Associated Student Government  
Southwestern Oregon Community College  
By-Laws

Section 1  
Implementation, Adoption, and Repeal of Bylaws:  
1. The Bylaws shall be the means whereby the precepts of the Constitution are implemented.  
2. All the Bylaws are subject to revisions at any time deemed necessary and shall be subject to the approval of the ASGSWOCC.  
3. In order to be passed, the Bylaws must be approved by a three fourths vote of the ASGSWOCC. Once a bylaw is passed, it shall take effect immediately, except in the case of Section 8.  
   a. When a change is made to Section 8, Duties and Responsibilities of the Executive Cabinet and Directors, it shall take place after the last day of classes spring term.

Section 2  
Quorum:  
1. Quorum is defined as fifty percent of the voting members of ASGSWOCC plus one.  
   a. Voting members are those who are executives, directors, and senators.  

Voting:  
1. Majority vote is defined as fifty percent of voting members plus one.  
   a. Abstentions are not considered a vote.  
2. Two-thirds vote is defined as two-thirds of voting members.  
   a. Abstentions are not considered a vote.

Section 3  
Appropriations:  
1. No funds or monies of the ASGSWOCC are to be donated, spent, or contributed to any organization or concern not directly affiliated with the Southwestern Oregon Community College district, students, faculty, staff, or campus.

Section 4  
Student Body Office Eligibility:  
1. All compensated members of ASGSWOCC shall be registered for, and maintain, at least 12 credits for each term that they are in office.  
2. All members of ASGSWOCC shall have, and maintain a 2.5 accumulative GPA while in office.  
3. No current member of the Southwestern Oregon Community College classified staff bargaining unit, faculty bargaining unit, supervisor, administrator, or confidential employee shall be allowed to run for or hold any student body office.
Section 5

Terms of Office:
1. The term of office of members of ASGSWOCC shall be defined as the last day of classes spring term through the last day of classes of the following spring term.
2. An individual is limited to holding the same executive or director ASGSWOCC position for no more than two consecutive years.
3. All compensated members of ASGSWOCC shall be required to serve a minimum of twelve office hours a week.
4. All compensated members of ASGSWOCC shall keep posted office hours on a term by term basis.
5. If an ASGSWOCC Executive or Director quits ASGSWOCC for any reason, or if he/she is officially dismissed from ASGSWOCC before the end of term, that Director or Executive will be charged a prorated amount of tuition.
   a. The prorated amount will equal one of the following amounts depending on the time of leave:
      i. one-third the total amount of tuition waived if after the last third of the term
      ii. two-thirds the total amount of tuition waived if before the first third of the term

Section 6

Judicial, Administrative, and Legislative Actions:
1. Judicial
   a. The Judicial Board shall consist of the President, Vice President, and Secretary or Executive Cabinet.
   b. The Judicial Board is responsible for deciding if the by-laws and/or election code have been violated, or any other misuse of student resources.
   c. The Judicial Board will make all judicial interpretations.
      i. A two-thirds majority of ASGSWOCC can over-rule the judicial decision.
2. Administrative
   a. Administrative actions are to enforce the decisions made by the Judicial Board.
3. Legislative
   a. Legislation may be drawn to the attention of ASGSWOCC by any member of the SWOCC student population through petitions bearing the signatures of 25 regularly enrolled students of SWOCC.
   b. Any legislation pertaining to by-laws brought forward through petition must be passed by ASGSWOCC.
   c. Any legislation pertaining to the constitution brought forward through petition must be passed by the SWOCC student population at large.

Section 7

Executive Cabinet:
1. The Executive Cabinet will set into operations the duties and tasks directed by the President, in accordance with the goals established for the year.
2. The Executive Cabinet shall consist of the President, Vice President, and Secretary.
3. Any changes in office hours are at the discretion of the Executive Cabinet and approval of the ASGSWOCC Advisor.
Section 8

ASGSWOCC Duties:
Duties of the President shall include but not be limited to:
1. Being an advocate for all students on campus.
2. Serving as a voice for the student body.
3. Presiding at all meetings of the ASGSWOCC
   a. The President is responsible for preparing the agenda prior to the weekly ASGSWOCC meeting.
4. Being responsible for being the liaison between the students, the administration, and the Board of Education.
5. Being an ex-officio member of the Board of Education and is responsible for keeping the board informed of students’ needs and rights.
6. Assist in preparing the fiscal budget for the ASGSWOCC for the year following his/her term of office with the ASGSWOCC Secretary and the ASGSWOCC Advisor.
7. Being the Institutional Manager Representative from ASGSWOCC.
8. Exercising all rights of the office including:
   a. Appointing and dissolving committees;
   b. Vetoing actions not in the best interest of the students.
      i. The President cannot veto his or her removal from office.
      ii. A presidential veto can be over-ridden by a three-fourths vote of the ASGSWOCC
9. Providing the leadership in the development and maintenance of all ASGSWOCC activities.
10. Supervising and evaluating the work of the Executive Cabinet.
11. Assume other duties as needed.
12. Working with the Executive Cabinet to set the ASGSWOCC goals for the year.

Duties of the Vice President shall include but not be limited to:
1. Being an advocate for all students on campus.
2. Serving as a voice for the student body.
3. Assume the office of the President if the office is vacated before the term has expired.
4. Assume the responsibilities of the Secretary if the office is vacated before the term has expired, until a new Secretary is put into office.
5. Presiding at ASGSWOCC meetings and all other functions at the request of the President.
6. Being the liaison between the OCCSA and ASGSWOCC
7. Attend the monthly OCCSA board meetings and report back to ASGSWOCC what is going on.
   a. Has the authority to make decisions at these meetings that are in the best interest of Southwestern Oregon Community College.
   b. Stay up to date with what is going on around the state between OCCSA board meetings.
13. Being the official Southwestern Oregon Community College student representative and contact regarding Federal and State legislative issues, the Oregon Community College Student Association, statewide concerns, and business relating to community college students in general.
14. Working to promote voter registration and civic activism within the student body.
15. Coordinating all election and selection committees.
a. The President shall assign another member of ASGSWOCC to coordinate the election or selection committee if the Vice President is running for office or is being screened by the selection committee.

16. Being responsible for reviewing the ASGSWOCC constitution and by-laws over the course of the year to see if there are changes that should be made to benefit ASGSWOCC.

17. Studying ASGSWOCC policy and make recommendations for amendments, addendums, and new policy to facilitate the effective operation of Associated Student Government.

18. Being the ASGSWOCC representative on the Academic Affairs Committee.


20. Assume other duties as needed.

Duties of the Secretary shall include but not be limited to:

1. Being an advocate for all students on campus.
2. Serving as a voice for the student body.
3. Being responsible for recording and publishing minutes and official documents for the ASGSWOCC.
4. Keeping a record of documents in the office in a location which the public can view and utilize.
5. Being responsible for attending to all necessary ASGSWOCC correspondence.
6. Updating the ASGSWOCC website appropriately and promptly.
7. Comprising a binder containing written and photographic documentation of all events sponsored by ASGSWOCC, as well as all minutes, agendas and any flyers created for events.
8. Depositing all monies collected from recreational equipment and shall initial the receipt.
9. Be responsible for making all necessary bank deposits regularly and intact to the college cashier.
10. Be responsible for maintaining and presenting finance reports to the ASGSWOCC at the end of every term during the academic school year.
11. Being responsible for preparing the fiscal budget for the ASGSWOCC for the year following his/her term of office with the assistance of the ASGSWOCC President and ASGSWOCC Advisor.
12. Must consult with the ASGSWOCC Advisor for the purpose of having all financial records reviewed each year.
13. Being the ASGSWOCC representative on the Academic Standards Committee.
14. Preparing and submitting the OCCSA Certification with the assistance of the ASGSWOCC Advisor.
15. Assume other duties as needed.

Duties of the Clubs Director shall include but not be limited to:
1. Being an advocate for all students on campus.
2. Serving as a voice for the student body.
3. Being the ASGSWOCC representative on the Instructional Design and Delivery Committee.
4. Being the liaison between campus clubs and ASGSWOCC.
5. Attending at least one meeting or activity of each recognized club.
6. Being aware of all campus club functions that occur and communicate the functions to the Coordinator of Student Life.
7. Being responsible for communicating with all clubs.
8. Being responsible for working with the ASGSWOCC Advisor to create a Clubs training session during fall term.
9. Being responsible for organizing a Clubs Rush by the third week of fall, winter, and spring term.
11. Being responsible for digitizing and filing all paper work of Campus Clubs.
12. Being responsible to maintain a record of all financial transactions between clubs.
13. Being responsible for maintaining the club’s board in the Empire Hall lobby.
14. Being responsible for reviewing the clubs formation and funding process yearly, to see if any revisions need to be made.
15. Being responsible for organizing a thank-you for all club advisors and 1 member of the club.
16. Assume other duties as needed.

Duties of the Activities Director shall include but not be limited to:
1. Being an advocate for all students on campus
2. Serving as a voice for the student body.
3. Planning and organizing ASGSWOCC events.
4. Providing ASGSWOCC members with event planning support.
5. Organizing and running the Campus Activities Board with the ASGSWOCC Advisor.
6. Developing, planning, and maintaining a yearlong calendar of events.
7. Coordinating with campus entities regarding campus events.
8. Being the ASGSWOCC representative on the New Student Orientation Committee.
9. Working in conjunction with the Coordinator of Student Life and Events.
10. Supplying a tentative monthly activity calendar to be distributed at the beginning of each month.
11. Being responsible for digitizing and filing all paper work regarding ASGSWOCC events.
12. Meeting with the ASGSWOCC Senator group on a monthly basis to provide leadership development and maintenance.
13. Assume other duties as needed.

Duties of the Communications Director shall include but not be limited to:
1. Being an advocate for all students on campus
2. Serving as a voice for the student body.
3. Being responsible for the publicity of all events sponsored by ASGSWOCC.
   a. Publicity needs to be done at least two weeks in advanced.
   b. If an event is planned within two weeks of the date of the event, publicity should happen as soon as the date is set.
4. Being the liaison between ASGSWOCC and the press.
   a. Contacting local newspaper, radio, and television regarding events and ASGSWOCC news.
   b. Writing and submitting press releases to campus Marketing Specialist.
5. Being the spokesperson for ASGSWOCC as necessary.
6. Working in conjunction with the person in charge of outside media.
7. Taking written and photographic documentation of all ASGSWOCC sponsored events.
8. Developing, maintaining, and distributing a biweekly newsletter to students.
9. Being the ASGSWOCC representative on the ESSLT Committee.
10. Being the liaison between the departments.
11. Assume other duties as needed.

Duties of the Campus Services Director shall include but not be limited to:
1. Being an advocate for all students on campus
2. Serving as a voice for the student body.
3. Being the ASG SWOCC representative on the Multicultural Awareness Committee.
4. Being the ASG SWOCC representative on the Faculty Development Committee.
5. Being responsible for coordinating community service type activities.
6. Being in charge of the proper disposal of recyclable goods on campus.
7. Being in charge of the collection of funds from recyclables.
8. Being in charge of the up-keep of the campus recycling bins.
9. Being responsible for developing at least one Volunteer Service Project per term.
10. Being responsible for partnering with Coos Bay Community non-profit and charity organizations.
11. Creating and maintaining a list of all non-profit and charity organizations in the community.
12. Assume other duties as needed.

Duties of the Curry Campus Director but not be limited to:
1. Being an advocate for all students on campus
2. Serving as a voice for the student body.
3. Being responsible for being the liaison between the Curry Campus and the Coos Campus.
   Ensuring both campuses are kept abreast of what each is doing.
4. Providing the leadership in the development and maintenance of all ASG SWOCC activities on the Curry Campus.
5. Provide Curry Campus supervisor with regularly posted office hours.
6. Being responsible for planning and executing at least one Curry Campus event per term.
7. Developing and maintaining a monthly newsletter distributed to students at the Curry Campus.
8. Being responsible for developing at least one Volunteer Service Project per term.
9. Provide the ASG President with a weekly summary of tasks and use of hours.
10. Assume other duties as needed.

Section 9

Senators:

Senators do not receive a tuition waiver. Therefore they cannot be held to the same high expectations as the officers and the directors. However, they are still required to carry themselves in a professional manner that would best represent ASG SWOCC and SWOCC. They also must continue to be an active member of ASG SWOCC if they wish to continue to hold the title of Senator. Senators may be an officer of any club. A senator may resign at any time without the need for replacement.

1. In order to become a Senator, students must complete all of the following.
   a. Attend two or more consecutive meetings.
   b. Be enrolled in a minimum of one for credit class at SWOCC.
   c. Be voted in by a majority of ASG SWOCC after previous stated requirements have been met.
2. The Senators responsibilities are, but not limited to
   a. Being an advocate for all students on campus
   b. Serving as a voice for the student body.
   c. Being voting members of ASGSWOCC
   d. Assisting other ASGSWOCC members as needed
   e. Helping promote ASGSWOCC and ASGSWOCC related events
   f. Completing one project per term that has been approved by both the ASGSWOCC Advisor and ASGSWOCC President.

Section 10
Non-Participation:
1. Definition of Non-Participation.
   a. Not meeting the requirements in Section 8 of the bylaws.
   b. Missing two consecutive ASGSWOCC meetings in any one term without legitimate excuse.
   c. Missing three ASGSWOCC meetings in a term.
   d. Not making an attempt to help with or attend ASGSWOCC sponsored events.
   e. Consistently missing office hours.
   f. Failing to maintain the accumulative GPA as follows
      i. All senators failing to maintain a 2.5 accumulative GPA
      ii. All Directors failing to maintain a 2.75 accumulative GPA.
      iii. All Executives failing to maintain a 3.0 accumulative GPA.
   g. For compensated positions: failing to maintain at least twelve credits during the term.
   h. Violating the ASGSWOCC constitution, by-laws, or any other ASGSWOCC policy or guideline.
2. Non-Participation can be reason to put an ASGSWOCC member on probation.

Section 11
Probation:
1. An ASGSWOCC can be placed on probation for
   a. Violating the Constitution or by-laws.
   b. Falling under the category of Non-Participation
   c. Not carrying one’s self in a matter befitting an ASGSWOCC member.
2. Process for putting someone on probation.
   a. Make a motion at an ASGSWOCC meeting citing why the ASGSWOCC member should be placed on probation.
   b. If the motion receives a second then discussion ensues.
   c. Following discussion, a vote takes place, and a majority vote of the ASGSWOCC can place a person on probation.
   d. If the motion did not receive a second then the motion is considered dead.
   e. If an ASGSWOCC member is placed on probation, then he/she are to be given written Plan of Action within forty-eight hours of being placed on probation.
      i. The notice should contain the reason for probation and what the person needs to do to have the probation lifted.
3. Once on probation ASGSWOCC members must:
   a. Attend all ASGSWOCC functions and events.
b. Address the ASGSWOCC member’s probation for review at all ASG meetings until the probation has been lifted.

4. Failure to meet the requirements in Section 11.3 can lead to the ASGSWOCC member’s dismissal from ASGSWOCC.

Section 12

Dismissal:

1. Reasons for dismissal
   a. Being placed on probation twice in a term.
   b. Being placed on probation three times in a year.
   c. Missing three consecutive ASGSWOCC meetings.
   d. Missing four ASGSWOCC meetings in a term.
   e. Engages in behavior that is unbecoming of an ASGSWOCC member.
   f. Engages in behavior that violates the Student Code of Conduct.

2. Dismissal process
   a. Dismissal is automatic for section 12.1.a-d. No vote is needed just written notification sent to the dismissed party.
      i. The written notification shall contain reason for dismissal and a copy of the appeals process.
   b. Dismissal for Section 12.1.e
      i. A vote to dismiss requires a two-thirds majority.
   c. Dismissal for section 12.1.e-f is to be handled by the ASGSWOCC Advisor
      i. If it comes to the attention of the ASGSWOCC Advisor that an ASGSWOCC member is behaving in a manner that is unbecoming of someone in the office then the ASGSWOCC Advisor will have a meeting with this person and decide if he/she should be dismissed. A written Plan of Action must be given with a copy of the appeal process in the Plan of Action.
      ii. The definition of 12.1.e may be determined by the ASGSWOCC Advisor.
      iii. Refer to the Student Code of Conduct for definition of Section 12.1.f.

3. If someone feels he/she has been wrongfully dismissed, he/she has the right to appeal. See Section 14.

Section 13

Replacement:

1. If for any reason there is an executive or director position vacated before the end of a term then ASGSWOCC has the right to fill the vacated position
   a. A vacated position does not have to be filled.

2. If the position of President is vacated then an order of succession to fill that position.
   a. The order of succession is as follows: Vice President, Secretary, any director position, and then any senator.
   b. If there is more than one Director or Senator, as per the succession, that wishes to step up into a position, then a vote must take place by ASGSWOCC in which a majority vote is needed to pass.
   c. If a senator wishes to step up into a compensated position he/she must meet the requirements of that position prior to stepping into that position.
3. If the Vice-President position is vacated then ASGSWOCC would use the same order of succession starting with the Secretary.
4. The filling of all other positions are to follow the same process used for selection Directors.

Section 14

Appeals:
1. If a member of ASGSWOCC feels that he/she has been wrongfully dismissed then he/she have the right to appeal their case.
2. The first step is to write a letter to the Judicial Board stating the reasons for dismissal and the reasons for reinstatement. This letter must be submitted within forty-eight hours of dismissal.
3. The Judicial Board will then review your letter and set up a meeting with all the Judicial Board, ASGSWOCC advisor, and the person who submitted the appeal.
4. During the meeting, the dismissed can plead their case, and the Judicial Board is to make a decision on whether or not to reinstate. For more information on the Judicial Board refer to Section 6.
5. If the dismissed member is reinstated, then he/she is again considered a member of ASGSWOCC, if the appeal is declined then he/she is no longer a member of ASGSWOCC and ASGSWOCC can now fill the vacant position.

Section 15

Admissions to ASGSWOCC Events:
1. All students and employees of the college have free entry into ASGSWOCC events unless stated otherwise.
2. ASGSWOCC has the right to charge and entry fee into events if they choose.

Section 16

Election Procedure:
1. Election Committee
   a. The Vice President shall chair and establish an Election Committee consisting of at least three members of ASGSWOCC.
      i. If the Vice President is running for office then the President shall appoint someone else as the head of the election committee.
   b. No person running for office or working on a candidate’s campaign may be a member of the election committee.
2. Responsibilities of election chair are but not limited to:
   a. Creating a guideline regarding the process in which elections
      i. Guideline is to meet unanimous approval of election committee.
      ii. Failure to meet unanimous decision means guideline is to be revised and resubmitted by elections chair.
   b. Advertising for elections:
      i. Elections chair will follow assigned election dates as closely as possible.
3. Election dates, times, and locations:
   a. Election dates, times, and locations set by the Elections Committee Chair (Vice President or other person in charge) must be approved by the Elections Committee and posted prior to making the nomination forms available.
b. The Elections Committee Chair must abide by the following timeline when setting election dates
   i. Candidate interest forms will be made available for one school week and must be turned into the ASG Office at time of Election Briefing.
   ii. Candidates are required to attend the Election Briefing at which time they will be provided with the Petition for Candidacy form.
   iii. Petition of Candidacy forms will be open for a period of one school week.
   iv. Campaigning will begin the following school week and occur for one school week.
   v. Elections will occur the following week.
   vi. Ballots will be counted the next school day following the last day of elections by the Election Committee and the ASGSWOCC Advisor.
   vii. Election results will be announced the Monday following election week.

4. Candidate Interest Form:
   a. Those interested in running for an elected position must first submit a Candidate Interest Form signifying interest in running for a position. Forms can be picked up from the ASG Office at the start of the election and campaign process.
   b. No signatures for a Petition for Candidacy may be collected prior to collecting all Candidate Interest Forms.
   c. Failure to turn in candidate interest form on time results in student ineligibility.

5. Elections Briefing:
   a. After the candidate Interest Form deadline, the Elections Chair shall hold an Election Briefing to inform all applicants on the elections code and elections procedures. Each applicant shall receive a copy of the Elections Handbook.
   b. The Elections Chair must make a reasonable attempt to inform candidates of any changes made to the bylaws and Elections Handbook which will go into effect prior to the announcement of the winners.

6. Petition of Candidacy
   a. In order to be an official candidate for an elected position, the individual running must collect a minimum of fifty SWOCC student signatures within one school week following the Election Briefing.
   b. Forms will be provided during the Election Briefing.

7. Election:
   a. Polling place shall be open to voters a minimum of five hours a day for three days a of the same school week under the supervision of the Elections Committee and the Coordinator of Student Life/ASGSWOCC Advisor.
   b. No person who is running for office will be allowed to work in the polling area(s).
   c. Poll workers must follow the following procedures
      i. Verify through Student Identification Card that the voter is a registered student at Southwestern Oregon Community College.
      ii. Check off person’s name on the list obtained from the Registration Office.
      iii. Instruct voters to place ballot into ballot box (ballots may not be touched after being marked until the time of counting).
      iv. Students must show a valid SWOCC student identification card before receiving a ballot.
v. Ballots must be punched and stamped after they are filled out or otherwise marked as being valid before being placed in the box.

d. Election Committee
   i. Volunteers are selected by the Election Chair.
   ii. Cannot be currently running for an office.

8. Write in Candidates
   a. Votes shall be considered valid for a SWOCC full time student.
   b. The Write-in Candidate must meet the 2.5 or above GPA requirement.
   c. The candidate’s full first and last name must be written and spelled correctly to be considered an official vote.

9. Counting Ballots
   a. An Election Ballot Tallying Board will be created by the Election Committee and will consist of a minimum of two Election Committee members and the Coordinator of Student Life and Events/ASGSWOCC Advisor.
   b. No person running for office or working on a candidate’s campaign may be a member of the Election Tallying Board.
   c. Each candidate may observe vote counting.
      i. Observers must be silent and must not obstruct the counting process in any way.
      ii. Suspected violations should be reported to the Elections Chair.
      iii. Final tabulations must be validated by each member of the Ballot Tallying Board obtaining the same results.
      iv. Ballots will be counted the next school day following the last day of election.

10. Announcement of Election Results
    a. Candidates will be notified by the Election Chair on the Monday following the Election week of the Election results.
    b. Once Candidates are notified the Election Chair will notify the rest of the College on that Monday.
       i. Notification will occur through student email and other means.

**Section 17**

**Election Code:**

1. Nomination Petition/Candidate Status:
   a. Each applicant for an Executive Cabinet position is required to submit a Petition for Candidacy containing 50 ASGSWOCC student signatures by the deadline established by the Elections Officer.
   b. The Petition for Candidacy must be an official ASGSWOCC elections form. Upon the submission and validation of Petition for Candidacy, applicants become official candidates for ASGSWOCC elected offices.
   c. Signatures collected prior to the elections briefing shall be declared null and void.

2. Campaigning:
   a. In campaigning for office, a candidate shall not spend more than $50.00 on his/her campaign.
      i. Recipes for campaign materials must be submitted to Elections Committee on last posted day of voting for review by committee.
b. If candidate wishes to use social media. Posting methods must be approved by the Elections Committee. Failure to do so can result in candidate ineligibility.

c. Campaign material must follow the southwestern posting policy.
   i. Posters shall be no larger than twenty-eight inches by twenty-two inches.
   ii. A maximum of fifty posters per candidate will be permitted.
   iii. Printed flyers will be allowed.
   iv. Additional guidelines can be found in the Elections Handbook.

d. No outside sound equipment (including horns or other noise-making devices) will be used on or in cars by the candidates or on behalf of the candidates.

e. No campaigning will be done on election days within visibility of the voting booths so as not to impede the voting process in any way.

f. All campaign materials must be removed from the polling area prior to opening the election booths.

g. Candidates are responsible for removing all publicity on campus within one week of the election results being announced.

3. Those Running Non-Official (Write-in) Campaigns:
   a. Individuals who are not officially recognized candidates may not use the word “candidate” in their publicity. All such publicity will be taken down.
   b. Those running non-official campaigns are responsible for following all By-laws and Elections Handbook except those pertaining to submission of a Petition for Candidacy Form.

4. Violations:
   a. Violations of the Elections Code by a candidate may disqualify him or her from the election.
      i. Written complaints must be submitted to the Elections Officer and will be addressed by the Elections Committee.

Section 18

Election Challenge Process:

1. The Elections Committee will conduct a hearing upon submission of a written complaint.
   a. For this to occur, one of the following two rules must be met with no exceptions:
      i. Challenge of the voting process must be filed prior to the beginning of the tallying process.
      ii. Challenge of the tallying process must be filed prior to the announcement of the winner.
   b. Any challenge of the election process must be registered in writing to a member of the Elections Committee.

2. The Elections Committee will convene as soon as possible thereafter to make a ruling on the challenge.

3. The Elections Committee must determine the following by a simple majority vote:
   a. If a violation has occurred.
   b. What the violation is.
   c. If a penalty is appropriate.
   d. What, if any, should the penalty be.

4. A written copy of the Elections Committee decision must be submitted to the person accused of the violation.
a. The accused person may request a hearing if he/she is not satisfied with the Elections Committee decision.
   i. The hearing would then go before the Judicial Board.

Section 19

Filling of Directors Positions:
1. Under the supervision of the ASGSWOCC Advisor the first order of business for the Executive Cabinet is to aide in selecting the ASGSWOCC Directors for the following year.
2. The selection process is as follows
   a. Applications have to be made available and public. ASGSWOCC must promote open applications to all SWOCC students through Student Email, publicity, and SWOCC website.
   b. Those interested in the position must have at least ten days to turn in their applications.
   c. Every person who fills out an application, and meets the requirements of the term of office, is entitled to an interview.
      i. Interviews are to take place the week following application deadline.
   d. Following the interviews, the Executive Cabinet shall provide the ASGSWOCC Advisor with recommendations on which applicants they wish to add onto ASGSWOCC.