BYLAWS
OF
THE STUDENT LEADERSHIP COUNCIL
OF
LINN-BENTON COMMUNITY COLLEGE

Created April, 2013

ARTICLE I: Name

The name of this organization shall be "The Student Leadership Council" (herein referred to as the SLC). The following bylaws constitute the governing document of the SLC.

ARTICLE II: Mission

The Student Leadership Council (SLC) shall serve as the governing body of the Associated Students of Linn-Benton Community College (ASLBCC). The SLC will also serve as a liaison between the ASLBCC and the college administration, facilitating communication between the two groups as well as communication amongst the student body. The SLC shall provide opportunities for networking, social interactions, and outreach activities.

ARTICLE III: Governance/Organization

a) The role of each Student Leadership Council Member is to ensure all matters brought before the SLC are in the best interests of to the ASLBCC.

b) Student Leaders are expected to:

   a. act as public relations representatives for the ASLBCC,
   b. Monitor monthly SLC budget expenditures.
   c. To organize events for students
   d. To receive complaints from students, investigate the problems of students, and participate in academic decisions concerning students
   e. To provide an official voice through which the opinions of the student body may be expressed;
   f. To develop ASLBCC policies in a fair and open manner
   g. To inform all students of ASLBCC activities and encourage participation in them.

c) The SLC shall aim to meet at least every week that Linn-Benton Community College is in an academic term except during the Summer Session and finals week of any term. Special meetings may be called by the Chair and shall be called upon the written request of five (5) SLC Representatives.

d) All SLC meetings are open to the public.

e) The SLC will consist of Nine (9) voting members and the SLC Executive Assistant. The Voting members will include: SLC President, Vice President, Finance Director, Legislative Affairs Director, Student Outreach Director, Community Outreach Director, Benton Center Director, Lebanon Center Director, and Communications Director.
f) The SLC President shall act as a student advocate and represent the SLC at the Linn-Benton Community College Board meetings, as well as create and publicly post agendas for SLC meetings 72 hours prior to each meeting. The president will chair the SLC meetings.

g) The SLC Executive Assistant will record the meeting minutes for all SLC meetings and post them publicly no later than 48 hours after the meeting.

h) The Vice President shall chair the Student Judiciary Board, prepare agenda for those meetings and report on those meetings weekly to the SLC. The Vice President chairs SLC meetings in the absence of the President.

i) The Financial Director shall chair the Student Activity Fee Committee, prepare agendas for those meetings and report on those meetings weekly to the SLC. The Financial Director shall also monitor all spending in ASLBCC budgets and prepare a monthly report for the SLC on the State of those funds.

j) The Community Outreach Director shall chair the programming task force meetings, prepare agendas for those meetings and report on those meetings weekly to the SLC.

k) The Student Outreach Director shall chair the Council of Clubs, prepare agendas for those meetings and report on those meetings weekly to the SLC.

l) The SLC must approve the ASLBCC Budget for the upcoming year each spring term after the appointment process has taken place.

**ARTICLE IV: ASSOCIATED STUDENT LEADERSHIP COUNCIL APPOINTMENT PROCESS**

Section A: Members of the SLC with the exceptions of the President and Vice President shall be appointed by an SLC Selection Committee.

Section B: Term of service will be for one (1) year, beginning on the first (1st) day of week five (5) of spring term and ending on the first (1st) day of week five (5) of the following spring term. Vacancies will be filled as they occur.

Section C: The SLC Selection Committee shall consist of no more than six (6) and no less than (4) exiting members (and/or the incoming President and Vice-President) of SLC, as well as the SLC advisor.

Section D: The President and Vice President shall be appointed via the election process outlined in the ASLBCC Constitution Article X.

Section E: Should the election process not meet minimum voting requirements the President and Vice President shall be appointed within the appointment process.

Section F: Voting process for SLC Selection Committee shall be that each members of the selection committee gets one vote.

**Article V: Officer Duties**
SLC PRESIDENT

a) Leads ASLBCC Leadership Team (SLC).
b) Facilitates weekly SLC meeting: Posts agenda 72hrs prior to each meeting, ensures minutes are entered by the Executive Assistant 48 hrs. After meeting, and schedules all guests with the SLC Advisor.
c) Coordinates work of the SLC to prioritize and best serve student interests
d) Directs official business, ensures Bylaws and Constitution are followed, and appoints sub committees as needed.
e) Attends Linn Benton Community College Board Meeting Monthly (if unable to attend the spot must be filled by a member of SLC 24hrs prior to the meeting).
f) Meets with SLC Advisor weekly.
g) Completes all required paperwork.

- Receives 3 Full Talent Grants (6, 12, 12, 6)

SLC Executive Assistant (2)

a) Works with President the on agenda
b) Keeps official minutes of meetings (SLC, Student Judiciary Board, Council of Clubs, and Programing Task Force)
c) Coordinates SLC Accreditation Binder
d) Completes all required paperwork by due dates.

- Receives 1.5 Full Talent Grants (3, 6, 6, 3)

Vice President

a) Chairs SLC meetings in the absence of the SLC President
b) Assists the SLC President in ensuring all SLC actions are in accordance with SLC Constitution and Bylaws
c) Chairs ASLBCC Student Judiciary Board and presents a monthly report to the SLC.
d) Schedules monthly SLC team meeting with LBCC President and Vice President.
f) Manages and coordinates fall, winter, and spring Blood Drives with Red Cross.
g) Coordinates and trains volunteers for SLC events and campaigns

- Receives 3 Full Talent Grants (6, 12, 12, 6)

Finance Director

a) Monitors all spending and budget of ASLBCC accounts
b) Provides a monthly report of ASLBCC spending accounts to the SLC.
c) Appointed Chair of the Student Activity Fee Committee
d) Meets monthly with all subsidiary entities of the SLC (e.g. Coffee Shop Manager, Lunch Box Coordinator, etc.) and reports back to the SLC.
e) Completes all required paperwork by due dates.
f) Acts as a financial advisor for the Council of Clubs, Hot Shot Cafe, and Events Task Force.
g) Attends the Events Task Force Meeting at least once a month.

- Receives 3 Full Talent Grants (6, 12, 12, 6)
SLC Community Outreach Director

a) Chairs weekly Programing Task Force meeting.
b) Tracks appointed tasks of event planners ensuring that the tasks are completed and documented as addressed in the Programming Task Force bylaws.
c) Ensures all required paperwork (e.g. event planners, budgets, etc.) are completed by due dates.
d) Maintains that all event planners are completed and turned into the Executive Assistant to be placed into accreditation binder.
e) Inventories and maintains the Linn-Benton Lunch Box.

- Receives 3 Full Talent Grants (6, 12, 12, 6)

Legislative Affairs Director

a) Serves as the LBCC SLC representative to Oregon Community College Student Association.
b) Runs a student voter registration drive during the spring and Fall Term of even years (2012, 2014 etc...)
c) Leads student lobbying efforts during the winter and Spring Term of odd years (2013, 2015, etc...)
d) Completes all required paperwork by due dates, including travel waivers.
e) Travel at least once per month will be required for this position.

**The OCCSA is a state board consisting of a student representative from each member community college. The board meets monthly. As the representative from LBCC this position is expected to commit to one board meeting per month and to prepare for and bring back information from these board meetings. Travel is to be expected.

- Receives 3 Full Talent Grants (6, 12, 12, 6)

Benton Center Coordinator

a) Coordinates Activities and Event Calendars for the Benton Center with Albany Campus
b) Coordinates Study Jam at the Center each term
c) Develops and manages Benton Center volunteers and volunteers list
d) Meets Monthly with Benton Center Director
e) Completes all required paperwork (e.g. event planners, budgets, etc.) by due dates.

- Receives 1.5 Full Talent Grants (3, 6, 6, 3)

**It is highly recommended that the student(s) who fill this position be a student at the Benton Center.

Lebanon Center Coordinator

a) Coordinates Activities and Event Calendars for the Lebanon Center with Albany Campus
b) Coordinates Study Jam at the center each term
c) Develops and manages Lebanon Center volunteers and volunteers list
d) Monthly meeting with Lebanon Center Director
e) Completes all required paperwork (e.g. event planners, budgets, etc.) by due dates.

- Receives 1.5 Full Talent Grants (3, 6, 6, 3)

**It is highly recommended that the student(s) who fill this position be a student at the Lebanon Center.
**Student Outreach Director**

a) Helps coordinate Courtyard Lunches fall and spring term.
b) Meets with Program Assistant/Club Director, regularly.
c) Manages volunteer database, recruitment, and contacts on a weekly basis
d) Chairs Council of Clubs meeting and, reports to the SLC
e) Completes all required paperwork by due dates.

- Receives 3 Full Talent Grants (6, 12, 12, 6)

**Communications Director**

a) Manages SLC poster creation and publication processes through media services.
b) Updates and manages reader boards.
c) Attends weekly Programing Task Force meeting.
d) Completes all required paperwork by due dates.
e) Communicates with LBCC Commuter on behalf of SLC.
f) Communicates with Media Services on behalf of SLC.
g) Communicates with Student Life & Leadership staff to update the LBCC website as needed.
h) Works in the LBCC Commuter office in order to receive additional Talent Grants. No more than 1.5 additional Full Talent Grants may be earned from the commuter during the academic year.

- Receives 1.5 Full Talent Grants (3, 6, 6, 3)

**Event Planner (4)**

a) Coordinates and staffs events for the SLC.
b) Creates and proposes budgets for events.
c) Plans the Fall, Winter, and Spring Term Study Jam.
d) Attends the Events Task Force Meeting
e) One event planner shall be appointed each year to coordinate events with the Diversity Achievement Center

- Receives 1.5 Full Talent Grants (3, 6, 6, 3)

**ARTICLE VI: Tuition Grants and Other Reimbursements**

**Section A:** Upon each student’s completion of all expectations outlined in the ASLBCC Constitution and Bylaws, tuition grants will be distributed at the beginning of each term by the SLC Advisor prior to the Business Office deadline. Full talent grants are equal to 12 in-state tuition rate credits and one-half talent grants are equal to 6 in-state tuition rate credits per term. The distribution of these grants for each SLC position is outlined in Article I Section B.

**Section B:** Grants for SLC members appointed after the start of a term will be awarded by the SLC Advisor based on the time in which the member began his or her duties as a team member of the SLC.

**Section C:** SLC conference and retreat expenses including: lodging, registration, travel and meals will be fully reimbursed by SLC funds in compliance with College policy. Mileage expenses incurred by SLC members while on official SLC business are reimbursable at the current College designated amount, through the SLC fund, if college transportation is not provided and the driver has been approved according to College policy and procedures.
ARTICLE VII: Committees

Section A: The following responsibilities regarding committees will be the directive of the Council of Clubs
   i. Appoint student representatives to campus-wide committees as defined by the LBCC Administration Rule A101: Councils and Standing Committees.
   ii. Keep on file a list of current college committees and the students serving on these committees.
   iii. Work with the SLC President and Vice President to recruit committee members and fill any vacancies.
   iv. The Student Outreach Director will appoint student representatives specifically to the following committees and councils to be ratified by a majority vote by the Council of Clubs:
      a. LBCC College Council
      b. Academic Affairs Council
      c. Student Activities and Programs Committee
      d. Diversity and Civic Engagement Council

Section B: The SLC President will serve as the ASLBCC representative to the LBCC Board of Education.

Section C: The Legislative Affairs Director shall serve as the ASLBCC representative to the Oregon Community College Student Association Board or appoint an SLC member to serve in their place.

ARTICLE VIII: Student Leadership Council Meetings

Section A: All SLC meetings will be open to the public with the exception of executive sessions as pursuant to the Oregon Revised Statute 192.660. SLC minutes will be taken every meeting by the Executive Assistant. If the Executive Assistant is for any reason unable to attend a meeting, the President will appoint a temporary Minutes taker from the SLC or ASLBCC. The President is responsible for organizing the content of meeting agendas and the Executive Assistant shall aid the President in compiling these materials. Meeting agendas shall be posted at least 72 hours prior to a meeting and minutes will be made available within 48 hours following each meeting. All minutes and agendas will be kept on record in the SLC G- Drive and documented in the ASLBCC Accreditation Binder available to all students.

Section B: The SLC will meet on Tuesday from 3pm to 5pm (Monday from 4pm-6pm) to conduct official business. The meeting time can be amended with a two-thirds vote of the SLC and must be between the hours of 8 AM to 5 PM Monday thru Friday. Each member is required to attend the meeting or provide an approved proxy for the meeting.

**To approve a proxy requires a majority vote of the SLC

Each member is required to attend their respective committee meeting during its scheduled time for the subsidiary entities—Student Judiciary Board, Council of Clubs, Events Task Force-- This meeting is to fall between the times of 3pm and 5pm Thursday (Wednesday)—to address the more focused needs within the overall interests of the ASLBCC.

Section C: Special meetings may be called by petition signed by thirty members of the ASLBCC and presented to the SLC, or a petition signed by a majority of SLC voting members.
Section D: The agenda shall be posted to the LBCC website at least 24 hours in advance of any special meetings.

Section E: The SLC will use the following order of business outline:

I. Call to order & Welcome
II. Consent Agenda
III. Hearing of Guests & Special Reports
IV. Committee Reports
   a. Student Judiciary Board
   b. Council of Clubs
   c. Events Task Force
   d. Student Activity Fee
V. Action Items
VI. Discussion Items
VII. Member Task Reports
VIII. Announcements & Reminders
IX. Adjournment

ARTICLE IX: VACANT SLC POSITIONS

Section A: Any student applying for an appointed SLC position must complete an application and interview process meeting the same requirements as outlined in the ASLBCC Constitution and Bylaws.

Section B: Postings of vacant position and applications must be opened to the ASLBCC Student Body for 14 school days before interviews can be scheduled. An exception to this posting can be made if deemed appropriate by the SLC and requires a 2/3 majority vote.

Section C: The interview committee for the appointment of vacant positions must consist of no less than 4 and no more than 6 current members of the SLC.

Section D: The decision to appoint applicants to vacant positions shall be determined by the interview committee with at least a 2/3 majority vote of the committee.

Section E: In the event of a vacancy to the position of Student Body President the procedure of succession shall be as follows: Vice President, Legislative Affairs Director, Finance Director.

Section F: Grant distribution shall be pro-rated for the incoming and outgoing member of SLC upon the date hired by the SLC Interview Committee.
Section G: New appointed SLC members will be selected by the interview committee prior to week five of spring term. Positional training will occur after the selection of new members and before the new term of service. The SLC Advisor and any available retiring SLC members will conduct the training of new members. The beginning of week five (5) defines the new term of service for the incoming team.

ARTICLE X: AMENDMENTS TO THE BYLAWS

Section A: Amendments to the bylaws must follow procedures according to Article XIV of the Associated Students of Linn-Benton Community College Constitution.

ARTICLE XI: CLUBS

Section A: Club shall be in accordance with the Clubs Handbook guidelines and LBCC Administrative Rules.

Section B: The SLC will work in accordance with the Council of Clubs in matters involving campus clubs.

Section C: All clubs meeting in the specified criteria will be recognized by the Council of Clubs before becoming active on campus.

Section D: In the presentation of a Club Charter to Council of Clubs at least one member of the potential club shall present the charter to Council of Clubs at meeting.

Section E: When requesting funds from Council of Clubs at least one member of the club must be present. All funds will be appointed after a majority vote by Council of Clubs.

Section F: Members/Club Advisor must meet once per term with the Student Outreach Director or Program Assistant/Club Coordinator to go over term requirements and member numbers (i.e. volunteer requirements/funding opportunities.)

ARTICLE XII: REMOVAL OF MEMBERS

SLC member shall be removed for not meeting academic and/or performance expectations; they may also be removed for a violation of the student’s rights and responsibility. SLC members must maintain good academic standing six (6) credits at LBCC with a minimum 2.2 GPA as well as a 75% completion rate) throughout their term of office. Failure to maintain good academic standing shall result in the SLC member being placed on probation for one term. An immediate vacancy shall be declared if the officer remains on unsatisfactory academic standing for a second consecutive term.

Section A: If at any time, for one (1) term, a member of SLC achieves less than a 2.2 GPA; said member will be placed on probation for one (1) term. If said member does not achieve the required GPA after the first probation, said member will be removed from their position. An immediate vacancy shall be declared if the officer remains on unsatisfactory academic standing for a second consecutive term.
**Section B:** The Student Judiciary Board shall hear grievances about an SLC member’s job performance and establish if said SLC member is to be removed for non-fulfillment of job duties. There shall be a Hearing to review the individual’s performance and the SLC expectations of the accusations and proposed consequence. At the Hearing, the SLC member under review shall be allowed to state their case to the Committee. After the hearing, the Committee shall vote on the potential removal of the SLC member under review of their duties. All members of the Hearing shall cast one (1) vote, and there must be a two-thirds (3/4) majority to relieve the individual of their duties.

**XIV. Fundraising**

As addressed in Article VII section 7 item L: The SLC may engage in some form of fundraising each year. As an example to other student groups, SLC shall attempt to raise 20% of its support through Fundraising. As of 2013, SLC engages in running the Hot Shot Coffee House, as a fundraiser. Income from that fundraising may be redirected to support Linn-Benton Lunch Box or other student needs, by SLC vote. The Student Life and Leadership staff shall provide a process to hire a student manager, to be compensated by grant for the Hot Shot Coffee House, so long as that is the will of the SLC. The staff shall also partner with the Coffee House Manager in the recruitment, selection, and training of work study employees for the Hot Shot. Staff shall ensure that the Coffee House Manager provides appropriate staffing, direction, and supervision in the Hot Shot/Student Union, maintains appropriate fiscal and accounting records, produces any requested reports on the fundraising for the SLC, and otherwise performs assigned duties. It shall be the prerogative of the SLC to propose changes in fundraising model and in use of the Hot Shot space to the College. It shall ultimately be the College's decision on how space will be used at LBCC, but the will of the SLC shall be given strong weight in any decision. It shall ultimately by the SLC’s decision how to engage in fundraising as a part of their work after consultation with their Advisor. The SLC agrees not to engage in any fundraising model or outreach without Advisor consultation and without clearance from the LBCC Foundation.