Bylaws of the Associated Student Council of Seattle Central College

Sanctioned by the ASC on June 10, 1999, submitted to and approved by the Director of Student Leadership and the President of Seattle Central Community College on June 11, 1999
Last amended and approved at the regular meeting of the 2022-23 Student Council, March 13th

Preamble

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

Article I
Name

Section I Title
This organization shall be known as the Associated Student Council of Seattle Central College, also known as ASC-SCC.

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

Article II
Authority

Section I – Jurisdiction
The Associated Student Council shall have the authority and responsibility for the development, interpretation, and implementation of all legislation at the Student Association level. Such powers include overseeing the Student Boards, Service and Activities Fund Committee, and the direction and regulation of all activities and policies of the Associated Student Council, and the enactment of measures for the general welfare of the ASC.

Section II – Legal Framework

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

Article III
Membership

Section I – General Membership Requirements

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

Section II –GPA and Enrollment Membership Requirements

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

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

Section III – Equal Opportunity

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

Section IV – One Position Limit

No ASC Executive member can serve on any other Student Leadership board. Leadership boards include: Associated Student Council, Student Organization Hub. College Activities Board, Student Website and Publication Board, Global Engagement Team, Tournaments and Games, Art Gallery, Seattle Collegian, or Phi Theta Kappa.

Section V - Satellite Campus Representatives

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

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

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

Meetings and Attendance

ASC meetings are to be held weekly.

A. Prior to the beginning of the Quarter, the council discusses the Meeting times and dates for the Weekly Public and Developmental Meetings. On the first meeting of the quarter, the Student Government will vote on it.

B. At least one meeting per year will be held at each satellite campus (Health Education Center, Seattle Maritime Academy, Wood Technology Center).

C. Satellite campus' representative can attend via virtual communication tool or conferenced call.

D. ASC may decide to change the time and location that regular meetings are to be held by a two-thirds (2/3) majority vote.

1. Meeting days and times, as well as open committee meetings, must be publicly posted.
2. All meeting days and times for the ASC meeting as well as committee meetings must at least be publicly posted outside of the ASC office, in Information Central, Satellite Campuses and on the Student Leadership
3. Events Calendar.
4. All meeting changes for ASC weekly meetings and committee meetings must be posted a minimum of one (1) week in advance. Changes must be reported to the Public Information's Office (PIO) so that the change can be shared with faculty, students and staff on campus.

Section II: Attendance Policy

1. An absence is marked if a member is absent from a meeting for a total of more than ten Minutes during the regularly scheduled one (1) hour of the ASC meeting. (absence will be effective, if there is no prior notice)
2. Absences will be recorded by the Associate of Administration, with the assistance of the ASC advisor, and brought to each ASC meetings for any necessary discussion. (recorded by the associate).
3. Council members are allowed a total of two (2) absences per quarter and one (2) unexcused absence per Quarter.
4. Council members exceeding either two (2) absences per quarter or one (1) unexcused absence per year shall be removed from office.
5. The Council must be notified in writing two (2) instructional days preceding the meeting to be missed, if an absence is to be excused.

6. Absences for tabling and the leadership institute will be marked if a member is not present for said duty for more than 15 minutes.
7. Absences must be recorded/documented for both meetings and tabling/Leadership Institutes to be counted against said ASC member
8. If a Council member is forced to be tardy or absent due to unforeseeable circumstances, the member shall have the right to go before the Council at the next meeting and seek to have the tardy removed or the absence excused.
    1. If the Council member was tardy or absent due to circumstances that would be both unforeseeable and unavoidable for a reasonably prudent person, the Council shall have the option to vote to remove the tardy or excuse the absence.
9. Time keeping, from the Time the meeting is called to order
    1. ASC members are required to record their work time online and in a timely manner.

Section III: Meeting Agendas

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

A. It must be posted outside of the ASC, at all Satellite Campuses and online via the Seattle Central Canvas Shell.
B. Agenda items must be shared with all ASC members, the Advisor and/or the Advisor's assistant by all ASC members. These items must be shared 24 hours before the meeting begins.

Section IV: Voting Rights

A quorum shall consist of no fewer than two-thirds (2/3) of the Executive members for any business to be transacted or motions made and passed at any regular or special meetings. Four (4) Executive members shall be considered a quorum.

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

Section V: Leadership Institutes

The ASC could also attend monthly Leadership Institute meetings that occur on a different day than the regularly scheduled ASC meetings.

A. The Leadership Institutes could be organized and facilitated by the Dean of Student Success or delegated Student Leadership staff.

B. All ASC members who are absent or tardy for a Leadership Institute shall arrange with the Director of Student Leadership a form of supplementary training that shall make up the time missed. Failure to make such arrangements within one (1) week of the tardiness or absence shall result in recording the incident as one (1) unexcused absence and weighed under the Attendance Policy for ASC meetings.

Section VI: Length of Terms

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

Section VII: Summer Training

All members are required to attend all summer training programs, including the orientation in the summer prior to their term.

Section VIII: Special Trainings and Workshops

A. Members of the ASC shall be required to attend any trainings and workshops designated by the ASC.

B. All specially designated trainings and workshops shall be included under the Attendance Policy for ASC meetings.

Article V Rules of Order

Section I: Establishment of Rules of Order

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

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

Section II: Chairing Meetings

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

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 going to be verified and submitted by the Advisor.
6. Attends monthly meetings with the college president.
7. Shall keep track of and update the Attendance Sheets[3], bringing them to all ASC scheduled events and tabling for sign-in by Executives and Associates.
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 the President's meeting
12. Coordinates Classroom visits with Faculty/Staff from all locations.

B. Executive of Communication

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

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

C. Executive of Finance

1. Serves as the ASC representative on the Services and Activities (S & A) Fee Budget Committee and submits a weekly report to the ASC.
    a. Recruits' student members to the S&A Fee Budget Committee.
    b. Assists the committee on prioritizing needs for granting funds.
    c. Drafts the ASC budget proposal for submission to the S&A Fee Budget Committee.
    d. Drafts preliminary and final budget reports for the approval of the S&A Fee Budget by the ASC.
    e. Introduces the final budget report for the ASC.
    f. Serves as liaison between the ASC and all budget areas funded by Services and Activities fees.

2. Convenes and chairs the Capital Funds Review Committee (CFRC) when enacted.
3. Reports monthly on the Associated Student Council budget.
4. Administer the ASC Book Fund, when funds are available.
5. Will serve on the college's bi-quarterly College Council meetings, and Tech Fee Committee.
6. Ensures information that is meant to be public knowledge is adequately posted
7. Responsible for creating a student survey asking for feedback where students think the funding is needed.
8. Creates/fills out all ASC budget requests and creates budget proposals for ASC
9. Creates annual survey to check the importance and the service provided by funded programs.

D. Executive of Issues and Concerns

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

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

E. Executive of Legislative Affairs

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

F. Executive of Student Success

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

G. General Executive Duties

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

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

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

Section V – Associate Members

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

Executive applicants.

C. Associate members will serve as active members of the ASC until the end of the current academic year in which they were appointed.
D. Can be promoted to Executive member if necessary
E. All Associate members are required to perform no less than 4 hours of Council related work per week, which can include but is not limited to:

1. Serving on ASC committees
2. Attending the monthly Leadership Institute training
3. Attending at least one ASC weekly meeting per quarter
4. Attending a weekly 15-minute meeting with the ASC advisor
5. Tabling
6. Writing Minutes during the scheduled ASC meetings
7. Attending club meetings to gain perspectives and increase collaboration
8. Poster making
9. Project research
10. Attending committee meetings of their Executives

Section VI – Duties and Tasks Policy

ASC members who fail to meet the requirements of their office shall be subject to removal from office. (See Article VIII.)

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 all 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 Legislative Affairs, and the team shall be ratified by the ASC.
3. The Interview Team shall interview and rate each applicant applying for 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 th 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. To be considered for an Executive position, the packet shall also contain (25) student signatures from students currently enrolled at Seattle Central and a letter of recommendation.

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

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.

B. The Clerk Team shall organize a holistic review process with both the Review Team and the Interview Team.

1. The Review Team shall first recommend the top six (6) candidates per each Executive position to the Clerk Team based on the score that members of the Review Team evaluate individually. The Interview Team shall recommend the top three (3) candidates to the Clerk Team based on the score that members of the Interview Team evaluate individually.
2. The highest and lowest score received by each applicant by the Review Team shall be dropped to prevent outliers from impacting the final scores.
3. The Clerk Team shall adopt and record a consistent procedure to double-check all data entry to ensure that the scores entered have been accurately inputted and calculated.
4. The Clerk Team shall take the final overall scores for the Executive applications and shall consider the highest scoring applicants to be selected.
5. The Executive of Legislative Affairs shall ensure the selection process of the Executive members in accordance with Title III.
6. The Dean of Student Development will review the scoring and verify accuracy or revise if necessary.

Section VI – Associate Selection Process

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

A. The associate applicants must submit the following to be considered:
   1. A completed application
   2. A current, unofficial transcript and quarter enrollment for.
   3. Twenty- five (25) student signatures from students currently enrolled at Seattle Central

Section VII – Selection Results Ratification

A. Once the results of the Selection Process have been calculated and verified, the Executive of Legislative Affairs shall present them at the next scheduled Council meeting.
   Once the results of the Selection Process have been calculated and verified, the Executive of Legislative Affairs shall confirm the top candidate for each Executive position and top six candidates for the Associate position with the Director of Student Leadership and Dean of Student Development to prepare presenting them at the next scheduled Council meeting.

B. Upon presenting the top candidates, Executive members shall vote to ratify each of the top six Associate candidates and each of the top Executive candidates.

C. Ratified candidates shall be contacted by the Executive of Legislative Affairs or Director of Student Leadership to officially offer them membership of the Council and ask them to confirm their acceptance of such an offer.

Article VIII
Removal from Office

Section I – Conditions for Removal

A. Not abiding by the Attendance Policy – review of dismissal.

B. Not abiding by the GPA and Enrollment Requirement – review of dismissal.

C. Not fulfilling commitment to tasks or subcommittee appointments, including weekly hours.

D. Any act which the Council deems detrimental to the integrity and mission of the Associated Student Council.

E. Voluntary resignation.

Section II – Process for Removal

A. Attendance Policy Violations for meetings and tabling:
   1. Council members in excess of either two (2) excused absences per quarter or one (1) unexcused absence per quarter shall be in violation of the Attendance Policy (Article 4, section 3) and shall be removed from office.
   2. When a member's absence has been documented in the ASC minutes or records kept by the advisor on required training or tabling, the Executive of Administration will bring the issue to the floor of the next regularly scheduled developmental meeting.
   3. The member will be given the opportunity to request that the absence be excused.
      4 If a Council member has reached the number of absences described in number 2 above as a violation of the ASC Attendance Policy, as documented by proper evidence, the Council shall uphold the Attendance Policy by voting to remove the offending member.

B. GPA and Enrollment Requirement Violations:
   1. Council members whose current enrollment drops beneath ten (10) credits (except during summer quarter), or whose cumulative GPA drops below 2.5, shall be in violation of the GPA and Enrollment Requirement for membership (Article 1, Section 2) and shall be removed from office. However, an executive member scheduled to graduate spring quarter and needing fewer than 10 credits to fulfill graduation requirements can petition the ASC during winter quarter to be allowed to stay in office during spring quarter without carrying the requisite 10 credits.

C. Duties and Tasks Violations:
   1. Council members who are failing to perform the duties required by their

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

2. The Executive of Administration and Director of Student Leadership shall meet with the offending member to address the situation, and draft a plan that, if followed, shall place the offending member back into compliance with the requirements of their position on the ASC.
    a. If the Executive of Administration has any conflict of interest in the matter another Executive member or staff member shall be selected by the Director of Student Leadership to replace the Executive of Administration for the purposes of these proceedings.
3. The plan shall be documented and presented at the next scheduled ASC meeting, which shall be approved by a majority vote of the Council if the plan is found to remedy the performance issues of the offending member.
4. Compliance with the approved plan and the fulfillment of their duties within one (1) week of the plan's approval shall end the Duties and Tasks Violations corrective process, and the member shall be restored to good standing.
5. In the event that the offending member fails to comply with the above corrective process, evidence shall be presented at the next scheduled ASC meeting that proves the offending member's noncompliance.
6. If noncompliance is proven, the Council shall uphold the Duties and Tasks Policy and vote to remove the offending member.

D. Integrity and Mission Violations:
1. In the event that an ASC member's conduct compromises the integrity and mission of the ASC, the offending member shall be removed from office.
2. Clear and convincing evidence shall be properly documented and presented at a scheduled ASC meeting that proves the offending member's conduct has compromised the integrity and mission of the ASC.
3. If the evidence presented and recorded provides proof of wrongdoing, the Council shall uphold the Integrity and Mission of the ASC and vote to remove the offending member.

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

and unambiguously describes the desire to resign from office.

3. If the intent to resign has been verified, then the Council shall uphold the Voluntary Resignation and vote to recognize the resignation.

Section III – Student-Driven Recall

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

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

B. Recall Process:
   1. If the petition has met the above requirements, then the Council shall hear all evidence concerning the claims of the petition.
   2. If the evidence presented proves the claims of the petition, the Council shall uphold the Student Recall and remove the accused member.

Section IV – Appeals Process

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

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

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

Article IX

Vacancies

Section I – Definition of Vacancy

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

Section II – Response to an Executive Member Vacancy

A. The process to fill an Executive member vacancy must be initiated within one (1) week of the occurrence of the vacancy.
   1. If the vacancy occurs during spring quarter, the Council shall have the option to vote on a proposal that redistributes the former member's workload instead of filling the vacancy.
      a. Voting on a plan of redistribution shall be an option only if the workload can be redistributed in a way that does not lessen Council's effectiveness.

B. Executive positions shall be filled either through the approval of an eligible Associate member or the use of the Selection Process (Article 8).
   1. An eligible and willing Associate member shall move into the open position if approved by a vote of the Council.
   2. If no Associate member is willing or approved, a Selection Process shall take place to fill the vacancy

Article X
Student Services and Activities Fees

Section I – Services and Activities Budget Committee

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

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

Section II- ASC Allocation Fund

To request ASC approval for funding request below $1000, a Funding Request sheet[2] must be completed and submitted during a regular ASC meeting for review by the Executive members of

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

Section III- Capital Funds Review Process

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

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

Capital Funding Review Process

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

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

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

4. S&A Evaluation
   Upon a passing vote, the S&A Budget Committee begins the evaluation

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2 See Student Leadership Website

process. This process is based on the Capital Funding Review Scoresheet[3] in addition to any concerns or considerations that arise by S&A members. If at this point the committee determines this proposal needs more information, they can send it back to the proposer and the ASC subcommittee that initially made the proposal. If a proposal is sent back for this reason, once more information has been supplied, the proposal will continue to be evaluated by the S&A Budget Committee.

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

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

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

8. Conclusion
   After the final vote, the ASC will inform the submitting party. A copy of the report will be submitted to the Executive of Communications to be recorded with the minutes.

Article XI
Special Elections and General Votes

Section I – Special Elections and General Votes Overview

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

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

[3] Appendix 5

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

Section II – Student-Driven Special Election Facilitation Requirements

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

B. A student-supported, legitimate petition shall be officially presented at a scheduled ASC meeting.
   1. The petition shall detail a specific action that shall be undertaken if the vote passes.
   2. The petition shall have the details of the content for the proposed vote accurately and clearly displayed on every page of signatures.
   3. Petition signatories must be confirmed as being currently enrolled, fee-paying students of Seattle Central College.
   4. The petition shall have a number of confirmed student signatories equal to at least three percent (3%) of the currently enrolled student population at Seattle Central College or three hundred (300) students – whichever is greater at the time.
   5. The petition shall be presented at a regularly scheduled ASC meeting after the required minimum number of signatories has been confirmed.

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

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

Section III – Student-Driven Special Election Voting Requirements

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

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

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

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

E. The method for calculating the results of the votes shall be reliable, secure against fraud and transparent for independent observation.

F. The results of the vote must be publicly announced upon confirmation of the validity of the vote.

Article XII
Amendments

Section I – Process for Amending Bylaws

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

A. Any amendment that impacts the authority, responsibilities or eligibility of ASC members will become effective at the beginning of the next Council Year.

B. The effective date of any other amendments passed by the ASC will be determined by the Director of Student Leadership and Dean of Student Development.

C. Previous Amendments and Approvals:

1. June 11, 1999
2. June 8, 2000
3. May 30, 2001
4. May 16, 2002
5. May 29, 2003
6. 26, 2005
7. May 22, 2008
8. June 9, 2011
9. June 7, 201
10. October 3rd, 2013
11. June 11th, 2015
12. May 10, 2016
13. May 17, 2016
14. May 31, 2016
15. June 7th, 2016
16. June 14th, 2016
17. June 18th, 2018
18. June 3rd, 2019
19. March 9th, 2020
20. March 12th, 2021
21. June 16th, 2026

Article XIII
Accessibility

Section I- Accessibility

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

A. Included in the agenda of every ASC meeting, there shall be a 5-minute Public Comment Section open to those who wish to speak to the Council.

1. A sign-in sheet shall be placed at the door by the meeting chair; each person who arrives on time will be asked to speak in the order in which they signed up. Those who do not arrive on time can either be asked to be placed on the agenda for next week or arrive the following week and utilize the sign-in sheet.
2. Speakers must abide by the same Rules of Conduct as the Associated Student Council and shall be informed to do so by the chair prior to each Public Comment Section.
3. Each speaker has a maximum of five minutes. The Chair of the meeting can add time to the Public Comment Section at their discretion but cannot add more than fifteen minutes.

B. The Council shall make agendas and minutes available via the Student Leadership website.

Section II – Emergency Disclaimer

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

-End of Bylaws