



The Engagement & Outreach Committee Bylaws

The Associated Students of Lewis & Clark

Article I - Purpose and Scope

1. The Engagement & Outreach Committee (hereafter: the EOC) exists to
 - a. Advertise ASLC events, meetings, and programs
 - b. Maintain ASLC communication methods including social media and websites
 - c. Coordinate programming with the Collins View and Portland communities

Article II - Membership

1. ASLC Engagement & Outreach Coordinator (hereafter: the Coordinator)
 - a. Shall act as chair of the EOC
 - b. Shall set meeting times for the EOC
 - c. Shall set an agenda for all Committee meetings
 - d. Shall be responsible for the selection of the Assistant Engagement & Outreach Coordinator; Social Media Director; and Portland Community Liaison
 - e. Shall be responsible for overseeing all activities of committee members and ensuring the function of the EOC
 - f. Will vote in Committee decisions only in the case of a tie
2. Assistant Engagement & Outreach Coordinator
 - a. Shall be appointed by the Coordinator from the general membership of the EOC at the start of the academic year or upon vacancy
 - i. In the event that no Coordinator is available, the Assistant Engagement & Outreach Coordinator shall be elected by a majority vote of the EOC
 - b. Shall act as chair of the EOC in the absence of or at the discretion of the Coordinator
 - i. In this event, shall assume all powers, responsibilities, and limitations of the Coordinator as prescribed within the ASLC Constitution and these bylaws in an acting capacity
 - c. Shall serve as a voting member of the EOC
 - i. Shall have one (1) vote within the EOC
 - ii. Except in the case where they are the Acting Coordinator
3. Social Media Director
 - a. Shall be approved by the Coordinator no later than conclusion of the first committee meeting
 - b. Shall oversee public and social media as well as assist in website maintenance and the promotion of ASLC activities
 - c. Shall serve as a voting member of the EOC

- i. Shall have one (1) vote within the EOC
- 4. Portland Community Liaison
 - a. Shall be approved by the Coordinator no later than conclusion of the first committee meeting
 - b. Shall be eligible to attend Collins View Association meetings and report back to the EOC
 - c. Shall maintaining relationships between the ASLC and the greater Portland area through various community programmings
 - d. Shall serve as a voting member of the EOC
 - i. Shall have one (1) vote within the EOC
- 5. Committee Members
 - a. Shall be at least (4) members of the CAS Student Body, including at least one (1) ASLC Senator, the Assistant Engagement & Outreach Chair, Social Media Director; and the Portland Community Liaison;
 - b. Shall be selected by the Coordinator
 - c. Shall serve as voting members of the EOC
 - i. Shall have one (1) vote each
 - d. Shall perform tasks as delegated by the Coordinator or the EOC
 - e. Shall attend all EOC meetings as set by the Coordinator
 - i. Any and all absences must be reported to the Coordinator
 - f. Removal of Committee Members
 - i. Voting members of EOC may be removed from the EOC by a two-thirds ($\frac{2}{3}$) vote of the EOC or by a two-thirds ($\frac{2}{3}$) vote of the ASLC Senate
 - ii. Members may be removed via voting due to failure to complete assigned tasks as listed in these bylaws or assigned by the EOC or failure to attend committee meetings without notice to the Coordinator

Article III - Outreach

1. The EOC shall host public forums on major topics of interest pertaining to the College when agreed by the ASLC Cabinet or the EOC
 - a. When made aware of any hate or bias related incident on campus, the EOC shall act as a mediating body between the ASLC and the student body in advocating for the release of essential information within the parameters of the law
2. The EOC shall, in conjunction with the Auditor, be responsible for maintenance of the ASLC website and ASLC page of the Lewis & Clark College website
 - a. The Coordinator and Auditor, shall maintain a record of effective outreach and advertising techniques. Techniques shall be updated as necessary per the recommendation of the EOC or a consensus by the CAS Student Body via a survey conducted by the ASLC Auditor to read
 - b. Maintenance of the website includes management and dissemination of informational postings and advertising on campus of public meetings of the ASLC
3. The EOC shall coordinate ASLC outreach and community engagement efforts including but not limited to ASLC Common Hours, anonymous comment services, etc.

4. The EOC may accept other duties for the time of their service, but only duties posted in these bylaws shall be taken on every year. Additional projects or duties must be approved by the EOC,

Article IV - Monies

1. The Coordinator may apply for a budget from the Student Organizations Committee during the yearly allocation process
2. The budget may be used to carry out assigned duties or assumed duties of the EOC. This shall include money for the following items:
 - a. ASLC Outreach
 - b. Operational Costs
 - c. Community Engagement Initiatives
3. The proposed budget allocation must be approved by a two-thirds ($\frac{2}{3}$) vote of committee members before it is to be submitted to the Student Organizations Coordinator

Article V - Amendments

1. These bylaws may be amended by an initial two-thirds ($\frac{2}{3}$) vote of the CSRC followed by a two-thirds ($\frac{2}{3}$) vote of the ASLC Senate