

1 **Bylaws of the Associated Student Council of**
2 **Seattle Central College**
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4 Sanctioned by the ASC on June 10, 1999, submitted to and approved by the Director of Student
5 Leadership and the President of Seattle Central Community College on June 11, 1999
6 Last amended and approved at the regular meeting of the 2022-23 Student
7 Council, March 13th
8

9 **Preamble**

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11 We, the students of Seattle Central College, in order to organize an efficient political body with
12 the purpose of promoting the general welfare of the students, by defining and protecting their
13 rights, by representing and acting in an official capacity for the student body, with a concern for
14 providing students with opportunities for participation in programs and activities designed to
15 promote intellectual, emotional, physical and social development, do hereby adopt these Bylaws
16 of the Associated Students of Seattle Central College.
17

18 **Article I**
19 **Name**

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21 **Section I Title**

22 This organization shall be known as the Associated Student Council of Seattle Central
23 College, also known as ASC-SCC.
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25 **Section II- Governance**

26 Under Washington State Law, the Board of Trustees of Seattle Central College (SCC) is
27 charged with the ultimate authority and responsibility for all programs and services at SCC.
28 The administration of the programs and services that are supported by the ASC-SCC have
29 been delegated by the District Board of Trustees to the Associated Student Council (ASC)
30 with the guidance of the college administration. In acceptance of this authority and
31 responsibility, ASC will administer programs and funds in compliance with the rules and
32 regulations authorized by the College and the laws of the State of Washington as well as its
33 right and responsibility to advocate on behalf of student interests.
34

35 **Article II**
36 **Authority**

37
38 **Section I – Jurisdiction**

39 The Associated Student Council shall have the authority and responsibility for the
40 development, interpretation, and implementation of all legislation at the Student
41 Association level. Such powers include overseeing the Student Boards, Service and
42 Activities Fund Committee, and the direction and regulation of all activities and policies of
43 the Associated Student Council, and the enactment of measures for the general welfare of
44 the ASC.
45

46 **Section II – Legal Framework**

47 The Bylaws dictate how the ASC shall operate and are subject to the ASC-SCC
48 Constitution, which in turn is subject to the Seattle College District Policies and Procedures.

49
50 **Article III**
51 **Membership**

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53 **Section I – General Membership Requirements**

54 ASC membership shall be limited to individuals who are currently enrolled students at Seattle
55 Central College.

56
57 **Section II – GPA and Enrollment Membership Requirements**

58 To be eligible to serve as an Executive member of the ASC, a student must:

- 59
60 A. Be enrolled with a minimum of 10 credits at a Seattle Central College
61 school (except for summer quarter).
62 B. Have completed at least 10 credits by the start of year in office.
63 C. Have achieved a cumulative and quarterly GPA of 2.5 or higher to apply
64 and have a cumulative and quarterly GPA of 2.5 to maintain membership.
65

66 **Section III – Equal Opportunity**

67 The ASC is an equal opportunity organization and does not discriminate on the basis of race,
68 color, religion, sexual orientation, gender, national origin, political orientation, age, marital status
69 or any physical, sensory, or mental disability.
70

71 **Section IV – One Position Limit**

72 No ASC Executive member can serve on any other Student Leadership board. Leadership boards
73 include: Associated Student Council, Student Organizations Resource Council. College Activities
74 Board, Student Website and Publication Board, Global Engagement Team, Tournaments and
75 Games, Information Central, or Phi Theta Kappa.
76

77 **Section V - Satellite Campus Representatives**

78 Satellite Campuses (Health Education Center, Seattle Maritime Academy, and Wood Technology
79 Center) may have up to one student serve as a voting representative on Seattle Central’s Associated
80 Student Council (ASC). This position will have equal voting rights to the ASC executive members
81 and will have a proxy ability. Selection of position and its proxy will be through an application
82 process.
83

84 Additionally, Satellite Campuses will have Program Committees. These committees will be
85 comprised of a minimum of three (3) students and its sole purpose and function will be to provide
86 programmatic direction and S&A Fees requests for the students at their prospective campuses. The
87 Program Committee members shall be selected via an application process.
88

89 It’s recommended that the ASC works to accommodate travel for satellite campuses to make
90 meeting requirements obtainable. This will be done by working to reimburse travel costs, via Public
91 Transportation, and by choosing meeting times that will accommodate satellite campus class
92 schedules when possible
93

94 **Article IV**
95 **Meetings**

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97 **Section I: Meeting Times and Attendance**

98 ASC meetings are to be held weekly.

- 99
- 100 A. Council meetings shall be held on Monday 3-4 p.m., in the Student
101 Leadership Conference room.
- 102
- 103 B. At least one meeting per year will be held at each satellite campus (Health
104 Education Center, Seattle Maritime Academy, Wood Technology Center).
- 105
- 106 C. Satellite campus' representative can attend via virtual communication tool or
107 conferenced call.
- 108
- 109 D. ASC may decide to change the time and location that regular meetings are to be
110 held by a two-thirds (2/3) majority vote.
- 111
- 112 1. Meeting days and times, as well as open committee meetings, must be
113 publicly posted.
- 114 2. All meeting days and times for the ASC meeting as well as committee
115 meetings must at least be publicly posted outside of the ASC office, in
116 Information Central, Satellite Campuses and on the Student
117 Leadership Events Calendar.
- 118 3. All meeting changes for ASC weekly meetings and committee
119 meetings must be posted a minimum of one (1) week in advance.
120 Changes must be reported to the Public Information's Office (PIO) so
121 that the change can be shared with faculty, students and staff on
122 campus.
- 123

124 **Section II: Attendance Policy**

125 All ASC Executive members are required to attend all ASC meetings for a minimum of
126 one (1) scheduled hour and can extend if it is needed. Executives and Associates shall
127 sign the Attendance Sheet at Leadership Institutes and other required trainings and events
128 to aid in the tracking of attendance.

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- 130
- 131 A. Tardiness
- 132 1. Tardiness is defined as a short absence from a meeting during the
133 regularly scheduled one (1) hour.
- 134 2. A tardy shall be marked once a member is absent for a total of more than
135 five (5) minutes but less than a total of ten (10) minutes.
- 136 3. Three (3) tardies shall equal one unexcused absence.
- 137 4. The fourth (4th) tardy shall equal a second unexcused absence.
- 138
- 139 B. Absences
- 140 1. An absence is marked if a member is absent from a meeting for a total of

- 141 more than ten (10) minutes during the regularly scheduled one (1) hour of
142 the ASC meeting.
- 143 2. Absences will be recorded by the Executive of Administration, with the
144 assistance of the ASC advisor, and brought to each ASC meetings for any
145 necessary discussion
 - 146 3. Council members are allowed a total of two (2) absences per quarter and
147 one (1) unexcused absence per Council Year.
 - 148 4. Council members exceeding either two (2) absences per quarter or one
149 (1) unexcused absence per year shall be removed from office.
 - 150 5. The Council must be notified in writing two (2) instructional days
151 preceding the meeting to be missed, if an absence is to be excused.
 - 152 6. Absences for tabling and the leadership institute will be marked if
153 a member is not present for said duty for more than 15 minutes.
 - 154 7. Absences must be recorded/documented for both meetings and
155 tabling/Leadership Institutes to be counted against said ASC
156 member
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- 158 C. If a Council member is forced to be tardy or absent due to unforeseeable
159 circumstances, the member shall have the right to go before the Council at the
160 next meeting and seek to have the tardy removed or the absence excused.
- 161 1. If the Council member was tardy or absent due to circumstances that
162 would be both unforeseeable and unavoidable for a reasonably prudent
163 person, the Council shall have the option to vote to remove the tardy or
164 excuse the absence.
- 165 D. Time keeping
- 166 1. ASC members are required to record their work time online and in a
167 timely manner.
 - 168 2. If an ASC member fails to submit their timesheets, they will be given a
169 warning for their first violation. If ASC members fail to turn in more
170 than 2 timesheets within the given timeframe it will be counted as a
171 Duties and Tasks Violation.
- 172

173 **Section III: Meeting Agendas**

174 The ASC Meeting Agenda shall be completed and made available by the Executive of
175 Communication twenty-four (24) hours before the start of the ASC meeting. Modifications to
176 the ASC Meeting Agenda after this time can only be made by a vote during the meeting.

- 177
- 178 A. It must be posted outside of the ASC, at all Satellite Campuses and online via the
179 Seattle Central App.
 - 180 B. Agenda items must be shared with all Executives, the Advisor and/or the Advisor's
181 assistant by all ASC members. These items must be shared by Thursday at 12pm
182 (noon) and the consolidated list of items shared with the ASC more than 24 hours in
183 advance to the Executives.
- 184

185 **Section IV: Voting Rights**

186 A quorum shall consist of no fewer than two-thirds (2/3) of the Executive members for any
187 business to be transacted or motions made and passed at any regular or special meetings. Four

- 188 (4) Executive members shall be considered a quorum.
189 A. All ASC votes shall be decided by a simple majority (over ½) vote unless
190 specifically noted otherwise.
191
192 B. Tied votes shall be counted as a failure of the motion being voted on.
193
194 C. Satellite Campus Representatives shall have voting rights equal to ASC Executive
195 members.
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197 D. In cases of absence by an ASC Executive, their associate may act as a proxy if the
198 executive gives them notes on the meeting agenda and their voting suggestions on
199 meeting items prior to the meeting.
200

201 **Section V: Leadership Institutes**

202 The ASC shall also attend monthly Leadership Institute meetings that occur on a different
203 day than the regularly scheduled ASC meetings.
204

- 205 A. The Leadership Institutes shall be organized and facilitated by the Dean of
206 Student Development or delegated Student Leadership staff.
207
208 B. ASC members who are absent or tardy for a Leadership Institute shall arrange
209 with the Director of Student Leadership a form of supplementary training that
210 shall make up the time missed. Failure to make such arrangements within one (1)
211 week of the tardiness or absence shall result in recording the incident as one (1)
212 unexcused absence and weighed under the Attendance Policy for ASC meetings.
213

214 **Section VI: Length of Terms**

215 The Council Year shall be considered to be the fall, winter, and spring quarters of each school
216 year. ASC Executive members remain on-call throughout the summer quarter following their
217 term.
218

219 **Section VII: Summer Training**

220 Executive members are required to attend all summer training programs, including the
221 orientation in the summer prior to their term.
222

223 **Section VIII: Special Trainings and Workshops**

- 225 A. Members of the ASC shall be required to attend any trainings and workshops
226 designated by the ASC.
227
228 B. All specially designated trainings and workshops shall be included under the
229 Attendance Policy for ASC meetings.
230

231 **Article V Rules of** 232 **Order**

233 **Section I: Establishment of Rules of Order** 234

235 The ASC shall follow a customized version of Robert’s Rules of Order.

236
237 A. At the beginning of each new Council Year, the Council shall decide which
238 version of Robert’s Rules of Order to use, and agree, in writing, to follow them.

239 **Section II: Chairing Meetings**

240 ASC Regular meetings shall be chaired by a rotation consisting of members on the Executive
241 Council and Developmental meetings shall be chaired by a rotation of members on the
242 Associate Council. Schedules shall be overseen by the Executive of Administration of the
243 ASC.

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**Article VI
Officers and Duties**

Section I: Egalitarian Structure

The ASC is a non-hierarchical organization. The Executive Officer titles are for reference only, and do not carry with them any special powers or privileges.

To help implement the egalitarian method Executives are responsible for sharing our system at their meetings and such to lessen any confusion and any unspoken hierarchies

Section II: Constitutional Titles and Working Titles

The Executive member positions exist as required in the ASC-SCC Constitution under different working titles that better reflect the egalitarian nature of the Council.

Section IV: Executive Officer Titles and Duties

Duties of the Executive members of the ASC, (in alphabetical order)

A. Executive of Administration

1. Oversees the rotation of the Council Chair, and posts schedule in office.
2. Works with the ASC advisor or advisor’s assistant to keep record of future meeting locations and times.
3. Responsible for meeting once each quarter with each ASC member to identify needs and goals.
4. Coordinates ASC Tabling in the halls, based on tabling request forms filled out by fellow ASC members at least 3 days prior to their request time.
5. Serves as student representative to the District Board of Trustees and prepares and presents verbal and written reports to them each month. These reports are also submitted to the Executive of Student Services and the President of Seattle Central College as a monthly committee report.
6. Attends monthly meetings with the college president.
7. Shall keep track of and update the Attendance Sheets³, bringing them to all ASC scheduled events and tabling for sign-in by Executives and Associates.
8. Shall issue Accountability forms⁴ at the ASC weekly meeting.
9. Organizes the Student Tenure assignment process in collaboration with the ASC Advisor and Dean of Student Development.
10. Coordinate and plan for ASC Group Projects
11. Reports back to the ASC council about the Board of Trustees meeting and

- 282 the President's meeting
- 283 B. Executive of Communication
- 284 1. Establishes and chairs the Communication Committee and submits a weekly report
- 285 to all ASC members
- 286 2. Organizes the marketing and recruitment effort for the annual selection process of
- 287 all Student Leadership boards in collaboration with the Executive of
- 288 Administration, and Executive of Legislative Affairs.
- 289 3. Acts as a liaison with the Student Involvement Coordinator, College Activities
- 290 Board, Student Organizations Resource Council, Public Information's Officer, and
- 291 Canvas Via Distance Learning.
- 292 4. Serves on the Student Publications Board and Tech Fee Committee

^{3 & 4} See Student Leadership Website

- 293 5. Ensures ASC representation on any social media platform with the assistance
294 of the Communications committee.
295 6. Meet with the Publication and Information Office at least once a month.
296 7. Shall review the ASC meeting Minutes and Agenda for accuracy and correct if
297 needed.
298 8. Posts ASC weekly Agendas and minutes in given posting locations.
299 9. Responsible for making sure all ASC Executive office hours are posted.
300 10. Posts and send updates on meeting location and time changes to PIO for proper
301 information distribution.
302 11. Acts as email correspondence on weekly meeting posters and information
303

304 C. Executive of Finance

- 305 1. Serves as the ASC representative on the Services and Activities (S & A) Fee
306 Budget Committee and submits a weekly report to the ASC.
307 a. Recruits' student members to the S&A Fee Budget Committee.
308 b. Assists the committee on prioritizing needs for granting funds.
309 c. Drafts the ASC budget proposal for submission to the S&A Fee Budget
310 Committee.
311 d. Drafts preliminary and final budget reports for the approval of the S&A
312 Fee Budget by the ASC.
313 e. Introduces the final budget report for the ASC.
314 f. Serves as liaison between the ASC and all budget areas funded by
315 Services and Activities fees.
316
317 2. Convenes and chairs the Capital Funds Review Committee (CFRC) when
318 enacted.
319 3. Reports monthly on the Associated Student Council budget.
320 4. Administer the ASC Book Fund.
321 5. Will serve on the college's bi-quarterly College Council meetings, and Tech Fee
322 Committee.
323 6. Ensures information that is meant to be public knowledge is adequately posted
324 7. Responsible for creating a student survey asking for feedback where students think
325 the funding is needed.
326 8. Creates/fills out all ASC budget requests and creates budget proposals for ASC
327 9. Creates annual survey to check the importance and the service provided by funded
328 programs.
329

330 D. Executive of Issues and Concerns

- 331 1. Establishes and chairs the Issues and Concerns Committee and submits a
332 weekly report to the ASC.
333 2. Co-holds 1-2 public student forums per year with the Executive of Student
334 Success and Executive of Communications in collaboration with the VP of
335 Student Services, the Dean of Student Development, and the President of
336 Seattle Central.
337 3. Is responsible for the maintenance of the system (that includes the suggestion boxes
338 and the electronic form) for gathering issues/concerns/feedback from the student
339 body and reporting its findings to the ASC.

- 340 4. Is empowered to meet with various campus department divisions and services on
341 behalf of students to resolve issues and concerns.
342 5. Informs the ASC of the issues and concerns of student organizations, cultural groups,
343 and the general student body at weekly meetings.
344 6. Serves as the student member of district or campus conduct appeals committees
345 should any occur.
346 7. Maintains the official Issues and Concerns email account.
347 8. Will serve on the college's bi-quarterly College Council meeting, Safety Committee,
348 and Student Conduct Committee.
349

350 E. Executive of Legislative Affairs

- 351 1. Establishes and chairs the Student Advocacy Committee.
352 2. Assists in Voter Registration and promoting political engagement of students.
353 3. Starting in March establishes and chairs the ASC Selection Process Steering
354 Committee, which organizes and oversees the annual selection process. This
355 committee organizes the outreach campaign and creates the Interview Team, the
356 Review Team, and the Clerk Team.
357 4. Responsible for organizing any "special elections" as described in Article XI.
358 5. Serves as the delegate to the Washington Community and Technical College
359 Student Association.
360 6. Will serve on the college's bi-quarterly College Council meetings.
361 7. Posts updates outside of the office about WACTCSA
362 8. Creates and chairs a Bylaws Committee in February. This committee will be created
363 and headed by the Executives of Legislative Affairs. It will include a minimum of five
364 (5) current students. It must include a diverse population of student leaders, club
365 members or students at large. This committee will hold 4 weekly meetings to look at
366 and discuss changes to the bylaws. They will then propose to the ASC and the ASC
367 may deliberate before sharing it with the Director of Student Leadership, the Dean of
368 Student Development and the President of the school.
369

370 F. Executive of Student Success

- 371 1. Establishes and chairs the Student Success Committee.
372 2. Chairs and recruits for the Presidents' Medal Committee. This committee is tasked
373 with taking nominations and putting forward no more than five candidates for Vice
374 Presidents' medal and Presidents' medal to be awarded during the commencement
375 ceremony of each academic year.
376 3. Will serve on the college's bi-quarterly College Council meetings and Curriculum
377 Coordinating Council.
378 4. Coordinate and organize projects related to student service.
379 5. Creates quarterly surveys to gauge student needs and what ASC projects should be
380 prioritized.
381 6. Liaison with the Library to maintain and promote the Extended Library Hours.
382 7. Continued Advocacy for Open Educational Resources.
383 8. Serve as the student representative on the Hazing Prevention Committee.
384

385 G. General Executive Duties
386

387 All Executive members are required to perform at least ten (10) hours and, at most, twelve
388 (12) of council related work per week, which includes:

- 389 1. Work on behalf of the student body to build a diverse and equitable school
- 390 environment
- 391 2. One-hour weekly ASC meetings
- 392 a. The Land Acknowledgement
- 393 b. Approval of previous meeting's minutes
- 394 c. Give time for public comments
- 395 d. Discuss old business, new business, and vote when necessary.
- 396 e. Divisional and Committee reports.
- 397 3. One-hour weekly ASC developmental meetings
- 398 a. Study session which includes but is not limited to, project research, discussion
- 399 and preparation for the future official ASC meeting.
- 400 4. Monthly Student Leadership Institute on Thursdays
- 401 5. Two scheduled office hours.
- 402 6. One-hour tabling per week
- 403 7. All other duties that arise in response to events and opportunities on- and off- campus.
- 404 8. Meet with the ASC advisor regularly
- 405 9. Check inbox at least two (2) times per week and read meeting minutes before next
- 406 meeting.
- 407 10. Creates effective guidelines that the next year's Executive can easily follow. This will
- 408 be put into the transition report for the following year's ASC to look at for support
- 409 11. Manages work of their Associates to ensure that associates work all their weekly time
- 410 allowances
- 411 12. Speaks to classes (in person or via canvas) to update them about what the ASC is
- 412 working on if necessary
- 413 13. Gives a personal and committee update at each weekly meeting.
- 414 14. Executives may recruit a secretary to assist in said clerk work. The Advisor's
- 415 assistant is one person who can act as a secretary at weekly meetings.
- 416 15. All Executives shall be trained on 25 Live and how to schedule Tabling. Then,
- 417 schedule and table accordingly.
- 418 16. Monthly written report to the Executive of Administration.
- 419 17. Ensuring accessibility of all committee information such as minutes, agendas, and
- 420 reports to all Council members and the advisor.
- 421
- 422

423 Executive members are allowed to exchange duties and responsibilities if the exchanges are
424 proposed at a Council meeting and approved by a majority of members. Such an exchange does
425 not constitute a permanent change in the job descriptions for those offices.

426 **Section V – Associate Members**

- 427 A. The Executive of Administration shall select up to 6 non-voting Associate members to
- 428 serve on the ASC.
- 429 B. Any student at Seattle Central College who is enrolled in 10 credits or more and has a
- 430 quarterly/cumulative GPA of at least 2.5 is eligible to apply for an ASC Associate
- 431 member position. Associate applications will be reviewed by the same process as
- 432
- 433

- 434 Executive applicants.
- 435 C. Associate members will serve as active members of the ASC until the end of the
- 436 current academic year in which they were appointed.
- 437 D. Can be promoted to Executive member if necessary
- 438 E. All Associate members are required to perform no less than 4 hours of Council related
- 439 work per week, which can include but is not limited to:
- 440
- 441 1. Serving on ASC committees
 - 442 2. Attending the monthly Leadership Institute training
 - 443 3. Attending at least one ASC weekly meeting per quarter
 - 444 4. Attending a weekly 15-minute meeting with the ASC advisor
 - 445 5. Tabling
 - 446 6. Writing Minutes during the scheduled ASC meetings
 - 447 7. Attending club meetings to gain perspectives and increase collaboration
 - 448 8. Poster making
 - 449 9. Project research
 - 450 10. Attending committee meetings of their Executives

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452 **Section VI – Duties and Tasks Policy**

453 ASC members who fail to meet the requirements of their office shall be subject to removal from

454 office. (See Article VIII.)

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**Article VII Selection
Process**

Section I – Overview

- A. Starting in February the Associated Student Council will begin hiring for the following council year. Selection Process for the Executive Members of the ASC must be clearly advertised for four (4) weeks prior to the application deadline.

- B. The Selection Process shall consist of four (4) distinct groups.
 - 1. The applicants shall be students who have submitted completed application packets and are seeking Executive positions on the ASC.
 - 2. The Review Team shall review and rate each application submitted. The team shall consist of students from diverse groups selected by Executive of Legislative Affairs, and the team shall be ratified by the ASC.
 - 3. The Interview Team shall interview and rate each applicant applying for a position on the ASC.
 - 4. The Clerk Team shall compile all scores from both the Interview Team and the Review Team and finalize the results of the Selection Process.
 - 5. The Executive of Legislative Affairs shall conduct a holistic review process in accordance with Title III.
 - a. The Executive of Legislative Affairs is required to serve on the Clerk team and may serve in other teams with only advising capacity.
 - b. In the event that the Executive of Legislative Affairs is applying for an office during the Selection Process, the Executive of Legislative Affairs shall be replaced for the purposes of chairing the Selection Process by another Executive, who shall be selected by vote of the Council.

Section II – Applicant Procedure

- A. To be considered, each applicant must submit an application packet to ASC that shall include the following:
 - 1. A completed ASC application online.
 - 2. A current, unofficial transcript and quarter enrollment form.
 - 3. A one (1) page cover letter.
 - 4. To be considered for an Executive position, the packet shall also contain fifty (50) student signatures from students currently enrolled at Seattle Central and a letter of recommendation.
 - a. One (1) letter shall be written by a currently SCC staff, faculty or administration member.

- B. If the above requirements are met, the Director of Student Leadership shall certify the application packet as being eligible for consideration.

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Section III – Review Team Procedure

- A. The Review Team shall consist of no fewer than six (6) members.
 - 1. Possible members of the Team shall include students-at-large, members of other official, compensated Student Leadership organizations, and retiring Council members. This shall be done by surveying students at large via tabling.
 - a. No more than two (2) retiring ASC members shall be on the committee.
 - b. The Team shall reflect the diversity of the Associated Students of Seattle Central College.
- B. The team shall review every application individually, with the names of the applicants removed, and score them based on the merits of the application.
- C. The Review Team members shall submit their final scores to the Clerk Team.

Section IV – Interview Team Procedure

- A. The Interview Team shall consist of no fewer than three (3) members.
 - 1. Possible members of the Team shall include students-at-large, members of other official, compensated Student Leadership organizations, and retiring Council members.
 - a. The Team shall consist of at least one (1) student-at-large.
 - b. The Team shall reflect the diversity of the Associated Students of Seattle Central College.
- B. All members of the Team shall interview every applicant together and score them individually based on the merits of their performance in the interview.
 - 1. The Team shall endeavor to interview every applicant with the same group of interviewers.
- C. The Interview Team will receive training in cultural bias and will review and abide by the Seattle College District’s policies on equal opportunity and non-discrimination in hiring.
- D. The Interview Team members shall submit their final scores to the Clerk Team.

Section V – Clerk Team Procedure

- A. The Clerk Team shall consist of no fewer than two (2) members, including the Executive of Legislative Affairs.
 - 1. Possible members of the Team shall include students-at-large, members of other official, stipend-compensated Student Leadership organizations, and retiring Council members.

- 551 B. The Clerk Team shall organize a holistic review process with both the Review
552 Team and the Interview Team.
553
- 554 1. The Review Team shall first recommend the top six (6) candidates per
555 each Executive position to the Clerk Team based on the score that
556 members of the Review Team evaluate individually. The Interview Team
557 shall recommend the top three (3) candidates to the Clerk Team based on
558 the score that members of the Interview Team evaluate individually.
 - 559 2. The highest and lowest score received by each applicant by the Review
560 Team shall be dropped to prevent outliers from impacting the final scores.
 - 561 3. The Clerk Team shall adopt and record a consistent procedure to double-
562 check all data entry to ensure that the scores entered have been accurately
563 inputted and calculated.
 - 564 4. The Clerk Team shall take the final overall scores for the Executive
565 applications and shall consider the highest scoring applicants to be
566 selected.
 - 567 5. The Executive of Legislative Affairs shall ensure the selection process of
568 the Executive members in accordance with Title III.
 - 569 6. The Dean of Student Development will review the scoring and verify
570 accuracy or revise if necessary.

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Section VI – Associate Selection Process

574 The associate selection process the same procedure as the executive process.

575 A. The associate applicants must submit the following to be considered:

- 576 1. A completed application
- 577 2. A current, unofficial transcript and quarter enrollment for.
- 578 3. A one (1) page cover letter.
- 579 4. Twenty- five (25) student signatures from students currently enrolled at Seattle
580 Central

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Section VII – Selection Results Ratification

- 583 A. Once the results of the Selection Process have been calculated and verified, the
584 Executive of Legislative Affairs shall present them at the next scheduled Council
585 meeting.
586 Once the results of the Selection Process have been calculated and verified, the
587 Executive of Legislative Affairs shall confirm the top candidate for each
588 Executive position and top six candidates for the Associate position with the
589 Director of Student Leadership and Dean of Student Development to prepare
590 presenting them at the next scheduled Council meeting.
- 591 B. Upon presenting the top candidates, Executive members shall vote to ratify each of
592 the top six Associate candidates and each of the top Executive candidates.
- 593 C. Ratified candidates shall be contacted by the Executive of Legislative Affairs or
594 Director of Student Leadership to officially offer them membership of the Council
595 and ask them to confirm their acceptance of such an offer.

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598 **Article VIII**
599 **Removal from Office**

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601 **Section I – Conditions for Removal**
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- 603 A. Not abiding by the Attendance Policy – dismissal.
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605 B. Not abiding by the GPA and Enrollment Requirement – automatic dismissal.
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607 C. Not fulfilling commitment to tasks or subcommittee appointments, including
608 weekly hours.
609
610 D. Any act which the Council deems detrimental to the integrity and mission of the
611 Associated Student Council.
612
613 E. Voluntary resignation.
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615 **Section II – Process for Removal**
616

- 617 A. Attendance Policy Violations:
618 1. Council members in excess of either two (2) excused absences per quarter or
619 one (1) unexcused absence per year shall be in violation of the Attendance
620 Policy (Article 4, section 3) and shall be removed from office.
621 2. When a member's absence has been documented in the ASC minutes or
622 records kept by the advisor on required training or tabling, the Executive of
623 Administration will bring the issue to the floor of the next regularly
624 scheduled meeting.
625 3. The member will be given the opportunity to request that the absence be
626 excused.
627 4. If a Council member has reached the number of absences described in
628 number 2 above as a violation of the ASC Attendance Policy, as
629 documented by proper evidence, the Council shall uphold the Attendance
630 Policy by voting to remove the offending member.
631
632 B. GPA and Enrollment Requirement Violations:
633 1. Council members whose current enrollment drops beneath ten (10) credits
634 (except during summer quarter), or whose cumulative GPA drops below 2.6,
635 shall be in violation of the GPA and Enrollment Requirement for membership
636 (Article 1, Section 2) and shall be removed from office. However, an
637 executive member scheduled to graduate spring quarter and needing fewer
638 than 10 credits to fulfill graduation requirements can petition the ASC during
639 winter quarter to be allowed to stay in office during spring quarter without
640 carrying the requisite 10 credits.
641
642 C. Duties and Tasks Violations:
643 1. Council members who are failing to perform the duties required by their

644 office shall be in violation of Duties and Tasks Policy (Article 4, Section 5)
645 and subject to the following corrective process and possible removal from
646 office.

- 647 2. The Executive of Administration and Director of Student Leadership shall
648 meet with the offending member to address the situation, and draft a plan
649 that, if followed, shall place the offending member back into compliance with
650 the requirements of their position on the ASC.

- 651 a. If the Executive of Administration has any conflict of interest in the
652 matter another Executive member or staff member shall be selected by
653

654 the Director of Student Leadership to replace the Executive of
655 Administration for the purposes of these proceedings.

- 656 3. The plan shall be documented and presented at the next scheduled ASC
657 meeting, which shall be approved by a majority vote of the Council if the
658 plan is found to remedy the performance issues of the offending member.
- 659 4. Compliance with the approved plan and the fulfillment of their duties within
660 one (1) week of the plan's approval shall end the Duties and Tasks Violations
661 corrective process, and the member shall be restored to good standing.
- 662 5. In the event that the offending member fails to comply with the above
663 corrective process, evidence shall be presented at the next scheduled ASC
664 meeting that proves the offending member's noncompliance.
- 665 6. If noncompliance is proven, the Council shall uphold the Duties and Tasks
666 Policy and vote to remove the offending member.
667

668 D. Integrity and Mission Violations:

- 669 1. In the event that an ASC member's conduct compromises the integrity and
670 mission of the ASC, the offending member shall be removed from office.
- 671 2. Clear and convincing evidence shall be properly documented and presented at
672 a scheduled ASC meeting that proves the offending member's conduct has
673 compromised the integrity and mission of the ASC.
- 674 3. If the evidence presented and recorded provides proof of wrongdoing, the
675 Council shall uphold the Integrity and Mission of the ASC and vote to
676 remove the offending member.
677

678 E. Voluntary Resignation:

- 679 1. In the event that an ASC member chooses to resign, the Council shall
680 verify the resignation prior to declaring a vacancy.
 - 681 a. Members who are preparing to resign shall be strongly encouraged to
682 provide the Council with as much warning as they are able so that the
683 Council may prepare to fill the vacancy.
 - 684 b. Any voluntary resignation must be submitted in writing to the
685 Executive of Administration and the Director of Student Leadership.
- 686 2. To verify a resignation, evidence shall be presented at the next scheduled
687 ASC meeting that confirms the resigning member's intent.
 - 688 a. Examples of appropriate forms of evidence include a personal
689 statement made by the resigning member in verbal or written form, or
690 any other form of communication by the resigning member that clearly

- 691 and unambiguously describes the desire to resign from office.
692 3. If the intent to resign has been verified, then the Council shall uphold the
693 Voluntary Resignation and vote to recognize the resignation.
694

695 **Section III – Student-Driven Recall**

696 Through petition, the student body of Seattle Central College shall have the right to initiate a
697 recall process for an ASC member.
698

699 A. Petition Requirements:

- 700 1. The petition must make specific claims regarding an ASC member that, if
701 confirmed, would render the offending member ineligible for continued
702 office under the requirements set forth by the bylaws, laws, policies, and
703 regulations which govern the Council.
704 2. The petition shall have the name of the ASC member or members to be
705 recalled and the specific reasons for the proposed recall accurately and
706 clearly displayed on every page of signatures.
707 3. Petition signatories must be confirmed as being currently enrolled, fee-
708 paying students of Seattle Central College.
709 4. The petition must have a number of confirmed student signatories equal to
710 at least three percent (3%) of the currently enrolled student population at
711 Seattle Central College or three hundred (300) students.
712 5. The petition must be presented at a regularly scheduled ASC meeting after
713 the required minimum number of signatories has been confirmed.
714

715 B. Recall Process:

- 716 1. If the petition has met the above requirements, then the Council shall hear
717 all evidence concerning the claims of the petition.
718 2. If the evidence presented proves the claims of the petition, the Council
719 shall uphold the Student Recall and remove the accused member.
720

721 **Section IV – Appeals Process**

722 A Council member who has been removed from office shall have the right to appeal the decision
723 of the Council in order to be reinstated as an active member of the Council. Remaining ASC
724 Executives shall give two (2) weeks to a Council member who has been removed from office to
725 appeal.
726

- 727 A. The removed member shall provide clear and convincing evidence during a
728 scheduled ASC meeting that they were removed inappropriately due to an error in
729 the evidence presented against them or a procedural error during the Removal
730 Process.
731

- 732 B. If the evidence presented proves that the removed Council member was
733 inappropriately removed and the original claims against them were not accurate,
734 the Council shall uphold the Appeals Process and vote to reinstate the ASC
735 member.
736

737 **Article IX**

738 **Vacancies**

739
740 **Section I – Definition of Vacancy**

741 Vacancies occur when any member of the Associated Student Council has been removed or
742 has resigned under the Removal from Office policy (Article VIII).

743
744 **Section II – Response to an Executive Member Vacancy**

- 745
746 A. The process to fill an Executive member vacancy must be initiated within one (1)
747 week of the occurrence of the vacancy.
- 748 1. If the vacancy occurs during spring quarter, the Council shall have the
749 option to vote on a proposal that redistributes the former member’s
750 workload instead of filling the vacancy.
 - 751 a. Voting on a plan of redistribution shall be an option only if the
752 workload can be redistributed in a way that does not lessen
753 Council’s effectiveness.
- 754 B. Executive positions shall be filled either through the approval of an eligible
755 Associate member or the use of the Selection Process (Article 8).
- 756 1. An eligible and willing Associate member shall move into the open
757 position if approved by a vote of the Council.
 - 758 2. If no Associate member is willing or approved, a Selection Process shall
759 take place to fill the vacancy
760
761
762

763 **Article X**

764 **Student Services and Activities Fees**

765
766 **Section I – Services and Activities Budget Committee**

767 The ASC shall empower the Executive of Finance to establish the Services and Activities (S &
768 A) Fees Budget committee to review requests for S & A funding and submit budget
769 recommendations to be approved by the ASC, in accordance with the Revised Code of
770 Washington State and Seattle College District VI Policies and Procedures related to Student
771 Service and Activities Fees.

- 772 A. The S & A Budget Committee shall consist of the Dean of Student
773 Development, the Executive of Finance, and no less than three (3), but no
774 more than six (6) students who are not current members of the ASC.
- 775 B. All members shall review each application and individually score it.
- 776 C. This committee shall be composed of students from different
777 background in accordance with Title III.
778
779

780 **Section II- ASC Allocation Fund**

781
782 To request ASC approval for funding request below \$1000, a Funding Request sheet² must be
783 completed and submitted during a regular ASC meeting for review by the Executive members of

784 the council prior to any vote to consider the funding. Upon approval, the Executive requesting
785 funding is responsible to follow up with the ASC advisor to prepare necessary paperwork.

786

787 **Section III- Capital Funds Review Process**

788

789 In the event of allocating S&A funds outside the current annual operating budget, the ASC shall
790 initiate the Capital Funds Review process (CFR). This process will only be activated upon a
791 formal motion of the ASC to review a particular project.

792

793 Money allocated in the process will come from the S&A fee reserve account. The ASC shall
794 ensure that the S&A reserve account always has at least \$500,000 in ready and accessible funds.

795

796 Capital Funding Review Process

797

798 1. Endorsement

799 The proposal must be endorsed by an ASC committee who will be responsible
800 for reviewing the proposal and bringing it to the ASC advisor for the next step
801 in the review process. If the S&A Committee, in subsequent steps, requests
802 more information or a change in information, it is the ASC committee's
803 responsibility to submit such requests to the proposing body

804

805 2. Legal Inspection and Funds Confirmation

806 The ASC committee endorsing the request must submit a pre-proposal to the
807 Dean of Student Development to review for compliance with state S&A
808 guidelines, and to ensure that the amount requested would not put the reserve
809 fund in danger of falling below the required balance of \$500,000 in non-
810 obligated funds. If the proposal does not pass the legal inspection it cannot
811 move forward to step 3. The proposer can make corrections to the proposal
812 and resubmit the idea beginning the process at step 1.

813

814 3. ASC Review

815 Once the proposal has been determined to be legal the chair of the sponsoring
816 committee will present the proposal to the ASC under new business. The ASC
817 Executives shall then vote on whether or not to send the proposal to the S&A
818 Committee for Capital Funds Review (CFR).

819

820 4. S&A Evaluation

821 Upon a passing vote, the S&A Budget Committee begins the evaluation

822

823

824

825 ² See Student Leadership Website

826 process. This process is based on the Capital Funding Review Scoresheet³ in
827 addition to any concerns or considerations that arise by S&A members. If at
828 this point the committee determines this proposal needs more information,
829 they can send it back to the proposer and the ASC subcommittee that initially
830 made the proposal. If a proposal is sent back for this reason, once more
831 information has been supplied, the proposal will continue to be evaluated by
832 the S&A Budget Committee.
833

834 5. S&A Report

835 The S&A Budget Committee will compile a report containing the proposal
836 and any additional information received, the scores for the proposed project
837 using the official CFR grading rubric, and any additional notes. The CFR will
838 then submit this report to the S&A Budget Committee for approval.
839

840 6. ASC Report

841 Once the S&A Budget Committee approves the report it will be submitted to
842 ASC members during an official ASC meeting. Each ASC member will
843 receive a copy of this report to read and bring back to the following meeting.
844

845 7. ASC Discussion and Final Vote

846 Upon reading the full proposal and report, the ASC will have an open
847 discussion, including all ASC Executives, Associates, interns, and the ASC
848 advisor. At the end of the discussion, the ASC must move to approve or deny
849 the request as submitted or amended. Only Executive members may vote.
850

851 8. Conclusion

852 After the final vote, the ASC will inform the submitting party. A copy of
853 the report will be submitted to the Executive of Communications to be
854 recorded with the minutes.
855

856 **Article XI**

857 **Special Elections and General Votes**

858 **Section I – Special Elections and General Votes Overview**

859
860
861 The ASC may be called upon by the student body or the administration of the school or district
862 to facilitate a special election or general vote by the student body.
863

- 864 A. In the event of a special election or general vote proposed by members of the
865 student body (student-driven actions), the ASC shall adhere to the following
866 procedure when considering a vote for facilitation and while facilitating votes.
867
868
869

870 ³ Appendix 5

871 B. Administration-driven votes shall be subject to the special requirements laid out
872 by the administration and guided by the following procedure.

873

874 **Section II – Student-Driven Special Election Facilitation Requirements**

875

876 A. The action put to ballot by the proposed vote shall not violate or conflict with any
877 of the rules, policies, regulations, or laws applicable to actions undertaken by the
878 ASC-SCC and the ASC.

879

880 B. A student-supported, legitimate petition shall be officially presented at a
881 scheduled ASC meeting.

882 1. The petition shall detail a specific action that shall be undertaken if the
883 vote passes.

884 2. The petition shall have the details of the content for the proposed vote
885 accurately and clearly displayed on every page of signatures.

886 3. Petition signatories must be confirmed as being currently enrolled, fee-
887 paying students of Seattle Central College.

888 4. The petition shall have a number of confirmed student signatories equal to
889 at least three percent (3%) of the currently enrolled student population at
890 Seattle Central College or three hundred (300) students – whichever is
891 greater at the time.

892 5. The petition shall be presented at a regularly scheduled ASC meeting after
893 the required minimum number of signatories has been confirmed.

894

895 C. There shall be sufficient time and resources to facilitate the proposed vote.

896

897 D. If the petition is legitimate as described and sufficient time and resources exist to
898 facilitate the special election, the Council shall uphold the Student-Driven Special
899 Election and vote to establish a Special Election Committee chaired by the
900 Executive of Legislative Affairs to facilitate the voting process, and a deadline by
901 which the process must be complete.

902

903 **Section III – Student-Driven Special Election Voting Requirements**

904

905 A. There shall be proper, clear, and public advertising and debate regarding the vote
906 for at least two (2) weeks prior to the vote.

907

908 B. The voting method shall ensure that only currently enrolled, fee-paying students
909 are allowed to vote.

910

911 C. At least three percent (3%) of the eligible student body shall vote.

912

913 D. The voting method shall be secure to prevent fraudulent and repeated voting, the
914 invasion of voter privacy, and all other forms of preventable vote corruption.

- 915 E. The method for calculating the results of the votes shall be reliable, secure against
916 fraud and transparent for independent observation.
917
- 918 F. The results of the vote must be publicly announced upon confirmation of the
919 validity of the vote.
920

921 **Article XII**
922 **Amendments**

923
924 **Section I – Process for Amending Bylaws**
925

926 The ASC-SCC Bylaws shall be amended by no less than a two-thirds (2/3) majority vote of the
927 ASC, and the subsequent approval of the Director of Student Leadership, Dean of Student
928 Development and the President of Seattle Central College.
929

- 930 A. Any amendment that impacts the authority, responsibilities or eligibility of ASC
931 members will become effective at the beginning of the next Council Year.
- 932 B. The effective date of any other amendments passed by the ASC will be
933 determined by the Director of Student Leadership and Dean of Student
934 Development.
- 935 C. Previous Amendments and Approvals:
- 936 1. June 11, 1999
 - 937 2. June 8, 2000
 - 938 3. May 30, 2001
 - 939 4. May 16, 2002
 - 940 5. May 29, 2003
 - 941 6. 26, 2005
 - 942 7. May 22, 2008
 - 943 8. June 9, 2011
 - 944 9. June 7, 2012
 - 945 10. October 3rd, 2013
 - 946 11. June 11th, 2015
 - 947 12. May 10, 2016
 - 948 13. May 17, 2016
 - 949 14. May 31, 2016
 - 950 15. June 7th, 2016
 - 951 16. June 14th, 2016
 - 952 17. June 18th, 2018
 - 953 18. June 3rd, 2019
 - 954 19. March 9th, 2020
 - 955 20. March 12th, 2021
- 956

957 **Article XIII**
958 **Accessibility**

959 **Section I- Accessibility**
960

961 The ASC shall operate with complete transparency and the work of the Council will always
962 remain accessible to students.

- 963
- 964 A. Included in the agenda of every ASC meeting, there shall be a 5-minute Public
965 Comment Section open to those who wish to speak to the Council.
- 966
- 967 1. A sign-in sheet shall be placed at the door by the meeting chair; each
968 person who arrives on time will be asked to speak in the order in which
969 they signed up. Those who do not arrive on time can either be asked to be
970 placed on the agenda for next week or arrive the following week and
971 utilize the sign-in sheet.
 - 972 2. Speakers must abide by the same Rules of Conduct as the Associated
973 Student Council and shall be informed to do so by the chair prior to each
974 Public Comment Section.
 - 975 3. Each speaker has a maximum of five minutes. The Chair of the meeting
976 can add time to the Public Comment Section at their discretion but cannot
977 add more than fifteen minutes.

- 978
- 979 B. The Council shall make agendas and minutes available via the Student Leadership
980 website.

981 **Section II – Emergency Disclaimer**
982

983 If there are temporary and minor changes in bylaw procedure that must be made to
984 accommodate students during the COVID-19 pandemic and/or any other major emergencies,
985 then all proposals must receive a majority vote by the ASC in addition to approval from the
986 advisor of student leadership.

987

988 -End of Bylaws-

989

990

