

Article I. Authority of the ASOIT KF Cabinet

Section 1. Delegation of Authority to the ASOIT KF Cabinet

- 1.1. The Board of Trustees defines and delegates the governing authority to the Student Body to ASOIT KF in Board Resolution 15-2 on Shared Governance.
- 1.2. The ASOIT KF Cabinet is authorized and required by the ASOIT KF Constitution. The ASOIT KF Constitution provides for the powers here vested upon the Cabinet.
- 1.3. The ASOIT KF Cabinet shall be the ultimate legislative decision-making body of the internal affairs of Student Body of Oregon Tech Klamath Falls, in adherence to the Constitution and relevant University-wide policy and procedure.

Section 2. Duties to Shared Governance

- 2.1. The ASOIT KF Cabinet shall have the following duties and responsibilities as a body acting in accord with the ASOIT KF Constitution:
 - 2.1.1. Legislate internally on all matters of student interest.
 - 2.1.2. Review all activities, business, policy, and property affecting the students of Oregon Tech Klamath Falls.
 - 2.1.3. Investigate, initiate, and recommend student government and University-wide policy and present such recommendations or orders to the proper people.
 - 2.1.4. Pass resolutions expressing its opinion on behalf of the student body to the University, University committees, or any part of ASOIT KF, except that the Cabinet may not issue resolutions regarding the result of judicial verdicts interior to ASOIT KF or the University.
 - 2.1.5. The Cabinet shall have the power to legislate as necessary and properly carry out its duties and responsibilities.

Section 3. Ethical Responsibilities

- 3.1. For the purposes of this document, advice is the recommendation of a specific course of action and guidance is the impartial service to help the Cabinet understand information and identify options with not providing a recommendation.
 - 3.1.1. The Cabinet shall have the power to request the advice of other members of the Cabinet. No other person should be compelled to advise the Cabinet or any of its members.
 - 3.1.2. No person shall give guidance if the opinion requested is outside of their area of expertise, creates a conflict of interest, or is defined as a duty of the Cabinet.
- 3.2. Any Cabinet Member positions paid for by ASOIT KF monies must be created as a resolution, approved by a quorum of the Cabinet at Executive Meetings with a supermajority vote (2/3), and presented to the student body at large to be approved by a quorum of RSO Leadership at the following General Meeting by a supermajority vote (2/3).

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- 3.2.1. Any ASOIT KF Cabinet Member shall be paid minimum wage plus one dollar.
- 3.2.2. No ASOIT KF Cabinet Member shall work, and therefore claim, more than twenty (20) hours per week of ASOIT KF duties without ASOIT KF Advisor consultation and approval on a case-by-case basis

Article II. Officers

Section 1. Term of Office

- 1.1. ASOIT Officers shall begin their term of office the first Monday following Commencement, or earlier as designated by the Election Committee.
 - 1.1.1. The outgoing ASOIT Officers shall manage all meetings between the ASOIT Election and the new officer installation.
 - 1.1.2. All accounts, scheduling, and ordering for the following year shall be passed on to the new officers upon installation.
- 1.2. The term of office for the current administration ends upon the installation of the new officers.
- 1.3. Any officer, once removed from ASOIT for any reason, cannot be eligible to hold any ASOIT position for the remainder of that academic year.

Section 2. Vacancies

- 2.1. In the event of a vacancy in the office of President, the Vice President shall assume the duties of and serve as the Interim President for the remaining term of office.
- 2.2. If the Vice President position becomes vacant, the Finance Officer shall partner with the President and assume the roles and responsibilities of the Vice President.
- 2.3. All other vacancies shall follow the hierarchy of the Cabinet as defined in the Bylaws, within 30 days of the date that the vacancy occurs, excluding school vacations and holidays. These Interims are subject to majority approval of the ASOIT Officers at the campus of the vacancy.
- 2.4. Should a vacancy occur after one half of the academic year is complete, then the vacant position shall be filled by an equitable selection process as outlined in the Bylaws. Standing ASOIT officers may fulfill the responsibilities of the position at the discretion of the respective Executive Cabinet.

Section 3. Termination

- 3.1. 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 Code of Conduct.
- 3.2. Termination and removal shall be affected by a unanimous decision between both the President and Vice President, unless one of these positions is up for termination then the standing ASOIT officers must vote in a supermajority (3/4) to terminate. A letter, giving arguments for the officer's removal, must be provided to the officer being removed and to the remaining ASOIT Officers. The letter must be sent to ASOIT 3 days before the next General Meeting.

Section 4. Penalty

- 4.1. Any ASOIT Officer may be penalized by written warning from the ASOIT KF President for failure to perform duties as outlined in the Bylaws. Failure to comply may result in further disciplinary action.

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Section 5. Absences

- 5.1. Any ASOIT Officer will be removed from office after their second unexcused absence from a regularly scheduled meeting in any academic term or after the third unexcused absence during their term of office.
- 5.2. Excused absences consist of a valid reason and advanced notification, at least six hours prior, given to, and approved by, the ASOIT KF President.
- 5.3. In the event that the President is absent, the officer needs to be excused by the ASOIT KF Vice President.

Article III. Cabinet Composition

Section 1. Qualifications of the ASOIT KF Cabinet

- 1.1. All elected, selected, and potential Cabinet Members must have met membership qualifications as outlined in the bylaws.
- 1.2. A candidate for any ASOIT office must have a cumulative grade point average of 2.75 or above, and maintain a 2.75 or above grade point average every term served in the office.
- 1.3. All elected, selected, and appointed Cabinet Members shall hold no other student-employee positions, unless approved by the ASOIT President and Advisor(s) on a case-by-case basis.
- 1.4. ASOIT Cabinet Members must be full-time students. Undergraduate students must be registered for and complete twelve (12) or more credit hours per term served in office, and graduate students must be registered for and complete nine (9) or more credit hours per term served in office.
- 1.5. Cabinet members must maintain active status throughout their term(s) of service. When appointed to any committee/commission exterior to the Cabinet, members must attend the meetings of the respective committees/commissions. Absences from exterior meetings shall be counted as equal to absences from interior meetings.
 - 1.5.1. The Cabinet may excuse an absence from any meeting if the Cabinet member submits a request for absence from the meeting one (1) week prior to the meeting.
 - 1.5.2. Extenuating circumstances, such as illness or tragedy, excuses any Cabinet member from attendance.
- 1.6. Cabinet members who fail to meet their duties and responsibilities as outlined in Article III, Section 1.1 through 1.5, Section 3, and Section 5 shall be subject to the following proceedings:
 - 1.6.1. Cabinet members who fail to attend standing exterior committee/commission meetings shall be charged with one (1) absence toward their quarter Cabinet attendance record for each such absence.
 - 1.6.2. Cabinet members who fail to attend Executive and General ASOIT KF meetings will be charged with one (1) absence toward their quarter Cabinet attendance record for each such absence.
- 1.7. No Cabinet member shall have more than two (2) absences per quarter or be subject to Sanctions as defined in Article IV, Section 3.

Section 2. Hierarchy of the Cabinet

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- 2.1. In the event that the Cabinet experiences a mid-term vacancy, the remaining Cabinet Members shall, at the discretion and approval of the ASOIT KF President, adopt the roles and responsibilities of other Members in the following order:
 - 2.1.1. If the President position becomes vacant, the Vice President shall assume the roles and responsibilities of the President.
 - 2.1.2. If the Vice President position becomes vacant, the Finance Officer shall partner with the President and assume the roles and responsibilities of the Vice President.
 - 2.1.3. If any other position becomes vacant (Administrative Affairs Officer, College of HAS Academic Affairs Officer, College of ETM Academic Affairs Officer, Student Engagement Officer), the Finance Officer shall partner with the Vice President and other relevant Officers to assume the roles and responsibilities of the vacant position.
- 2.2. In the event that a Sanction, as defined in Article II Sections 2, 3, and 4, is brought against a standing or elected Cabinet Member, that member shall be relieved of all authority until the sanctions are resolved at no-fault.
 - 2.2.1. During the proceedings of the Sanction, the Cabinet Member with the next highest authority shall act as an Interim in place of the Accused Cabinet Member. The hierarchy of authority by position is as follows:
 - 2.2.1.1. President has the highest authority.
 - 2.2.1.2. Vice President has the highest authority except the President.
 - 2.2.1.3. Finance Officer has the highest authority except the President and Vice President.
 - 2.2.1.4. Administrative Affairs Officer has the next highest authority after President, Vice President, and Finance Officer.
 - 2.2.1.5. College of ETM Academic Affairs Officer has the next highest authority.
 - 2.2.1.6. College of HAS Academic Affairs Officer has the next highest authority.
 - 2.2.1.7. Student Engagement Officer has the next highest authority.
- 2.3. In the event that a sanction, as defined in Article II Sections 2, 3, and 4, and Article IV Section 3 is brought against a standing or elected Cabinet Member, and the Accused Member is found at-fault, as defined in Article IV Section 3, and are relieved permanently from their role, the hierarchy of authority as defined in Article III Section 2.1 is to be followed.

Section 3. Joint Cabinet Member Responsibilities

- 3.1. All elected, selected, and potential Cabinet Members shall act in the best interest of the entire Klamath Falls student body.
- 3.2. All elected, selected, and potential Cabinet Members shall share the responsibility of establishing a progressive and productive student government.
- 3.3. All elected, selected, and potential Cabinet Members shall 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 ASOIT KF.
- 3.4. All elected, selected, and potential Cabinet Members shall support Registered Student Organizations (RSO) by attending events, collaborating, volunteering, and will promote ASOIT KF when possible.

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- 3.5. All elected, selected, and potential Cabinet Members shall assist one another in their position-specific duties as needed.
- 3.6. All elected, selected, and potential Cabinet Members shall serve on campus committees/commissions as assigned or selected to represent students.
 - 3.6.1. Oregon Tech policy cannot mandate any ASOIT KF Cabinet Member to serve in more than four (4) committees/commissions, however, any Cabinet Member may volunteer for more than four (4) positions, contingent on ASOIT KF President approval on a case-by-case basis.
- 3.7. In-Office Service
 - 3.7.1. Cabinet Members will post their office hours within the first week of each academic term and notify the appropriate Cabinet Member in the case that office hours change.
 - 3.7.2. Cabinet Members will maintain the vibrancy of the ASOIT office by being open, inviting, inclusive, and available to visitors while serving office hours and will use their time to conduct ASOIT KF business.
- 3.8. Reporting
 - 3.8.1. Cabinet Members will report at Executive Meetings and General Meetings as appropriate on the work of their campus committees/commissions and progress on their position's tasks and projects.

Section 4. Interior Committees

- 4.1. Interior Committees are defined as any committees consisting of ASOIT KF Cabinet Members with the exception of those committees outlined in the Bylaws or policies (i.e. Election Committee, Selection Committee).
- 4.2. Regulations
 - 4.2.1. Interior Committees shall form to deliberate on specific issues outside of scheduled Executive Meetings, form a recommendation based on a majority vote (2/3) within the Interior Committee, and report the Interior Committee's recommendation to the ASOIT Cabinet at the next Executive Meeting. Final authority on the matter rests with the ASOIT-KF President.
 - 4.2.2. Membership on an Interior Committee shall be assigned to ASOIT KF Cabinet Members and can include student(s)-at-large at the discretion of the ASOIT KF Cabinet.
 - 4.2.3. The termination of committee membership is at the discretion of the ASOIT KF President in consultation with the ASOIT KF Advisor(s).

Section 5. Position-Specific Duties

- 5.1. President
 - 5.1.1. Serve as the chief spokesperson and representative of ASOIT KF, facilitating exterior communications and building partnerships, delegating as desired.
 - 5.1.2. Provide a report to the Board of Trustees, coordinating with Board of Trustees Secretary, once per term.
 - 5.1.3. In collaboration with the Vice President, meet with each member of the Cabinet to monitor projects, offer support, and delegate as needed.
 - 5.1.4. Chair all Executive and General Meetings.
 - 5.1.5. Meet regularly, no less than twice per month, with ASOIT Advisor(s).
 - 5.1.6. Encourage each member of the Cabinet to meet regularly and build

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relationships with their administrative counterparts:

- 5.1.6.1. Vice President to meet with the Director of Diversity, Inclusion, and Cultural Engagement (DICE).
 - 5.1.6.2. Finance Officer to meet with the Vice President of Finance and Administration.
 - 5.1.6.3. Administrative Affairs Officer, under direction from the President, to meet with the Vice President of Institutional Advancement.
 - 5.1.6.4. Academic Affairs Officer to meet with the Vice President of Academic Affairs and identified academic leaders
 - 5.1.6.5. Student Engagement Officer to meet with the Vice President of Student Affairs.
 - 5.1.7. Serve in the Election Committee as defined by Article IV Section 1.
 - 5.1.8. In partnership with the ASOIT KF Vice President, collaborate regularly with ASOIT Portland-Metro (ASOIT PM) through ASOIT Council.
 - 5.1.9. Participate in University Lobby Day, representing Oregon Tech and advocating to State Senators and decision-makers.
 - 5.1.9.1. ASOIT KF President and Vice President to share or split this duty as they see fit.
 - 5.1.10. Meet with the University President once per month.
 - 5.1.11. Represent ASOIT on the following commissions/committees:
 - 5.1.11.1. Tuition Recommendation Committee (TRC).
 - 5.1.11.2. Chair the Incidental Fees Commission (IFC).
 - 5.1.12. Serve as a student representative on a minimum of two (2) committees/commissions beyond the aforementioned responsibilities.
 - 5.1.13. Serve a minimum of twelve (12) hours per week, with at least eight (8) hours per week served in the office.
- 5.2. Vice President (Chief of Staff)**
- 5.2.1. In collaboration with the President, meet with each member of the Cabinet to monitor projects, offer support, and delegate as needed.
 - 5.2.2. In case of the President's absence, or at the request of the President, the Vice President shall chair the Executive and General ASOIT KF meetings and serve as a delegate on any committee/commission the President serves.
 - 5.2.3. Chair the ASOIT KF Elections Committee per the ASOIT KF Election Bylaws.
 - 5.2.4. In partnership with the ASOIT KF President, collaborate regularly with ASOIT Portland-Metro (ASOIT PM) through ASOIT Council.
 - 5.2.5. Collaborate often with the finance officer and serve as their chief of staff.
 - 5.2.6. In collaboration with the Administrative Affairs Officer, create and maintain ASOIT KF governing documentation.
 - 5.2.7. Meet with the Director of Diversity, Inclusion, and Cultural Engagement (DICE) at least once per term.
 - 5.2.7.1. Identify barriers and ensure the success of historically underrepresented, underserved, and under resourced communities.
 - 5.2.7.2. Work to ensure compliance with Polytechnic Cultural Competency requirements and other relevant legislation.

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- 5.2.8. Serve as a student representative on a minimum of two (2) committees/commissions beyond the aforementioned responsibilities.
- 5.2.9. Serve a minimum of twelve (12) hours per week, with at least eight (8) hours per week served in the office.
- 5.2.10. Report as the ASOIT delegate to the Faculty Senate
- 5.2.11. Serve as a student representative on a minimum of three (3) committees/commissions beyond the aforementioned responsibilities.
- 5.2.12.
- 5.3. **Finance Officer**
 - 5.3.1. In the event of the Vice President's absence on an internal or external committee/commission, the Finance Officer shall assume roles and responsibilities as delegated by the ASOIT KF President.
 - 5.3.2. On any given year, if the Vice President serves as Chair or ASOIT KF representative on any external committee/commission, the Finance Officer shall serve as a student representative on that committee/commission.
 - 5.3.3. Serve as point-of-contact for ASOIT Special Consideration requests and work with ASOIT KF Cabinet in planning and utilizing the ASOIT Budget.
 - 5.3.4. In collaboration with the Student Involvement and Belonging Director, submit the ASOIT KF and Financial Allocation Committee (FAC) budget to the Incidental Fee Commission (IFC).
 - 5.3.5. Represent ASOIT on the following commissions/committees:
 - 5.3.6.1.1. Chair the Financial Allocation Committee (FAC).
 - 5.3.6. Serve as student representative on a minimum of three (3) committees/commissions beyond the aforementioned responsibilities.
 - 5.3.7. Serve a minimum of ten (10) hours per week, with at least six (6) hours per week served in the office.
 - 5.3.8. Assist in tasks as delegated by the President or Vice President.
- 5.4. **Administrative Affairs Officer**
 - 5.4.1. Responsible for public relations within the campus and the community, updating and maintaining information on the ASOIT KF website, producing advertisements in collaboration with relevant ASOIT KF Officers, and producing press releases as needed.
 - 5.4.2. Responsible for oversight of the ASOIT email, and facilitating the appropriate responses as needed to address the emails.
 - 5.4.3. Responsible for preparing, recording, maintaining, and posting minutes and agendas of all ASOIT KF meetings on the ASOIT website.
 - 5.4.3.1. General Meeting Agendas must be posted or otherwise distributed to all required participants of the General Meeting no later than one (1) week before the date of the General Meeting.
 - 5.4.3.2. Executive Meeting Agendas must be posted or otherwise distributed to all required participants of the Executive Meeting no later than three (3) days before the date of the Executive Meeting.
 - 5.4.3.3. Draft minutes of Executive and General Meetings must be available for viewing no later than one (1) week after the Executive or General Meetings.
 - 5.4.4. In collaboration with the Vice President, create and maintain ASOIT KF

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- governing documentation.
- 5.4.5. In collaboration with the Student Engagement Officer, monitor and maintain RSO records and attendance at required meetings.
- 5.4.6. Serve as student representative on a minimum of two (2) committees/commissions.
- 5.4.7. Serve a minimum of ten (10) hours per week, with at least six (6) hours per week served in the office.
- 5.4.8. Assist in tasks as delegated by the President or Vice President.
- 5.5. **College of HAS Academic Affairs Officer**
 - 5.5.1. Facilitate the connection of students with their respective Dean(s) and Department Chairs and serve as a conveyance for student concerns.
 - 5.5.1.1. For identified academic student concerns: determine stakeholders, take appropriate action, track the status of issues, and communicate the process to the stakeholders involved.
 - 5.5.1.2. Utilize Oregon Tech governance structure to effectively advocate for student concerns and feedback.
 - 5.5.2. Identify opportunities to connect students with academic support services, including but not limited to:
 - 5.5.2.1. Departments responsible for academic success.
 - 5.5.2.2. Facilitating communication and connection to relevant advising services.
 - 5.5.2.3. Under direction from the Vice President, work with the Office of Diversity, Inclusion, and Cultural Engagement (DICE) to identify and remove barriers to ensure the academic success of historically underrepresented, underserved, and under resourced communities.
 - 5.5.2.4. Advocating on behalf of students for necessary change or adjustment of current procedure including but not limited to accessibility to key areas on campus dedicated to academic success and current academic procedure.
 - 5.5.3. Meet with the Vice President of Academic Affairs a minimum of once per term, while identifying and meeting with other academic leaders (Dean of HAS, Chairs, etc.) as needed by students and up to the discretion of ASOIT KF President.
 - 5.5.4. Represent ASOIT on the following commissions/committees:
 - 5.5.4.1. Commission on College Teaching (CCT).
 - 5.5.4.2. Curriculum Planning Commission (CPC).
 - 5.5.5. Serve as student representative on a minimum of three (3) committees/commissions beyond the aforementioned responsibilities.
 - 5.5.6. Serve a minimum of ten (10) hours per week, with at least six (6) hours per week served in the office.
 - 5.5.7. Assist in tasks as delegated by the President or Vice President.
 - 5.5.8. Format a weekly report to the Vice President
- 5.6. **College of ETM Academic Affairs Officer**
 - 5.6.1. Facilitate the connection of students with their respective Deans and Department Chairs and serve as a conveyance for student concerns.
 - 5.6.1.1. For identified academic student concerns: determine stakeholders, take appropriate action, track the status of issues, and communicate the process to the stakeholders involved.

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- 5.6.1.2. Utilize Oregon Tech governance structure to effectively advocate for student concerns and feedback.
 - 5.6.2. Identify opportunities to connect students with academic support services, including but not limited to:
 - 5.6.2.1. Departments responsible for academic success.
 - 5.6.2.2. Facilitating communication and connection to relevant advising services.
 - 5.6.2.3. Under direction from the Vice President, work with the Office of Diversity, Inclusion, and Cultural Engagement (DICE) to identify and remove barriers to ensure the academic success of historically underrepresented, underserved, and under resourced communities.
 - 5.6.2.4. Advocating on behalf of students for necessary change or adjustment of current procedure including but not limited to accessibility to key areas on campus dedicated to academic success and current academic procedure.
 - 5.6.3. Meet with the Vice President of Academic Affairs a minimum of once per term, while identifying and meeting with other academic leaders (Dean of ETM, Chairs, etc.) as needed by students and up to the discretion of ASOITKF President.
 - 5.6.4. Represent ASOIT on the following commissions/committees:
 - 5.6.4.1. Commission on College Teaching (CCT).
 - 5.6.4.2. Curriculum Planning Commission (CPC).
 - 5.6.5. Serve as student representative on a minimum of three (3) committees/commissions beyond the aforementioned responsibilities.
 - 5.6.6. Serve a minimum of ten (10) hours per week, with at least six (6) hours per week served in the office.
 - 5.6.7. Assist in tasks as delegated by the President or Vice President.
 - 5.6.8. Format a weekly report to the Vice President
- 5.7. Student Engagement Officer**
- 5.7.1. Responsible for communicating engagement opportunities to students frequently, including but not limited to:
 - 5.6.1.1.1. Managing ASOIT social media accounts
 - 5.6.1.1.2. Developing a framework for communicating events regularly with the student body at large.
 - 5.7.2. Organize ASOIT General Meetings at a minimum of twice per term, including advertising/marketing, and reminding clubs and programs leaders of upcoming meetings.
 - 5.7.3. Develop opportunities for students to share feedback via surveys, town hall meetings, focus groups, etc.
 - 5.6.3.1.1. For identified student concerns: determine stakeholders, take appropriate action, track the status of issues, and communicate the process to the stakeholders involved.
 - 5.6.3.1.2. Utilize Oregon Tech governance structure to effectively advocate for student concerns and feedback.
 - 5.7.4. Coordinate partnerships and collaborative initiatives with the following campus departments (including, but not limited to):
 - 5.7.4.1. Student Involvement and Belonging (SIB) to bring community service

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- opportunities to campus,
- 5.7.4.2. Athletics Department to increase student involvement in athletics events,
- 5.7.4.3. Under direction from the Vice President, work with the Office of Diversity, Inclusion, and Cultural Engagement (DICE) to identify barriers and ensure the success of historically underrepresented, underserved, and under resourced communities,
- 5.7.4.4. Campus Activity Board (CAB) for event planning and implementation
- 5.7.5.
- 5.7.6. Represent ASOIT on the following commissions/committees:
 - 5.7.6.1. The Financial Allocation Committee (FAC)
 - 5.7.6.2. Program Round Tables
- 5.7.7. Serve as student representative on a minimum of two (2) committees/commissions beyond the aforementioned responsibilities.
- 5.7.8. Serve a minimum of ten (10) hours per week, with at least six (6) hours per week served in the office
- 5.7.9. Assist in tasks as delegated by the President or Vice President

Article IV. Elections, Selection, and Sanctions

Section 1 Elections

- 1.1. Any currently enrolled Klamath Falls student at Oregon Tech is eligible to vote in the ASOIT KF Election.
- 1.2. The ASOIT KF general election is the responsibility of the Election Committee.
 - 1.2.1. The Election Committee is responsible for holding ASOIT KF Elections in a timely and compliant manner including organizing applications, publicity, election material, election booths, ballot counting, etc.
 - 1.2.2. The Election Committee shall consist of any interested ASOIT Officers not seeking the position of President or Vice President of the Cabinet.
 - 1.2.3. The Election Committee shall consist of at least four members. If needed, students- at-large may be added with the approval of the remainder of the Election Committee.
- 1.3. The President and Vice President are the elected positions. The position roles and responsibilities as outlined in the Officer-Specific Duties Bylaws and application deadlines shall be posted for a minimum of two weeks prior to the application deadlines.
 - 1.3.1. If the number of applicants does not surpass the threshold of 2 or more, for President and Vice President positions, then the process in which the applicants are accepted differs.
 - 1.3.1.1. Else, if the threshold is surpassed, the current Election Bylaws starting at Article II will supersede this Amendment (Article I).
 - 1.3.2. Applicants will no longer have to run a campaign nor be needing students to vote in an election.
 - 1.3.2.1. Applicants will now be interviewed by the Election Committee, with guidance from the ASOIT KF Advisor(s) to conduct an equitable application, interview, and hiring process.
 - 1.3.2.2. These applicants will also be chosen by the Election Committee, with

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guidance from the ASOIT KF Advisor(s) to conduct an equitable application, interview, and hiring process.

- 1.4. Applicants must submit an official application by the posted application deadline to be eligible to run for office.
- 1.5. The ASOIT KF Elections will function in accordance with the appropriate campus ASOIT policy.
- 1.6. Any elected ASOIT KF Officer may be removed from office through a recall petition.

Section 2. Selection of Cabinet Members

- 2.1. The Cabinet positions of President and Vice-President are elected positions through a popular vote on campus.
- 2.2. All other Cabinet members shall be hired positions by the Selection Committee.
 - 2.2.1. The Selection Committee is comprised of the Election Committee and the newly-elected President and Vice-President.
 - 2.2.2. The Selection Committee shall, with guidance from the ASOIT KF Advisor(s), conduct an equitable application, interview, and hiring process.
 - 2.2.3. For the Selection Committee to approve the hire of the Cabinet application, a 2/3 majority vote is required.

Section 3. Sanctions

- 3.1. Any elected ASOIT KF Officer may be removed from office through a recall petition.
- 3.2. Recall petitions must commence and be completed no later than the start date of the academic year that the Officer subject to recall is set to serve.
- 3.3. Recall proceedings must adhere to the following procedure:
 - 3.3.1. A move to recall an ASOIT KF Officer is initiated by submission of a petition, signed by at least fifty percent of the Registered Student Organizations (RSO) representatives at a General Meeting. A letter naming the ASOIT officer and giving arguments for their removal must accompany the petition.
 - 3.3.2. The letter and petition must be sent to ASOIT KF at least 3 business days before the next General Meeting.
 - 3.3.3. An officer subject to a recall may submit materials that can defend their right to maintain their position.
 - 3.3.4. A recall vote will take place at the next General Meeting of ASOIT KF. Removal shall be approved by a majority vote (2/3) of an established Quorum of the attending ASOIT Officers and RSO representatives. Each recognized RSO, through its representative, has one vote. The vote will be a blind ballot submission.
- 3.4. Any elected officer of the ASOIT KF Cabinet may face impeachment for failing to perform their duties as described by this Constitution and Bylaws or by violating the Student Code of Conduct.
- 3.5. Impeachment proceedings must adhere to the following procedure:
 - 3.5.1. A motion of impeachment is initiated by submission of a petition signed by at least fifty percent of the ASOIT KF Cabinet or signed by at least fifty percent of the Registered Student Organizations (RSO) representatives. A letter naming the

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ASOIT officer and giving arguments for their removal must accompany the petition.

- 3.5.2. If submitted by the 50% majority of RSO representatives, the letter and petition must be sent to the ASOIT KF Cabinet at least 3 business days before the next General Meeting. If submitted by the 50% majority of the standing ASOIT KF Cabinet, the letter and petition must be added to the agenda and announced to the RSO representatives at least 3 days before the next General Meeting.
- 3.5.3. An officer subject to an impeachment may submit materials that can defend their right to maintain their position.
- 3.5.4. Impeachment and removal shall be approved by a majority vote (2/3) of an established Quorum of the attending ASOIT KF officers and RSO representatives, present at the General Meeting wherein the impeachment is held.
- 3.6. Any standing ASOIT Cabinet Member may be placed on a probationary status wherein they are relieved of their roles and responsibilities while ASOIT KF Advisors assess the member's academic success and commitment to the ASOIT KF Cabinet.
 - 3.6.1. In the event that a standing Cabinet Member's term or overall grade point average falls below 2.75 while in office, that officer may be removed from office subject to review by the ASOIT KF Advisors.

Article V. Meetings

Section 1 Meeting Roles and ASOIT Officer Attendance

- 1.1. The President, or an ASOIT Officer designated by the President shall act as chair. The President votes only in the event of a tie.
- 1.2. ASOIT Officers are required to attend all General and Executive Meetings unless a justifiable reason and advanced notification is given to, and approved by, the President.

Section 2. General Meetings

- 2.1. General Meetings shall be held at least once a month during the academic year. The President may change General Meeting dates with notice posted at least one week prior to the earlier of either the original meeting date or the new meeting date.
- 2.2. Quorum shall consist of at least two thirds of the ASOIT Officers, and at least half of all RSO, not including any inactive or frozen RSOs. This body shall be named "The Parliament of Owls."
- 2.3. All RSOs are required to have a representative present at the General Meetings, unless a valid reason, and an advanced notification of at least 24 hours, is given to the Administrative Officer, and approved by the ASOIT KF President. Students may not represent more than one organization. ASOIT Officers cannot represent RSOs.
- 2.4. Any interested party may request to speak at a General Meeting by submitting a written request to the ASOIT President or an ASOIT Advisor.
- 2.5. 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.

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Section 3. Executive Meetings

- 3.1. Any interested party may request to speak at an Executive Meeting by submitting a written or oral request to the ASOIT KF President.

Article VI. Advisors

Section 1. Roles and Responsibilities

- 1.1. ASOIT Advisors in Klamath Falls shall be the Dean of Students and the Director of Student Involvement and Belonging (SIB) or their delegate(s). In the event that any ASOIT KF Advisor positions reports directly to the University President or is on the Board of Trustees, that individual will no longer be eligible to serve as an ASOIT Advisor. This provision is to ensure that ASOIT maintains advisory independence from direct university administration oversight.
- 1.2. If significant issues arise about
- 1.3. the Director of Student Involvement and Belonging's advisor performance, the executive officers should discuss the concerns with the Dean of Students. If the concerns are about the Dean of Student's advisor performance, the officers should speak with the Vice President of Student Affairs.
- 1.4. The role of advisors is to:
 - 1.4.1. Attend meetings and support ASOIT's goals, activities, and projects.
 - Advisors may be asked to leave or not join Executive Meetings at the discretion of the ASOIT KF President.
 - 1.4.2. Consult with budget development and expenditures.
 - 1.4.3. Provide interpretation of university policies, procedures, rules, regulations, etc.
 - 1.4.4. Provide support and consultation to the officers, while holding the officers accountable to the constitution and the campuses' bylaws and other governing documents.

Article VII. Bylaws Amendments

Section 1. Amendment Process

- 1.1. Officers may submit and approve a motion to review and amend the ASOIT KF Bylaws at any executive meeting.
- 1.2. Amendments shall pass with an established Quorum at an ASOIT KF General Meeting and a 2/3 majority.

Article VIII. Enabling Clause

Section 1. Authority

- 1.1. Once approved by the current membership of ASOIT KF, these Bylaws become effective and supersede any previous ASOIT KF Bylaws as of the date specified in Bylaws Amendments, Section 1.2.
- 1.2. These Bylaws shall go into effect on Wednesday, December 3, 2025.