



**ASSOCIATED STUDENTS  
WHATCOM COMMUNITY COLLEGE**

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**ASWCC BYLAWS**

**APPROVED BY THE ASWCC: MAY 23, 2013**

**APPROVED BY THE WCC BOARD OF TRUSTEES: JUNE 12, 2013**

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## **ASWCC Vision**

The ASWCC aims to achieve a dynamic campus environment in which all students are represented and have an opportunity to participate.

## **ASWCC Mission**

To serve students by providing diverse opportunities for campus involvement, to build campus community and represent student concerns in college decision-making.

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## **ARTICLE I – EXECUTIVE BOARD**

### **Section 1 - Purpose**

The purpose of the Executive Board is to advocate for students and represent WCC student's voice in College decision making. The Executive Board shall manage, direct, and monitor all of the activities, policies and procedures of the Associated Students of Whatcom Community College.

### **Section 2 - Membership**

The Executive Board is comprised of the following officers:

- A. President – Public Relations/ Budget
- B. Vice President – Student Success & Advocacy / Legislative Affairs / WACTCSA
- C. Director of Clubs & Outreach – Clubs / Organizations / Interclub Council
- D. Director of Operations – Board Administration / Bylaws / Handbooks
- E. Campus Leadership Coordinators (four) – Club Support

The Vice President of Educational Services shall appoint a WCC employee as the Advisor to the ASWCC Executive Board, whose duties are to assist the Executive Board with administrative policies and procedures, leadership development and provide overall program direction. The Executive Board Advisor shall have a presence at all meetings, but have no voting authority.

### **Section 3 - Authority**

As delegated by the Whatcom Community College Board of Trustees, the Executive Board has the authority to oversee the administration of the Associated Students, to enforce the enactments of the ASWCC, and to be responsible for planning and initiating policies of the Associated Students. The Executive Board shall also speak on behalf of WCC Associated Students at any/all college related functions, distribute Service and Activity Fees, sanction or cancel student clubs and/or organizations, and assess additional student fees.

### **Section 4 - Term of Office**

The term of office shall be a period of one academic year, beginning in August of the year selected, through the last day of spring quarter. In the case of a mid-year appointment to office, the term of office shall begin on the date of appointment and extend to the end of spring quarter of the current academic year.

### **Section 5 - Assumption of Duties**

Executive Officers assume their full responsibilities and duties in August, on the first day of training.

### **Section 6 - Condition of Executive Board Member Tenure**

- A. Each member of the Executive Board is responsible for fulfilling their position's job description.
- B. A signed "*Student Programs Terms of Appointment*" must be on file at the time the Officer takes office.
- C. Executive Board Officers must have a minimum 2.50 cumulative GPA and enrollment in eight (8) Whatcom Community College credits.
- D. To remain in office, all Executive Board Officers shall maintain successful progress towards their academic goals by completing a minimum of eight (8) credit hours per quarter, excluding summer quarter, and by maintaining a quarterly GPA of at least 2.50.
- E. Any Executive Board member not fulfilling their responsibilities may receive a written request from the Executive Board Advisor to correct deficiencies.

- F. The Executive Board Advisor shall have the discretion to conduct quarterly performance evaluations and process mid-quarter grade checks.
- G. Officers may serve a maximum of 2 consecutive terms. Time served as an appointed officer, filling a vacancy on the Executive Board, is not included in this term limit.
- H. Selected officers must have at least three (3) quarters remaining (not including summer) at WCC upon the date of hire, or an amount equal to the number of quarters remaining in the academic year they will serve as an officer.
- I. Executive Board Officers shall observe the Academic Standards of Progress Policy and the WCC Student Rights and Responsibilities, both located in the WCC catalog and website. Students who have been placed on Academic or Disciplinary Probation will be relieved of their duties as Executive Board Officers and ASWCC representatives.

### **Section 7 - Meetings**

- A. Regular meetings of the Executive Board shall be held weekly during fall, winter, and spring quarters.
- B. Special Executive Board meetings may be called as necessary.
- C. The Executive Board reserves the privilege of executive session when deemed appropriate by the Chair, and in accordance with Open Public Meetings Act in accordance with RCW: 42.30.200
- D. Meeting minutes will be recorded and made public in accordance with RCW 42.32.030.
- E. The order of business for the Executive Board meetings shall be:
  - 1. Call to Order
  - 2. Roll Call
  - 3. Approval of Minutes
  - 4. Correspondence
  - 5. Reports
  - 6. Unfinished Business
  - 7. New Business
  - 8. Open Floor
  - 9. Announcements
  - 10. Adjournment
- F. Each member of the Executive Board, except the chair, shall exercise one vote. The chairperson shall cast a vote only in the event of a tie.
- G. Proxy votes will not be accepted.
- H. Quorum shall consist of 2/3 of filled Executive Board members (filled positions), excluding the President.
- I. Unless otherwise specified in this document, all matters under consideration shall be ratified by a simple majority vote.
- J. Robert's Rules of Order, current edition, shall be the rules of the day.

### **Section 8 - Compensation**

Upon satisfactory completion of the responsibilities outlined in these bylaws and the ASWCC Terms of Appointment Contract, members of the ASWCC Executive Board shall receive compensation in the form of an hourly wage of \$10 per hour, paid monthly throughout their term of office.

### **Section 9 - Duties of Officers**

- A. General responsibilities of Executive Officers:

1. Promote the goals and objectives of the Associated Students, as outlined by the Executive Board.
  2. Serve as conduit of information and expression of concerns or issues between College Administration, the Executive Board, and WCC students.
  3. Attend meetings, trainings and leadership development opportunities.
  4. Serve, when appointed, on applicable standing, ad hoc, and college committees.
  5. Report ASWCC business and seek input from constituents at least twice per month.
  6. Actively work to complete an end of year program portfolio.
  7. Provide quarterly reports to the Executive Board and College.
  8. Adhere to all College policies, procedures, departmental guidelines, and State laws.
  9. Work with the institution's internal procedures to voice concerns and resolve conflicts.
  10. Communicate professionally through oral, written, and electronic means.
  11. Use Whatcom Community College email for all ASWCC correspondence.
  12. Attend and represent the Executive Board at College events as assigned.
  13. Strive to learn, develop and achieve leadership skills and abilities.
  14. Post and maintain regular office hours.
  15. Maintain records, reports, and documents of business; and use WCC network for organization and electronic storage.
  16. Manage the funds and property of the ASWCC.
  17. Have a working knowledge of the ASWCC bylaws.
  18. Perform other duties as assigned by the President or Executive Board Advisor.
- B. The President shall:**
1. Serve as the primary student administrator for the Associated Students.
  2. Serve as the liaison to the College administration, as well as attend and provide written reports to the WCC Board of Trustees and oral reports at WCC Board of Trustees meetings.
  3. Appoint Executive Board members to College, standing and ad hoc committees; with the exception of Tenure Review Committees - if not otherwise stated in Article III, or as the need arises.
  4. Meet, as needed, with the President of Whatcom Community College.
  5. Meet, as needed, with the Director for Student Life.
  6. Facilitate the appointment process to the Executive Board due to vacancy, as outlined in the Appointment/Selection Handbook and Article V of the Bylaws.
  7. Oversee the preparation and distribution of all Student Government related news and information.
  8. Work to establish and maintain positive relationships with the campus community.
  9. Coordinate the preparation and distribution of a notice, no less than once per month, to inform the campus community about activities during fall, winter and spring quarters.
  10. Write a quarterly and annual report of Executive Board business.
  11. Act as the financial manager of the Associated Students.



12. Serve as Chair of the S&A Budget Committee
  13. Prepare the annual ASWCC program budget for the Executive Board, with the help of the Executive Board Advisor.
  14. Update, as needed but no more than annually, the ASWCC Financial Code, with the guidance of the Executive Board Advisor.
  15. Assist other Executive Board members as necessary.
- C. The Vice President shall:**
1. Assume the duties of the President in the case of absence, resignation, or forfeiture of office.
  2. Implement action on motions passed by the Executive Board.
  3. Meet as needed with the Vice President of Educational Services.
  4. Develop student surveys and gather student input on issues affecting the student body.
  5. Act as the Executive Board representative on the Technology Fee Committee.
  6. Is responsible for student concerns and advocacy.
  7. Support all campus wide diversity efforts.
  8. Develop and maintain a pool of student volunteers.
  9. Update the Executive Board on legislative issues that affect community college students and maintain a working relationship with local legislators.
  10. Represent the ASWCC at legislative functions.
  11. Oversee on-campus voter registration and information.
  12. Attend, and coordinate student representatives to attend the CUSP Legislative Cycle – Summer Legislative Community Academy, Fall Student Legislative Academy, Winter Strategic Networking Academy, and Spring Legislative Voice Academy.
  13. Acquire a working knowledge of the annual White Paper.
  14. Acquire a working knowledge of Washington State Legislative structure, hotlines, and bill procedures.
  15. Communicate quarterly with State Representatives and Legislators.
  16. Assist with legislative matters as necessary.
  17. Assist other Executive Board members as necessary.
- D. The Director of Clubs and Outreach:**
1. Serve as Chair of the Interclub Council.
  2. Advocate for campus clubs & organizations to cultivate a strong campus community.
  3. Provide advocacy for co-curricular, service learning, and volunteer programs.
  4. Meet, as needed, with the Vice President for Instruction.
  5. Provide the Executive Board with weekly reports on club activities, chartering, and affairs.
  6. Oversee the Club Chartering process.
  7. Coordinate the quarterly club fairs and trainings with the exception of summer quarter.
  8. Attend club meetings and programs.
  9. Update the ASWCC Club Handbook with the Executive Board Advisor.

10. Maintain a positive relationship with the Programming and Diversity Board.
11. Promote club and organization events to the campus community, in coordination with the Office of Student Life.
12. Coordinate the maintenance of student club website pages.
13. Assist other Executive Board members as necessary.

**E. The Director of Operations:**

1. Serve as Chair of the ASWCC Constitution and Bylaws Review Committees.
2. Review and update the Selections/Appointment Handbook, forms, and other information, in coordination with the Executive Board Executive Board Advisor.
3. Maintain and update Student Government website.
4. Distribute meeting agendas and supporting materials at least two (2) days before Executive Board meetings, Senate meetings and Constitution and Bylaws Review Committee Meetings.
5. Coordinate the recording of the Executive Board meetings minutes, and the Constitution and Bylaws Review Committee meeting minutes.
6. Maintain an accurate inventory of all AS property, including items purchased during the fiscal year.
7. Maintain a file of all photos and news clippings of Executive Board events throughout the academic year and create a year-end annual.
8. Distribute and post minutes within three (3) business days of the approval of minutes.
9. Oversee records of official committees including copies of correspondence, committee meeting minutes, and agendas.
10. Coordinate Executive Board training registration and travel paperwork.
11. Maintain a calendar of all official Executive Board meetings and events.
12. Assist other Executive Board members as necessary.

**F. Campus Leadership Coordinators:**

1. Advocate for Clubs and Organizations.
2. Promote student clubs, club membership, and club events.
3. Understand the club chartering process, and assist clubs in learning policies and procedures related to club chartering and college business processes.
4. Peer advisor to club officers:
  - a. Advise club members on the proper timeline and procedure for completing forms and business processes.
  - b. Advise club members on marketing and resources.
  - c. Advise club members on program planning.
  - d. Advise club members on recruitment strategies.
5. Assist in updating club websites.
6. Attend and record Interclub Council and Committee meetings, as assigned.
7. Assist Executive Board members in other projects as necessary.

**Section 10 – Coordinators**

The Executive Board, with the approval of the Executive Board Advisor, may appoint Student Coordinators as necessary. Coordinators specialize in specific areas of responsibility to accomplish the duties deemed necessary to fulfill the mission and vision of the ASWCC.

### **Section 11 – Probation**

In the event an officer does not satisfy the responsibilities outlined in Article 1, Section 4; Article I, Section 6; and Article I, Section 9 - the officer may be placed on probation. The probation process is detailed in Article VI, Section 7 of the bylaws.

## **ARTICLE II – SENATE**

### **Section 1 – Purpose**

Bring and include a diverse student voice to the decision-making process in order to represent various demographics on campus. To promote leadership opportunities and campus community.

### **Section 2 – Membership**

The ASWCC Senate is comprised of a maximum of twelve (12) Senators. Senate positions will be filled on a space available basis.

The Vice President of Educational Services shall appoint a WCC employee as the Advisor to the ASWCC Executive Board, who shall also serve as advisor to the ASWCC Student Senate. The advisor's duties are to assist the Senate with administrative policies and procedures, leadership development and provide overall program direction. The Executive Board Advisor shall have a presence at all Senate meetings, but have no voting authority.

### **Section 3 – Meetings**

- A. Attend designated Senate meetings as scheduled.
- B. Attend Committee meetings as scheduled.
- C. The ASWCC President shall preside over the Senate meeting and Roberts Rules of order, current edition, shall be the rules of the day.
- D. The Senate reserves the privilege of executive session when deemed appropriate by the Chair, and in accordance with Open Public Meetings Act according to RCW: 42.30.200
- E. Meeting minutes will be recorded and made public according to RCW 42.32.030.
- F. The order of business for the Executive Board meetings shall be:
  1. Call to Order
  2. Roll Call
  3. Approval of Minutes
  4. Correspondence
  5. Reports
  6. Unfinished Business
  7. New Business
  8. Open Floor
  9. Announcements
  10. Adjournment

### **Section 4 – Compensation**

- A. Upon satisfactory completion of a minimum of thirty (30) office hours per quarter, the responsibilities outlined in these bylaws and the *ASWCC Senate Terms of Appointment Contract*, members of the ASWCC Senate shall receive compensation in the form of a quarterly stipend of \$300 throughout their term of office.
- B. Submit weekly timesheet to including hours works and tasks completed during office hours.
- C. Office hours shall be approved by Executive Board and/or Executive Board Advisor.

#### **Section 5 - Condition of Senate Member Tenure**

- A. Each member of the Senate is responsible for fulfilling the duties outlined under Duties of the Senate: Article II, Section 7.
- B. A signed ASWCC Senate *Terms of Appointment Contract* must be on file prior to being officially recognized as a member of the ASWCC Senate.
- C. Each Senate member must have a constituency election form signed by thirty (30) or more currently enrolled Whatcom students. Students may not sign more than one constituency form.
- D. Senate members must have a minimum 2.50 cumulative GPA and enrollment in eight (8) Whatcom Community College credits.
- E. To remain in office, all Senate members shall maintain successful progress towards their academic goals by completing a minimum of eight (8) credit hours per quarter, excluding summer quarter, and by maintaining a quarterly GPA of at least 2.50.
- F. Senate members not fulfilling their responsibilities may receive a written warning from the Executive Board Advisor to correct deficiencies.
- G. The Executive Board Advisor shall have the discretion to conduct quarterly performance evaluations and process mid-quarter grade checks.
- H. Senate members may serve a maximum of six (6) academic quarters.

#### **Section 4 – Duties of the Senate**

- A. Promote the goals and objectives of the Associated Students.
- B. Serve as conduit of information and expression of concerns for WCC students.
- C. Attend meetings, trainings and leadership development opportunities.
- D. Serve, when appointed, on applicable standing, ad hoc, and college committees.
- E. Report Senate business to, and seek input from, constituents at least twice per month.
- F. Adhere to all College policies, procedures, departmental guidelines, and State laws.
- G. Work with the institution’s internal procedures to voice concerns and resolve conflicts.
- H. Communicate professionally through oral, written, and electronic means of communication.
- I. Attend and represent the ASWCC at College events as assigned.
- J. Strive to learn, develop and achieve leadership skills and abilities.
- K. Have a working knowledge of the ASWCC bylaws.
- L. Perform other duties as assigned.

### **ARTICLE III – COMMITTEE**

#### **Section 1 - Initiating**

Special committees may be created as deemed necessary by the Executive Board. The appointment of the committee chair shall be the responsibility of the Executive Board President. The

appointment of the members will be the responsibility of the Committee Chair, in consultation with the President.

## **Section 2 - Standing Committees**

### **A. Student Services & Activities (S&A) Fee Budget Committee**

1. Membership:
  - a. Executive Board President, Chair
  - b. Two (2) Executive Board members
  - c. One (1) Programming and Diversity Board member
  - d. Two (2) students-at-large, voting members, who may not be a member of the Executive Board or Programming and Diversity Board, appointed by the Executive Vice President.
  - e. Vice President of Educational Services, voting member or his/her appointee.
  - f. One WCC Faculty or Staff member, voting, appointed by the Vice President of Instruction.
  - g. Advisor of the Executive Board, non-voting, advisory member.

### **B. Interclub Council**

1. Membership:
  - a. Director of Clubs & Organizations, Chair.
  - b. A minimum of one Campus Leadership Coordinator, meeting scribe.
  - c. One (1) representative from each ASWCC Chartered Club.
    - i. Students within each ASWCC recognized club shall appoint a representative to the Interclub Council.
  - d. Executive Board Advisor or his/her designee, non-voting, advisory member.
2. Responsibilities:
  - a. Create a forum for campus clubs to maintain a working relationship with the college.
  - b. Participate in regularly scheduled meetings/training
  - c. Meet at least monthly, and no more than every other week, during academic year.
3. The Clubs & Organization Handbook and the Clubs Advisors Handbooks shall be the official policies and procedures manual for the ASWCC Interclub Council.

### **C. Selections Committee**

The method of selection, group membership, timeline, committee responsibilities, and voting shall be outlined in Article V- Selections and Appointments. This shall be the official policies and procedures for the spring selections committee.

## **Section 3 - Ad Hoc Committees**

### **A. ASWCC Constitution and Bylaws Review Committee**

1. Membership:
  - a. Director of Operations, Chair
  - b. President, voting member
  - c. Two (2) additional Executive Board members, voting members appointed by the Chair.
  - d. One (1) student-at-large, voting member, appointed by the Chair.
  - e. One (1) member of the Programming and Diversity Board.
  - f. Executive Board Advisor or his/her designee, non-voting advisory member

2. Responsibilities:
  - a. Review and propose necessary changes to the ASWCC Constitution and Bylaws.
  - b. Meet as deemed necessary by the committee Chair.
  - c. Follow process outlined in Article XIII.
- B. Budget Dispute Resolution Committee**
  1. Membership:

As per RCW 28B.15.045, the Budget Dispute Resolution Committee shall be comprised of:

    - a. The Services and Activities (S&A) Fee Committee chair shall appoint one (1) student member of the Services and Activities Fee Committee who will chair the Dispute Resolution Committee, non-voting member.
    - b. The Services and Activities Fee Committee chair shall appoint three (3) students of the Services and Activities Fee Committee, voting members.
    - c. Three (3) representatives appointed by the Whatcom Community College Board of Trustees, voting members.
    - d. Two (2) representatives appointed by the Whatcom Community College Administration, non-voting, advisory members.
  2. Responsibilities:
    - a. Resolving any disputes, by vote, which might exist between the Services and Activities Fee Committee and College Administration, relative to the Services and Activities Fee Budget. The findings of the committee are forwarded to the Board of Trustees for final action.
    - b. Meet only in the instance that a dispute regarding the Services and Activities Fee budget arises, according to the procedures set forth in the Financial Code.
    - c. The Committee must meet within fourteen (14) days of a dispute.
- C. Judicial Review Committee**
  1. Membership:
    - a. Vice President of Educational Services or designee, Chair.
    - b. Five (5) students-at-large, voting members, selected by the Vice President of Educational Services, or his/her designee and confirmed by the Executive Board, who shall have little/ no knowledge and no bias for or against the grievance.
  2. Membership:
    - a. Vice President of Educational Services or designee, Chair.
  3. Responsibilities:
    - a. Review upon request and modify, if necessary, any action taken against an Executive Board member, Senate member, or student representative on any campus committee.
    - b. Evaluate appeals pertaining to the interpretation of the ASWCC Constitution and Bylaws after the ASWCC President and Executive Board have evaluated said appeals.
    - c. Review appeals of selection results.
    - d. Meet only upon the receipt of an officially filed grievance.

- e. The Judicial Review Committee quorum shall be 100% of all Judicial Review Committee members. All votes taken by the committee will need a majority vote of all members to pass. The Chair will vote only in the case of a tie.
  - f. All Judicial Review issues and discussions are confidential until the Judicial Review Committee has reached an official decision.
4. Committee Process:
- a. Review written reports of all parties involved in said grievance.
  - b. Hear verbal reports from each party involved. Each party will voice their argument to the committee separately from the parties involved.
  - c. Review the written and spoken testimonies, and hold a final vote. The Judicial Review Committee shall compose a written explanation of its decision pertaining to the grievance within three (3) weeks of receipt of the grievance. The decision may be immediately made available to the Executive Board and campus community.
  - d. The final recommendation of the Judicial Review Committee shall comply with the ASWCC Constitution and Bylaws.

## **ARTICLE IV – ASWCC CHARTERED CLUBS**

Any community of five (5) or more WCC students desiring to organize as a club may seek charter approval to be a recognized ASWCC Club. Procedures for obtaining a charter shall be set forth in the ASWCC Club & Organizations Handbook.

### **Section 1 - Purpose**

The purpose of clubs shall be to give any group of students the opportunity to organize as a sanctioned club in order to foster campus community and create leadership opportunities. Clubs shall be student led by its student members.

### **Section 2 - Chartering Requirements**

The Clubs & Organizations Handbook shall be the official policies and procedures manual for all chartering requirements.

### **Section 3 – Recognition**

To become a recognized campus organization, all clubs must develop and submit a charter to the ASWCC Director of Clubs and Organizations to be approved by the Senate. The necessary components of an organization charter can be found in the Clubs & Organization Handbook.

### **Section 4 – Membership**

Club membership is limited to ASWCC Students and their WCC Faculty/Staff advisor(s). Community guests may attend special club meetings once per quarter to provide presentations and community support, but are not considered members of the club.

### **Section 5 – Sanction**

To become sanctioned and/or recognized, the charter shall include the name of the student club or organization and the purpose and goals of that organization.

### **Section 6 – Conditions**

All organizations must be fully sanctioned by the Executive Board if they are to:

- A. Use the name of the College



- B. Use the facilities of the College
- C. Administer services, programs or activities

### **Section 7 – Funding**

All clubs and organizations are encouraged to initiate community and leadership building activities. Chartered clubs also have the opportunity to apply for conference and presentation funding through the “ASWCC Funding Request Form.”

### **Section 8 – Advisors**

WCC Faculty/Staff provide encouragement and support in their role as advisors. A complete list of responsibilities of advisors shall be outlined in the Club Handbook, as well as the Club Advisors Handbook.

### **Section 9 – Rights, Responsibilities, and Discipline of Clubs and Organizations**

The rights and responsibilities of clubs, and appropriate disciplinary actions, shall be set forth in the Club Handbook.

### **Section 10 – Training**

Club Officers shall attend and complete a training workshop and orientation conducted by the ASWCC Director of Clubs and Organizations and the Student Life Office. Club officers shall attend and complete a club officer training workshop and orientation conducted by the ASWCC Vice President and the Student Life Office, in order to be eligible to receive S&A funding for conferences or plan campus activities/events.

## **ARTICLE V - SELECTIONS AND APPOINTMENTS**

All selections and appointments are made by majority vote and are final upon acceptance of the appointment.

### **Section 1 - Standard Filing Process for ASWCC Executive Board and Senate Positions**

- A. A fully completed ASWCC Candidate Application packet:
  - 1. Completed ASWCC Executive Board/Senate Application Form
  - 2. Cover Letter
  - 3. Completed ASWCC Expectations Agreement
  - 4. Minimum of one letter of recommendation (preference from WCC Faculty or Staff)
  - 5. Unofficial Transcripts: If candidate has less than three (3) quarters of WCC credits, they will submit copies of their most current academic records
- B. Official filing for candidacy in any ASWCC position opening requires all pieces of the application to be submitted no later than 4:00 PM on the deadline date for filing. (Students may apply for more than one office/position at a time).

### **Section 2 - Executive Board Candidate Qualifications**

The ASWCC upholds all State and Federal equal opportunity and anti-discrimination laws. Executive Board positions are open to all ASWCC students meeting the listed qualifications. Students with ASWCC leadership experience (Senate members and Club Officers) are highly encouraged to continue their leadership development and apply for Executive Board openings.

- A. Currently enrolled student in eight (8) credits or more at Whatcom Community College.
- B. Possess a minimum 2.5 cumulative grade point.



- C. Possess a previous quarter GPA, within the immediate calendar year, of 2.5 and have completed a minimum of eight (8) credits from the previous quarter when applying for and assuming office.
- D. Students who have been placed on Academic or Disciplinary Probation are not eligible to serve as Executive Board Officers.
- E. It is preferred that prospective members attend at least two ASWCC Senate meetings.
- F. Any student wishing to appeal the qualification requirements set forth in these bylaws must submit a letter of appeal, to the Executive Board Advisor, before application deadline
- G. Constituency
  - 1. Each Executive Board member must have a constituency election form signed by thirty (30) or more currently enrolled Whatcom students. Students may not sign more than one constituency form.
  - 2. Constituency forms must be presented to the Office of Student Life for verification before the Board Member's term begins. Constituencies end on the last day of the academic year, unless the member is removed from office or withdraws.
  - 3. Constituency forms will be reviewed on a quarterly basis to ensure that constituents are currently enrolled students at WCC.
  - 4. Representatives shall have a maximum of ten (10) school days from the date of notification to obtain additional constituent signatures. Failure to maintain thirty (30) constituent signatures shall be cause for removal.
  - 5. Constituents wishing to withdraw from an Executive Board member's constituency may do so by filling a written request with the Office of Student Life.
  - 6. If an Executive Board member resigns or is terminated, their constituency shall be notified by the Director of Operations.

### **Section 3 - Selection Committee Membership & Responsibilities**

#### **A. Membership:**

- 1. The President and Executive Board Advisor shall appoint the chairperson of the Selection Committee. If the President is running for re-election, the Executive Board Advisor shall select a chairperson.
- 2. The Selection Committee shall be comprised of four (4) current Executive Board members, one (1) WCC Administrator, Faculty or Staff member, and the Executive Board Advisor. Once the committee is established (after first meeting is held), members may not apply for any position(s) being selected.

#### **B. Responsibilities**

- 1. The committee is responsible for the interview process to include, but not limited to; establishing a timeline, advertising position(s), reviewing the applications, developing a list of questions for the position(s), scheduling and conducting the interviews and making the final decisions for selection.
- 2. All committee members must be present at each interview, the entire deliberation, and voting process; in order to cast a vote.
- 3. Each member of the committee must sign a letter of confidentiality.

4. Appointments of all Executive Board officers shall be completed two weeks prior to the end of spring quarter.
- C. The Candidates' Handbook shall be the official policies and procedures manual for the ASWCC Selections/Appointments Committee.
- D. Candidate Selection Process
  1. All Executive Board positions must be posted in the WCC community and advertised for a minimum of three weeks
  2. All Senate positions will be posted two weeks before the quarter begins and will be made filled on a space available basis.
  3. The Selections Committee will meet prior in order to:
    - i. Review applications
    - ii. Outline the experience, skills, abilities, and strengths the committee is seeking in a final candidate
    - iii. To identify and agree upon interview dates and times, and final selection meeting
  4. The Selections Committee will interview each candidate in a non-biased manner, utilizing the same interview questions and providing the same amount of time for each candidate's interview.
  5. Each member of the Selections Committee will score each candidate's responses to each of the interview questions
  6. Individual scores will be tallied and shared with the committee and the committee will begin the process of selecting the best candidate to fill the position – based on interview scores and candidate's experience, skills, abilities, and strengths.

#### **Section 4 - Voting**

All decisions made by the committee require a majority vote.

#### **Section 5 - Timeline**

The Selection Committee shall be organized within the first two (2) weeks of spring quarter for the formation of next year's Executive Board. All selections shall be completed two weeks prior to the end of spring quarter.

#### **Section 6 - Appointments to Committees**

Appointments of student positions on campus committees and tenure review committees shall be made by the President no later than the fourth (4th) week of fall quarter.

- A. The President shall announce openings for student representation on all applicable campus and tenure review committees by the first (1st) week of fall quarter and/or as they become available.
- B. If within seven (7) calendar days, no student committee applications are received concerning a posted committee opening, the President shall actively recruit a potential committee member by the third (3rd) week of the quarter.
- C. Candidates for campus tenure committees must attend a training session conducted by the Vice President of Instruction or his/her designee. The Vice President of Educational Services or his/her designee reserves the right to deny a student membership on a campus committee.
- D. All appointments to campus committees shall be reported to the Executive Board by the President. Names shall then be forwarded to the office of the College President and respective College administrators as appropriate.

### Section 7 - Appointments Due to Vacancies

Appointments to vacant Executive Board and campus committee positions shall be made as specified in Article IV, Section 7 of the ASWCC bylaws.

## ARTICLE VI – ASWCC CODE OF CONDUCT AND ACCOUNTABILITY

### Section 1 - ASWCC Executive Board and Senate Member Expectations

- A. Each year, during training, the Executive Board shall generate a formal set of behavioral expectations, based on Whatcom Community College values, for a standard of performance for the Executive Board and Student Senate. If any member does not meet the group expectations, they may be subject to review. Each student leader will be provided a copy of the expectations.
- B. Comply with College rules and regulations and uphold ASWCC Constitution and Bylaws.
- C. Act as a student leader both on and off campus.
- D. Work as an actively contributing member of the Executive Board or Student Senate and toward accomplishing its goals and mission.
- E. Obtain written exemption, one week in advance, from the Executive Board Advisor prior to missing any training, retreat, or event in which the member has agreed to and/or is obligated to attend.
- F. Conduct oneself professionally and in a manner consistent with the Student Code of Conduct set forth by Whatcom Community College.
- G. Corrective action will be taken by the advisor pursuant to Article VI, Section 3 if at any time members:
  1. Fall below the minimum general requirements, pursuant to Article I, Section 6 of these bylaws.
  2. Fails to meet the duties and responsibilities of his/her position, pursuant to Article I, Section 9 of these bylaws.
  3. Engage in any behavior unacceptable to the workplace according to the Student Code of Conduct of Whatcom Community College.
  4. Engage in any behavior unacceptable to the workplace according to the WCC Student Rights and Responsibilities 132U-120.

### Section 2 - Attendance Policies

Executive Board and Senate members will be subject to the disciplinary action policy outlined in Article V if they:

- A. Miss one (1) or more meetings in any one (1) quarter **without** a written exemption from the advisor.
- B. Miss two (2) or more meetings in any one (1) quarter **with** a written exemption from the advisor.
  1. Written notice must be received via email within forty-eight (48) hours of the meeting.
- C. Abandons their position by being absent and out of communication for more than three (3) consecutive school days.

### Section 3 - ASWCC Process of Accountability

This process is a set of actions that hold Executive Officers and Senators to a standard of professional performance. The term accountability describes a process for actions that holds Executive Officers and Student Senators to the recognized standards of conduct at Whatcom Community College. Since the Executive Board and Senate are complex organizations, it is challenging to develop a process that will determine the proper corrective action to be taken in every situation and therefore relies on the

professional judgment of the Executive Board Advisor.

#### **Section 4 - Corrective Action**

Any allegation/student concern brought to the attention of the Executive Board Advisor about any Executive or Senate member shall start an investigation. It is expected that all corrective actions have ongoing communication between the Council member and the Advisor in an effort to correct the situation.

#### **Section 5 - Oral Warning / Verbal Counseling**

A meeting shall be convened by the Advisor to investigate on and/or off campus allegations brought against any member of the Senate or Executive Board. The terms of the probation shall be defined in writing by the Advisor. If the member's performance or behavior does not improve within a specified period of time, corrective action will proceed. Except when necessary, this counseling shall be kept confidential.

#### **Section 6 - Reprimands**

Reprimands shall be initiated in writing by the Executive Board and/or Advisor and kept in member's file and confidential, when possible.

#### **Section 7 - Probation**

If a written reprimand is not effective, or if the seriousness of the offense warrants immediate probation, a probationary timeline and terms of probation will be set by the Advisor. If the member has not improved within this timeline, dismissal from office may be initiated. Any Executive Officer or Senate member whose quarterly GPA is below 2.5, may be subject to a probationary period for a minimum of three (3) weeks under the supervision of the Advisor.

## **ARTICLE VII - REMOVAL FROM OFFICE**

#### **Section 1 - Dismissal**

Any Executive Board or Senate member may be dismissed from office for the following:

- A. Failure to maintain the responsibilities, duties, and/or minimum qualifications of his/her office.
- B. Failure to follow policies and procedures outlined in ASWCC documents.
- C. Abuse of power of office.
- D. Found by the Vice President of Educational Services to have committed a violation of the Whatcom Community College Student Code of Conduct.

#### **Section 2 - Involuntary Dismissal or Removal**

If no improvement of performance/behavior is recognized, impeachment by a majority vote of all voting Executive Board members may occur. The Executive Board shall provide written explanation outlining their decision for, or against removal and post in a public place for no less than two weeks. If the action(s) of the member is deemed serious or dangerous, the Advisor has the option to terminate the member immediately.

#### **Section 3 - Suspension**

The Executive Board may, based upon a recommendation by the Executive Board Advisor, vote to suspend without pay, an officer or Senate member pending the outcome of an investigation pertaining to a violation of the Code of Student Conduct, Terms of Office (Article I, Section 4), or Duties of Officers (Article I, Section 9).

**Section 4 - Recall**

- A. Any member of the Associated Students may initiate a recall against an Executive Board or Senate Member.
- B. The recall process shall follow Article VI, Section 4.

**ARTICLE VIII - RESIGNATION****Section 1 - Policy**

Any member of the Executive Board or Senate who wishes to resign from his/her position shall submit to the President and Executive Board Advisor a signed letter of resignation. Membership tenure will end immediately upon submission of the letter of resignation.

**ARTICLE IX - VACANCIES****Section 1 - Vacancies on the Executive Board**

Vacancies occurring in the Executive Board during the academic year through shall be filled through the Appointment Committee:

- A. Membership:
  - 1. The President will serve as the Chair of the Appointment Committee.
  - 2. The Appointment Committee shall be comprised of at least (5) five WCC students-a- large (non-biased), (2) two Executive Board members, (1) one member of the Programming and Diversity Board, and the Executive Board Executive Board Advisor.
- B. Responsibilities:
  - 1. The committee is responsible for the interview process to include, but not limited to, establishing a timeline, advertising position(s), reviewing the applications, developing a list of questions for the position(s), scheduling and conducting the interviews, and making the final decisions for selection.
  - 2. Applications for filling a vacancy on the Executive Board shall be accepted by the Office of Student Life for a minimum of two (2) calendar weeks after the date a vacancy has been announced.
  - 3. In the event a vacancy occurs during a break in the academic quarter, the vacancy shall be announced and posted the first day of the following quarter.
  - 4. All committee members must be present at each interview, the entire deliberation, and voting process; in order to cast a vote.
  - 5. Each member of the committee must sign a letter of confidentiality.
- C. The Candidates' Handbook shall be the official policies and procedures manual for the ASWCC Selections/Appointments Committee.

**Section 2 - Vacancies on Campus and Tenure Review Committee**

Vacancies during the quarter shall be announced no later than one (1) week after the vacancy occurs. Vacancies shall be filled within two (2) weeks after the vacancy occurs.

## **ARTICLE X - FINANCES**

### **Section 1 - Policy**

The ASWCC Executive Board oversees the management of the Services and Activities Fee designated by the Washington State Legislature in RCW: 28B.15.044. The ASWCC Financial Code governs the use of these funds allotted by the Board of Trustees to the ASWCC and revenues generated by the organizations administered by the ASWCC. All funds collected and expended are subject to the policies, regulations, and procedures set forth in the Financial Code, in addition to those set by Whatcom Community College Administrative Procedures, the Whatcom Community College Board of Trustees, opinions of the Washington State Attorney General, the State Board for Community and Technical Colleges, rules of the State Office of Financial Management, and the laws and regulations of the State of Washington.

## **ARTICLE XI – INITIATIVE AND REFERENDUM PROCESS**

### **Section 1 – Initiatives**

Initiative measures shall be put to a vote of the general student body upon submission of a petition to the Executive Board, clearly stating the issue and signed by at least 300 currently enrolled students. Such petitions may be submitted to the Executive Board at any regularly scheduled meeting. Approved initiative measures must be publicly posted for a period of two (2) weeks to the election in which it shall be voted on.

### **Section 2 – Referenda**

Referenda may be put to vote of the general student body upon a simple majority vote of the Executive Board. Approved referenda must be publicly posted for a period of two (2) weeks to the election in which it shall be voted on.

## **ARTICLE XII – POSITION STATEMENT**

### **Section 1 – Establishing Position & Opinions**

The Executive Board reserves the right to clarify and interpret documents and policies, answer complaints and establish Executive Board positions on issues relating to students.

### **Section 2 – Process**

The Executive Board may issue a position statement when:

- A. A member of the ASWCC makes a written request for clarification of any document, policy or procedure relating to student governance.
- B. The Executive Board, through the passage of a motion, desires to take a position on an issue of importance to the ASWCC or for clarification necessary for the maintenance of internal affairs.

### **Section 3 - Procedure**

The procedure for adopting a position statement shall be as follows:

- A. The President shall coordinate in depth research into the situation and draft a preliminary recommendation.
- B. Not more than two (2) weeks shall elapse during this drafting. No later than the first Executive Board meeting following the conclusion of the two (2) week draft period, the preliminary draft shall be presented.

**Section 4 - Approval**

Approval of a position statement shall require a majority vote of the Executive Board.

**ARTICLE XIII – AMENDMENTS****Section 1 – Grammar, Spelling and Punctuation**

Grammar, spelling, and punctuation changes may be recommended by a simple majority vote of the ASWCC Constitution and Bylaws Review Committee and a simple majority vote of Executive Board. The Executive Board may independently initiate and approve grammar, spelling, and punctuation with a simple majority vote.

**Section 2 - House Keeping Revisions**

Minor revisions to the bylaws, which do not substantially change the overall intent of the bylaws or any of its articles, may be recommended by the ASWCC Constitution and Bylaws Review Committee and approved by a simple majority vote of the Executive Board. The Executive Board may independently initiate and approve any House Keeping revisions that do not substantially change the overall intent with simple majority vote.

**Section 3 - Amendments**

Amendments to the bylaws, which substantially change the overall intent of the bylaws or any of its articles must be recommended by the ASWCC Constitution and Bylaws Review Committee, approved by a majority vote of the Executive Board, and approved by the Executive Board Advisor.

- A. Any such amendment must be well publicized with written notice for fifteen (15) business days before ratification takes effect. Students may appeal the amendment by submitting a petition to Executive Board with fifty (50) signatures of registered students before ratification takes effect. At such time, the amendment may be placed on the ballot in any regular or special election and must be ratified by a simple majority of the students voting to be binding.
- B. In the event a proposed amendment is approved by the Executive Board, but is declined by the Advisor to the Executive Board and/or the Vice President of Educational Services, the proposed amendment shall be eligible to be ratified by a simple majority of the students voting in any regular or special election, provided written notice of such an amendment has been published for a period of two (2) weeks prior to the election.
- C. Each time the Constitution or Bylaws are revised, a written report must be made documenting the change, why the change is needed and the intent of the change made.

**ARTICLE XIV – OTHER REGULATORY DOCUMENTS****Section 1 - Clubs & Organization Handbook**

The Club Handbook is a document for clubs that includes information on the chartering process, funding information, and helpful hints for running an effective organization. It is reviewed annually by the ASWCC Director of Clubs and Organizations, Advisor to the Executive Board and the Student Life Clubs Advisor. Amendments to this document must be approved by a majority vote of the Executive Board.

**Section 2 - Advisors Handbook**

The Advisors Handbook is a document for club advisors that includes information on the chartering process, funding information, and helpful hints for advising clubs. It is reviewed and amended by the Advisor for the Executive Board and the Student Life Clubs Advisor.

### **Section 3 - ASWCC Financial Code**

The Financial Code governs the use of collected student fees and other public funds allotted by the Board of Trustees to the Associated Students and those revenues generated by the organizations administered by the Executive Board. The Advisor to the Executive Board is responsible to the College for the administration and compliance of the Financial Code. The Financial Code may be revised as needed. Changes/additions must be submitted to the Advisor to the Executive Board. All changes to the Financial Code must be reviewed by the Vice President of Educational Services or his/her designee, the Vice President of Administrative Services, the Business Office Manager and submitted to the Presidents' Cabinet.

### **Section 4 - Budget Handbook**

This document results from the Services and Activities (S&A) Fee Budget process each academic year. Once the budget is adopted and prepared by the S&A Budget Committee, the budget is then approved by the Executive Cabinet of Whatcom Community College and the Whatcom Community College Board of Trustees.

### **Section 5 - Candidate/Appointment Handbook**

These handbooks outline the policies and procedures for all candidates, applying for a position on the Executive Board. The document is reviewed annually by the ASWCC Vice President and the Executive Board Advisor. Amendments to the Candidates' Handbooks are approved by a majority vote of the Executive Board.



## **ARTICLE XV – DEFINITION OF TERMS**

**Board of Trustees** - The governing body of the institution, they are appointed by the governor and serve the educational needs of the Community College District.

**Club Advisors** - Persons employed by the College who have club account Responsibilities.

**College Facilities** - Any or all real and personal property owned or operated by the College including all buildings and appurtenances affixed thereon or attached thereto.

**Constituent** – All Students of Whatcom Community College.

**Ex Officio** - By virtue of office or position.

**Fiscal** - Of or related to government expenditures, revenues, or debt.

**Honorarium** - A payment given to a professional person for services for which fees are not legally or traditionally required.

**Initiative** - The right and procedure by which citizens can propose a law by petition and ensure its submission to the electorate.

**Officer** – An Executive Board Member

**Office Hours** - Time spent in the office doing work and remaining available to the Students.

**RCW** – “The Revised Code of Washington (RCW) is the compilation of all permanent laws now in force.” (<http://apps.leg.wa.gov/rcw/>)

**Referendum** - The submission of a proposed public measure or actual statute to a direct popular vote.

**Service & Activities (S&A) Fees** - Monies paid by students, with tuition, that are set aside for services and activities to benefit the student body.

**Seed Funding** - Extra finds for financial backing to start a club

**Student** - Any person who is registered for credit classes at the College.

**Tenure** - The status of holding one’s position during the academic year.

**WAC** – “Regulations of executive branch agencies are issued by authority of statutes. Like legislation and the Constitution, regulations are a source of primary law in Washington State. The WAC codifies the regulations and arranges them by subject or agency.” (<http://apps.leg.wa.gov/wac/>)