**Associated Students of**

**Oregon Institute of Technology – Klamath Falls**

**3201 Campus Drive**

**Klamath Falls, OR 97601**

**BYLAWS**

**REGULATIONS GOVERNING THE AFFAIRS OF ASOITK**

**Article I: Duties of Officers (collective called ASOITK Executives)**

Section I: Each officer shall:

1. Act in the best interest of the student body.
2. Share the responsibility of establishing a progressive and productive student government.
3. Be familiar with the contents of this document, the ASOIT Constitution, relevant policies, and assume responsibility to ensure that the stated documents reflect the current policy and practices of ASOITK.
4. Support Registered Student Organizations (RSO) by attending events, collaborating, volunteering, and will promote ASOITK when possible.
5. Assist one another in their position-specific duties as needed.
6. Serve on campus committees as assigned or selected to represent students.

Section II: Office Hours and Officer Reports

1. Officers will post their office hours within the first week of each academic term.
2. Officers will be available and welcoming to visitors while serving office hours and will use their time to conduct ASOITK business.
3. Officers will report on their position’s work at each general meeting.
4. Officers will report at Executive Meetings (and general meetings, if appropriate) on the work of their campus committees and progress on their position’s tasks and projects.

Section III: Officer-Specific Duties

1. President
	1. Will serve as the chief spokesperson and representative of ASOITK.
	2. Chair all executive and general meetings.
	3. Help coordinate the programming of any leadership conferences and retreats in conjunction with the advisors.
	4. Shall be a member before the Faculty Senate, President’s Council, Oregon Student Association (OSA; if ASOIT affiliates in the given year), and other committees on which they sit and will represent the student body. Voting rights determined by appointment.
	5. Collaborate with ASOIT Portland-Metro (ASOITPM) through ASOIT Council. At least once per term, of which, one must be hosted in person in Portland-Metro.
	6. Communicate regularly with each officer in order to know how each officer is working to meet position requirements, goals and initiatives.
	7. Serve a minimum of eight (8) office hours per week.
2. Vice President
	1. In case of the President’s absence, or at the request of the President, the Vice President shall serve as an alternate on any committee the President serves.
	2. In case of the President’s absence, or at the request of the President, the Vice President shall chair the executive or general meetings.
	3. Assist the President in the supervision of ASOITK.
	4. Chair the ASOITK Elections Committee (in accordance to the ASOITK Election Bylaws) unless running for an office.
	5. Collaborate with ASOIT Portland-Metro (ASOITPM) through ASOIT Council.
	6. Coordinate blood drives each term.
	7. Oversee amendments to the ASOIT Constitution and Bylaws in accordance to these documents and ensure that the final versions are maintained in ASOITK files.
	8. Serve a minimum of six (6) officer hours a week.
3. Finance Officer
	1. He/she shall be responsible for actively monitoring incidental fee allocations and expenses for all campus clubs and programs.
	2. Work along with the Administrative Officer and the Associate Director of Campus Life on club financial records and status.
	3. Work with ASOITK Officers in planning and utilizing the ASOIT Budget.
	4. Responsible for facilitating Financial Allocations Committee (FAC) budget hearings.
	5. Sign purchase orders (PO) when necessary.
	6. Submit the ASOITK and FAC budget to the Incidental Fee Commission (IFC).
	7. Serve a minimum of six (6) office hours a week.
4. Administrative Officer
	1. Maintain related records and perform various administrative duties.
	2. Responsible for recording, maintaining, and posting minutes and agendas of all meetings of ASOITK.
	3. Responsible for monitoring and maintaining RSO records and attendance.
	4. Serve as administrative support for the elections committee.
	5. Meet requirements of House Bill.
	6. Prepare agendas for all executive and general meetings.
	7. Serve a minimum of six (6) hours a week.
5. Campus Clubs Officer
	1. Responsible for representing and actively seeking the views of the student body regarding RSOs.
	2. Communicate regularly with RSOs to inform them of all pertinent meetings.
	3. Update and maintain a list of RSO and RSO Advisors.
	4. Serve as the liaison between RSO and the rest of the ASOITK Officers.
	5. Coordinate two (2) Super Sign-Up events held on the third Wednesday of fall and spring terms.
	6. Serve a minimum of six (6) office hours a week.
6. Non-Traditional Student Officer
	1. Responsible for actively seeking the views, and promoting the culture, of non-traditional students on campus.
	2. Coordinate events with other campus programs geared towards non-traditional students (Treehouse, Student Veterans Program, etc.).
	3. Host one non-traditional event per term.
	4. Serve a minimum of six (6) office hours a week.
7. Communications Officer
	1. Responsible for public relations within the campus and the community, updating and maintaining information on the ASOITK website, producing advertisements, and managing social media.
	2. Responsible for producing press releases.
	3. Responsible for producing and dispersing advertisements (i.e. posters/flyers).
	4. Post the minutes and agendas on ASOIT webpage
	5. Responsible for using student media & other media outlets to promote ASOITK.
	6. Serve a minimum of six (6) office hours a week.

**Article II: Special Committees**

Section I: Special Committees are defined as any committees consisting of ASOIT Officers with the exception of those committees outlined in the Bylaws or policies (i.e. Election Committee, Selection Committee).

Section II: Regulations

1. Special Committees shall form to deliberate on specific issues outside of scheduled Executive Meetings, form a recommendation, and bring said recommendation to the Executive Meeting.
2. Membership on a Special Committee shall be assigned to ASOITK Officers, and can include student(s)-at-large at the discretion of the ASOITK Officers.
3. The termination of committee membership is at the discretion of the ASOITK President in consultation with advisors.

 Section III: Election Committee

1. The Election Committee shall adhere by the rules set forth in the ASOIT Constitution.
2. The officer positions of President and Vice-President are elected positions through a popular vote on campus.
3. All other officer positions shall be hired positions by the elected President and Vice-President.

**Article III: Registered Student Organizations (RSO) Handbook**

Section I: The RSO Handbook is the set of regulations for administering the RSO on campus.

Section II: The RSO Handbook is updated each summer to reflect any campus policy or procedure changes and ready for fall term.

Section III: Administration & Amendments

1. The RSO Handbook is administered by the ASOITK Officers.
2. All amendments to the RSO handbook are approved by the ASOITK Officers.

**Article IV: Bylaws Amendments**

Section I: Officers may submit a motion to review and amend the ASOITK Bylaws at any executive meeting.

Section II: Amendments shall pass with a 2/3 vote at a general meeting.

**Article V: Enabling Clause**

Section I: Once approved by the current membership of ASOIT, these Bylaws become effective and supersede any previous ASOIT Bylaws as of the date specified in Article V, Section II.

Section II: These Bylaws shall go into effect on date here.