.

Article VI
Officer Elections

Section I: Any currently enrolled student at Oregon Tech is eligible to vote in the ASOIT Election for the officers that serve at their respective campus. All students at Oregon Tech vote for the office of President.

Section II: The ASOIT Election for the following positions will be held during spring term of each academic year:

Klamath Falls

- A. President
- B. Vice President
- C. Administrative Officer
- D. Finance Officer
- E. Governmental Affairs Officer
- F. Non-Traditional Student Officer
- G. Campus Clubs Officer

Wilsonville

- A. Vice President
- B. Administrative Officer
- C. Club Officer
- D. Activities & Outreach Officer

E. Student Affairs Officer

Section III: The ASOIT Election is administered by and is the responsibility of the Election Committee.

- A. The Election Committee is responsible for holding the ASOIT Election in a timely and proper manner including organizing applications, publicity, election material, election booths, ballot counting, etc.
- B. The Election Committee shall consist of any interested ASOIT Officers not seeking office.
- C. The Election Committee shall consist of five members. If needed, a student-at-large may be added by the approval of the remainder of the Election Committee.
- D. An ASOIT Advisor shall be a member (non-voting) of the Election Committee in addition to student members.

Section IV: Open positions and application deadlines shall be posted for a minimum of two weeks prior to the application deadlines.

Section V: Applicants must submit an official application by the posted application deadline to be eligible to run for office.

Section VI: The ASOIT Election will be held in accordance with the ASOIT Election Bylaws.

Article VII
Officer Selection

Section I: Selection Committee

- A. The Selection Committee shall be responsible for the selection of:
 - 1. Freshman Officer
 - 2. Web & Communications Developer
 - 3. Chief of Staff
 - 4. Elected positions not filled by an election

Section II: Membership of the Selection Committee shall consist of all interested current ASOIT Officers as outlined in Sections III – VI below.

Section III: Freshman Officer Selection:

- A. It is the responsibility of the Selection Committee to select the Freshman Officer before the Fall ASOIT Retreat.
- B. If members of the Selection Committee cannot be contacted in person, they should be contacted by other means.
- C. Interested freshmen must submit an official application by the deadline posted by the Selection Committee to be eligible.
- D. After all interviews have been held, a candidate for the position shall be chosen by a majority vote.

Section IV: Web & Communications Developer and Chief of Staff Selection:

- A. It is the responsibility of the Selection Committee to select the Web & Communications Developer before the Fall ASOIT Retreat.
- B. If members of the Selection Committee cannot be contacted in person, they should be contacted by other means.
- C. Interested students must submit an official application by the deadline posted by the Selection Committee to be eligible.
- D. After all interviews have been held, a candidate for the position shall be chosen by a majority vote.
- E. Chief of Staff may be hired at any time during the year at the discretion of the ASOIT Officers.

Section V: Positions unfilled by the ASOIT Election:

- A. An ASOIT Advisor shall post the open positions and application deadlines for a minimum of two weeks following the conclusion of the ASOIT Election.
- B. Applicants must submit an official application by the posted application deadlines to be eligible.
- C. The Selection Committee shall meet within 30 days of the ASOIT Election to fill any remaining positions.
- D. The Selection Committee shall consist of the interested officers of the current administration and any interested newly elected ASOIT Officers.
- E. The ASOIT President of the current administration shall serve as the Chair of the Selection Committee when hiring officers for positions not filled by the ASOIT Election.
- F. Should the current ASOIT President be one of the applicants, a replacement Chair shall be chosen by the ASOIT Advisors.
- G. After all interviews have been held, a candidate for each open position shall be chosen by a majority vote of the Selection Committee.

Section VI: Other guidelines regarding Officer Selection shall be outlined in the Bylaws.

Article VIII
ASOIT Advisors

Section I: The following shall be the ASOIT Advisors:

- A. Director of Campus Life
- B. Vice President for Student Affairs

Article IX
Amendment(s)

- Section I: Any proposed amendment(s) to this Constitution must be submitted in writing to the ASOIT Officers.
- Section II: Following a notice given during the previous General Meeting, a public hearing must be held at the following General Meeting on the amendment(s).
- Section III: The amendment(s) may then be approved and adopted by a majority vote of the present OCC Representatives, each of whom shall receive one vote by written ballot.

Article X
Committees

- Section I: Committees are established to assist the ASOIT Officers in carrying out their functions.
- Section II: Committees will be formed as necessary by ASOIT Officers.

Article XI
Bylaws

- Section I: A proposed amendment to the Bylaws must be submitted to the Governmental Affairs Officer in writing.
- Section II: The Bylaws shall then be approved and adopted by a majority vote of the ASOIT Officers at an Executive Meeting.

Article XII
Enabling Clause

- Section I: Once approved by the current membership of ASOIT, this Constitution becomes effective and supersedes any and all previous ASOIT Constitutions as of the date specified in Article XII, Section II.
- Section II: This Constitution shall go into effect on June 3, 2013.