

Article I. Authority of the ASOIT PM Cabinet

Section 1. Delegation of Authority to the ASOIT PM Cabinet

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

Section 2. Duties to Shared Governance

- 2.1. The ASOIT PM Cabinet shall have the following duties and responsibilities as a body acting in accord with the ASOIT 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.
 - 2.1.3. Investigate, initiate, and recommend student government and University-wide policy and present such recommendations or orders to the proper Staff and/or Administration.
 - 2.1.4. Pass resolutions expressing its opinion on behalf of the student body to the University, University committees, or any part of ASOIT PM, except that the Cabinet may not issue resolutions regarding the result of judicial verdicts interior to ASOIT PM or the University.
 - 2.1.5. The Cabinet shall have the power to legislate as necessary and proper to carry out its duties and responsibilities.

Section 3. Ethical Responsibilities

- 3.1. For 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 while 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 shall be compelled to give advice to 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 PM monies must be created as a resolution, approved by a quorum of the Cabinet during an Executive Meeting with a majority vote (1/2).

- 3.2.1. All ASOIT PM Cabinet Members shall be paid minimum wage plus one (1) dollar.
- 3.2.2. No ASOIT PM Cabinet Member shall work, and therefore claim, more than twenty (20) hours per week of ASOIT PM duties without ASOIT PM Advisor consultation and approval on a case-by-case basis.

Article II. Cabinet Composition

Section 1. Qualifications of the ASOIT PM Cabinet

- 1.1. All Cabinet Members must have met membership qualifications as outlined in the bylaws.
- 1.2. ASOIT PM Cabinet members must be registered for and complete six (6) or more credit hours per term served in office.
 - 1.2.1. Cabinet members must maintain active status throughout their term(s) of service.
- 1.3. When appointed to any committee/commission exterior to the Cabinet, members must make best efforts to attend the meetings of the respective committees/commissions.
- 1.4. The Cabinet may excuse an absence from any meeting if the Cabinet member submits a request for absence at least three (3) days prior to the meeting.
 - 1.4.1. Extenuating circumstances, such as illness or tragedy, excuses any Cabinet member from attendance.
- 1.5. Cabinet members who fail to meet their duties and responsibilities as outlined in Article II, SECTION 1.3, SECTION 3, and SECTION 5 shall be subject to the following proceedings:
 - 1.5.1. 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.
 - 1.5.2. Cabinet members who fail to attend Executive and Parliament ASOIT PM meetings will be charged with one (1) absence toward their quarter Cabinet attendance record for each such absence.
- 1.6. No Cabinet member shall have more than two (2) absences per quarter or be subject to Sanctions as defined in Article V, Section 2.

Section 2. Hierarchy of the Cabinet

- 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 PM Advisors, 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 Administrative Officer shall partner with the President and assume the roles and responsibilities of the Vice President.

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- 2.1.3. If the Administrative Officer position becomes vacant the Vice President shall partner with the President to assume the roles and responsibilities of the Administrative Officer.
- 2.1.4. If the Student Outreach Officer position becomes vacant, the Admin Officer shall partner with the Vice President and assume the roles and responsibilities of the Student Outreach Officer
- 2.2. In the event that a Sanction, as defined in Article V SECTION 2, is brought against a standing 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 Sanctioned Cabinet Member. The hierarchy of authority by position is as follows:
 - 2.2.1.1. The President has highest authority.
 - 2.2.1.2. The Vice President has highest authority except the President.
 - 2.2.1.3. The Administrative Officer has next highest authority after the President, and Vice President
 - 2.2.1.4. The Student Outreach Officer has next highest authority.
- 2.3. In the event that a Sanction, as defined in Article V SECTION 2, is brought against a standing Cabinet Member, and the Sanctioned Member is found at-fault, as defined in Article V SECTION 2, and are relieved permanently from their role, the hierarchy of authority as defined in Article II Section 2.1. is to be followed.

Section 3. Joint Cabinet Member Responsibilities

- 3.1. All Cabinet Members shall act in the best interest of the entire Oregon Tech student body.
- 3.2. All Cabinet Members shall share the responsibility of establishing a progressive and productive student government.
- 3.3. All 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 PM.
- 3.4. All Cabinet Members shall support Registered Student Organizations (RSO) by attending events, collaborating, volunteering, and will promote ASOIT PM when possible.
- 3.5. All Cabinet Members shall assist one another in their position-specific duties as needed.
- 3.6. All Cabinet Members shall serve on two (2) committees /commissions as assigned or selected to represent students.
 - 3.6.1. Oregon Tech policy cannot mandate any ASOIT PM Cabinet Member to serve in more than two (2) committees/commissions, however, any Cabinet Member may volunteer for more than two (2) positions, contingent on ASOIT PM Advisor approval on a case-by-case basis.
- 3.7. In-Office Service
 - 3.7.1. Cabinet Members shall serve a minimum of 5 office hours per week in The Roost student lounge.

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- 3.7.1.1. Cabinet Members will provide their office hours to the Student Outreach Officer a minimum of one (1) week prior to the start of each academic term for posting in The Roost student lounge.
 - 3.7.2. Cabinet Members will maintain the vibrancy of The Roost student lounge by being open, inviting, inclusive, and available to visitors while serving office hours and will use their time to conduct ASOIT PM business.
- 3.8. Reporting
 - 3.8.1. Cabinet Members will report at Executive Meetings and Parliament Meetings as appropriate on the work of their committees/commissions and progress on their position's tasks and projects.
- 3.9. For identified student concerns: determine stakeholders, take appropriate action, track the status of issues, and communicate the process to the stakeholders involved.

Section 4. Interior Committees

- 4.1. Special Committees are defined as any committees consisting of ASOIT PM 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. Special Committees shall form to deliberate on specific issues outside of scheduled Executive Meetings, form a recommendation based on a supermajority vote (2/3) within the Special Committee, and report the Special Committee's recommendation to the ASOIT PM Cabinet at the next Executive Meeting.
 - 4.2.2. Membership on a Special Committee shall be assigned to ASOIT PM Cabinet Members and can include student(s)-at-large at the discretion of the ASOIT PM Cabinet.
 - 4.2.3. The termination of committee membership is at the discretion of the ASOIT PM President in consultation with advisors

Section 5. Position-Specific Duties

- 5.1. President
 - 5.1.1. Serve as the chief spokesperson and representative of ASOIT PM, facilitating exterior communications and building partnerships, delegating as desired.
 - 5.1.2. Provide a report to the Board of Trustees, coordinating with the 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 Parliament Meetings.
 - 5.1.5. Meet regularly, no less than twice per month, with ASOIT PM Advisor(s).
 - 5.1.6. Empower each member of the Cabinet to meet regularly and build relationships with their administrative counterparts:
 - 5.1.7. In partnership with the ASOIT PM Vice President, collaborate regularly with ASOIT Klamath Falls (ASOIT KF) through ASOIT Council.
 - 5.1.8. Participate in University Lobby Day, representing Oregon Tech and advocating to State Senators and decision-makers, if scheduling permits.

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- 5.1.8.1. ASOIT PM President and Vice President to share or split this duty as they see fit.
 - 5.1.9. In partnership with the ASOIT PM Vice President, meet with the University President once per month
 - 5.1.10. In partnership with the ASOIT PM Vice President, represent students at administrative meetings (e.g., Board of Trustees, PM Leadership Team).
 - 5.1.11. Represent ASOIT on the following commissions/committees:
 - 5.1.11.1. Serve on the Tuition Recommendation Committee (TRC).
 - 5.1.11.2. Chair the Incidental Fees Commission (IFC).
 - 5.1.12. Responsible for preparing and posting agendas for all ASOIT PM Executive Meetings.
- 5.2. **Vice President**
 - 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 Parliament ASOIT PM meetings and serve as a delegate on any committee/commission the President serves.
 - 5.2.3. In partnership with the ASOIT PM President, meet with the University President once per month.
 - 5.2.4. In partnership with the ASOIT PM President, collaborate regularly with ASOIT Klamath Falls (ASOIT KF) through ASOIT Council.
 - 5.2.5. In collaboration with the Administrative Officer, create and maintain ASOIT PM governing documentation.
 - 5.2.5.1. Identify barriers and ensure the success of historically underrepresented, underserved, and under resourced communities.
 - 5.2.6. Draft and submit a year end report to the ASOIT PM Advisors
 - 5.2.7. Represent ASOIT on the following commissions/committees:
 - 5.2.7.1. President's Council.
 - 5.2.7.2. Financial Allocations Committee (FAC).
 - 5.2.7.3. Faculty Senate
- 5.3. **Administrative Officer**
 - 5.3.1. Responsible for oversight of the ASOIT PM email, and facilitating the appropriate responses as needed to address the emails.
 - 5.3.2. Responsible for preparing, recording, maintaining, and posting minutes of all ASOIT PM Executive meetings on the ASOIT Website.
 - 5.3.2.1. Minutes of Executive and Parliament Meetings must be available for viewing no later than one (1) week after the Executive Parliament Meeting.
 - 5.3.3. In collaboration with the Vice President, create and maintain ASOIT PM governing documentation.
 - 5.3.4. Manage attendance tracking at all ASOIT PM activities and meetings and provide reports upon request.

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- 5.3.5. Report on the status of ASOIT PM and Special Considerations budgets at Executive and Parliament meetings, organize finance-related documentation (e.g., special consideration funds), ensure finance-related voting procedures and approvals.

5.4. Student Outreach Officer

- 5.4.1. Responsible for communicating engagement opportunities to students frequently, including but not limited to:
 - 5.4.1.1.1. Managing the ASOIT PM webpage.
 - 5.4.1.1.2. Developing a framework for communicating events regularly with the student body at large.
- 5.4.2. Advertising/marketing for, and reminding clubs and programs leaders of upcoming Parliament Meetings.
- 5.4.3. Develop opportunities for students to share feedback via surveys, town hall meetings, focus groups, etc.
 - 5.4.3.1.1. Utilize Oregon Tech governance structure to effectively advocate for student concerns and feedback.
- 5.4.4. Represent ASOIT on the following commissions/committees:
 - 5.4.4.1. The Tuition Recommendation Committee (TRC)
- 5.4.5. Communicate ASOIT PM events to campus partners (e.g. marketing, CIC, Student Services).
- 5.4.6. Responsible for sharing ASOIT PM activities and initiatives with the student body.

Section 6. Term of Service

- 6.1. ASOIT PM Officers shall begin their term of office the Monday immediately following the Portland-Metro Commencement (each June)
 - 6.1.1. All accounts, scheduling, and ordering for the year shall be passed on to the new officers upon installation.
 - 6.1.2. ASOIT PM Officers may begin working in their roles after they are officially approved to work by the Human Resources office and as determined by the annual budget and training plans.
- 6.2. The term of office for the current administration ends on the day of the Portland-Metro Commencement. Officers may be approved to continue work after Commencement after consultation with ASOIT PM Advisors and approval on a case-by-case basis.

Article III. Meetings

Section 1. Meeting Roles and ASOIT Attendance

- 1.1. The President, or an ASOIT PM Officer designated by the President shall act as chair.
 - 1.1.1. The President votes only in the event of a tie.

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- 1.2. ASOIT PM Officers are required to attend all Parliament and Executive Meetings unless a justifiable reason and advanced notification is given to, and approved by, the President, or an ASOIT PM Advisor.

Section 2. Parliament Meetings

- 2.1. Parliament Meetings shall be held at least twice per term throughout the academic year.
- 2.2. Quorum shall consist of at least three quarters (3/4) of the ASOIT PM Officers, and at least half of all RSOs, not including any inactive or frozen RSOs.
- 2.3. All RSOs are required to have a representative present at the Parliament Meetings, unless a valid reason, and an advanced notification of at least 24 hours is given to, and approved by, the President, or an ASOIT PM advisor.
 - 2.3.1. Students may not represent more than one organization.
 - 2.3.2. ASOIT PM Officers cannot represent RSOs.
- 2.4. Any interested party may request to speak at a Parliament Meeting by submitting a written request to the ASOIT PM email.
- 2.5. Parliament 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 3. Executive Meetings

- 3.1. Executive Meetings shall be held once per week throughout the academic year.
- 3.2. Executive meetings are open for public observation but are not open for public comment unless invited by an ASOIT PM Officer or Advisor.
- 3.3. Any interested party may request to speak at an Executive Meeting by submitting a written request to the ASOIT PM email.

Article IV. Advisors

Section 1. Roles and Responsibilities

- 1.1. ASOIT PM Advisors shall be the Assistant Dean of Students, or designee, and an additional staff member appointed by the Assistant Dean of Students.
 - 1.1.1. The university shall prioritize in-person Portland-Metro employees as the appointed advisors for ASOIT PM.
- 1.2. The role of Advisors is to:
 - 1.2.1. Ensure the equitable hiring process of new ASOIT PM officers.
 - 1.2.2. Plan and implement ASOIT PM training.
 - 1.2.3. Act as supervisor of record for payroll administration, student employee requirements, and fulfillment of job duties.
 - 1.2.4. Attend meetings and support ASOIT PM's goals, activities, and projects.
 - 1.2.5. Assist with budget development.
 - 1.2.6. Provide interpretation of university policies, procedures, rules, regulations, etc.
 - 1.2.7. Provide support and consultation to the officers, while holding the officers accountable to the constitution and the ASOIT PM bylaws and other governing documents.

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- 1.2.7.1. Advisors shall meet individually with Cabinet Members one (1) time per week for the purpose of providing guidance, planning support, and consultation.
- 1.3. Advisors shall refrain from using private meetings or communications to propose or implement changes to decisions already approved by the ASOIT PM Cabinet.
 - 1.3.1. Any Advisor concerns regarding an approved decision must be presented openly and on the record during an Executive Meeting and shall be subjected to the same voting procedures as the original action.
- 1.4. If significant issues arise about an Advisor's performance or conduct, the Cabinet Members shall discuss the concerns with the Vice President of Student Affairs. Cabinet Members may also consult University General Counsel.

Article V. Selection, and Sanctions

Section 1. Selection of Cabinet Members

- 1.1. All Cabinet members shall be hired positions by the Selection Committee.
 - 1.1.1. The Selection Committee is comprised of the existing ASOIT PM Cabinet Members and Advisors.
 - 1.1.2. The Selection Committee shall, with guidance from ASOIT PM Advisors, conduct an equitable application, interview, and hiring process.
 - 1.1.3. For the Selection Committee to approve the hire of the Cabinet application, a 2/3 supermajority vote is required.

Section 2. Sanctions

- 2.1. Any ASOIT PM Officer may be removed from office through a recall petition.
 - 2.1.1. Recall petitions may commence and be completed at any time during the academic year that the Officer subject to recall is set to serve.
- 2.2. Recall proceedings must adhere to the following procedure:
 - 2.2.1. A move to recall an ASOIT PM Officer is initiated by submission of a petition, signed by at least fifty percent of the Registered Student Organizations (RSO) representatives. A letter naming the ASOIT officer and giving arguments for their removal must accompany the petition.
 - 2.2.2. The letter and petition must be sent to ASOIT PM a minimum of three (3) business days before the next Parliament Meeting.
 - 2.2.3. An officer subject to a recall may submit materials that can defend their right to maintain their position.
 - 2.2.4. A recall vote will take place at the next Parliament Meeting of ASOIT PM. Removal shall be approved by a supermajority 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.
- 2.3. Any standing ASOIT Cabinet Member may be placed on a probationary status wherein they are relieved of their roles and responsibilities while ASOIT PM

Advisors assess the member's academic success and commitment to the ASOIT PM Cabinet.

- 2.3.1. In the event that a standing Cabinet Member's term or overall grade point average falls below 2.50 while in office, that officer may be removed from office subject to review by the ASOIT PM Advisors.

Article VI. Bylaws Amendments

Section 1. Amendment Process

- 1.1. ASOIT PM Cabinet Members may submit and approve a motion to review and amend the ASOIT PM Bylaws at any executive meeting.
- 1.2. Amendments shall pass with an established Quorum at an ASOIT PM Parliament Meeting and a supermajority (2/3) vote.

Article VII. Enabling Clause

Section 1. Authority

- 1.1. Once approved by the current membership of ASOIT PM, these Bylaws become effective and supersede any previous ASOIT PM Bylaws as of the date specified in Article VII SECTION 1.2.
- 1.2. These Bylaws shall go into effect on April 24, 2025