

1 **Bylaws of the Associated Student Council of**  
2 **Seattle Central College**  
3

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 a special meeting of the 2020-21 Associated  
7 Student Council, September 18<sup>th</sup>  
8

9 **Preamble**

10  
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**

20  
21 **Section I Title**

22 This organization shall be known as the Associated Student Council of Seattle Central  
23 College, also known as AS-SCC.  
24

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**

52  
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 15 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**

96  
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.  
129

- 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) tardy shall equal one unexcused absence.  
137 4. The fourth (4<sup>th</sup>) 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 in excess of 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
- 157
- 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 within a week of  
167 them working both online and on a hard copy.
  - 168 2. Hard copies must be turned in the ASC advisor within one week of  
169 each pay period ending. There will be a warning for the first timesheet  
170 violation. If ASC members fail to turn in more than 2 timesheets within  
171 the given timeframe it will be counted as a 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, and at all Satellite Campuses.
  - 179 B. Agenda items must be shared with all Executives, the Advisor and/or the Advisor's  
180 assistant by all ASC members. These items must be shared by Thursday at 12pm  
181 (noon) and the consolidated list of items shared with the ASC more than 24 hours in  
182 advance to the Executives.
- 183

### 184 **Section IV: Voting Rights**

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

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

200 **Section V: Leadership Institutes**

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

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

213 **Section VI: Length of Terms**

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

218 **Section VII: Summer Training**

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

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

- 223  
224 A. Members of the ASC shall be required to attend any trainings and workshops  
225 designated by the ASC.  
226  
227 B. All specially designated trainings and workshops shall be included under the  
228 Attendance Policy for ASC meetings.  
229

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

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

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

235  
236 A. At the beginning of each new Council Year, the Council shall decide which  
237 version of Robert’s Rules of Order to use, and agree, in writing, to follow them.

238 **Section II: Chairing Meetings**

239 ASC meetings shall be chaired by a rotating chair consisting of members of the entire Council.  
240 Schedules shall be overseen by the Executive of Administration of the ASC.

241  
242 **Article VI**  
243 **Officers and Duties**  
244

245 **Section I: Egalitarian Structure**

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

248  
249 To help implement the egalitarian method Executives are responsible for sharing our system at  
250 their meetings and such to lessen any confusion and any unspoken hierarchies

251  
252 **Section II: Constitutional Titles and Working Titles**

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

255  
256 **Section IV: Executive Officer Titles and Duties**

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

258  
259 A. Executive of Administration

- 260 1. Establishes and chairs the Leadership Promotion Committee. This Committee is  
261 tasked with recruiting ASC Associate members to be brought before the ASC for  
262 ratification as well as recruiting students to serve on student and campus-wide  
263 committees.
- 264 2. Oversees the rotation of the Council Chair, and posts schedule in office.
- 265 3. Works with the ASC advisor or advisor’s assistant to keep record of future  
266 meeting locations and times.
- 267 4. Responsible for making sure all ASC Executive Officers office hours are  
268 posted.
- 269 5. Responsible for meeting once each quarter with each ASC member to identify  
270 needs and goals.
- 271 6. Coordinates ASC Tabling in the halls, based on tabling request forms filled out by  
272 fellow ASC members at least 3 days prior to their request time.
- 273 7. Serves as student representative to the District Board of Trustees and prepares and  
274 presents verbal and written reports to them each month. These reports are also  
275 submitted to the Executive of Student Services and the President of Seattle  
276 Central College as a monthly committee report.
- 277 8. Attends monthly meetings with the college president.
- 278 9. Shall keep track of and update the Attendance Sheets<sup>3</sup>, bringing them to all ASC  
279 scheduled events and tabling for sign-in by Executives and Associates.
- 280 10. Shall issue Accountability forms<sup>4</sup> at the ASC weekly meeting.
- 281 11. Organizes the Student Tenure assignment process in collaboration with the

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

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<sup>3</sup> See appendix 1

<sup>4</sup> See appendix 2

- 296 5. Ensures ASC representation on any social media platform with the assistance  
297 of the Communications committee.  
298 6. Meet with the Publication and Information Office at least once a month.  
299 7. Shall review the ASC meeting Minutes and Agenda for accuracy and correct if  
300 needed.  
301 8. Posts ASC weekly Agendas and minutes in given posting locations.  
302 9. Posts and send updates on meeting location and time changes to PIO for proper  
303 information distribution.  
304 10. Acts as email correspondence on weekly meeting posters and information  
305

#### 306 C. Executive of Finance

- 307 1. Serves as the ASC representative on the Services and Activities (S & A) Fee  
308 Budget Committee and submits a weekly report to the ASC.  
309 a. Recruits student members to the S&A Fee Budget Committee.  
310 b. Assists the committee on prioritizing needs for granting funds.  
311 c. Drafts the ASC budget proposal for submission to the S&A Fee Budget  
312 Committee.  
313 d. Drafts preliminary and final budget reports for the approval of the S&A  
314 Fee Budget by the ASC.  
315 e. Introduces the final budget report for the ASC.  
316 f. Serves as liaison between the ASC and all budget areas funded by  
317 Services and Activities fees.  
318  
319 2. Convenes and chairs the Capital Funds Review Committee (CFRC) when  
320 enacted.  
321 3. Reports monthly on the Associated Student Council budget.  
322 4. Administer the ASC Book Fund.  
323 5. Will serve on the college's bi-quarterly College Council meetings, and Tech Fee  
324 Committee.  
325 6. Ensures information that is meant to be public knowledge is adequately posted  
326 7. Creates a survey for students on how their thoughts about prior S&A funding  
327 decisions and where students see the most need  
328 8. Creates/fills out all ASC budget requests and creates budget proposals for ASC  
329 9. Creates annual survey to check the importance and the service provided by funded  
330 programs.  
331

#### 332 D. Executive of Issues and Concerns

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



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

351

352   E. Executive of Legislative Affairs

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

371

372   F. Executive of Student Success

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

385

386   G. General Executive Duties

387

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

- 390  
391 1. Work on behalf of the student body to build a diverse and equitable school  
392 environment  
393 2. One hour weekly ASC meetings, Monday 3:00-4:00 p.m.  
394 a. The Land Acknowledgement  
395 b. Approval of previous meeting's minutes  
396 c. Give time for public comments  
397 d. Discuss old business, new business, and vote when necessary.  
398 e. Divisional and Committee reports.  
399 3. One hour weekly ASC developmental meetings Monday 2:00-3:00 p.m.  
400 a. Study session which includes but is not limited to, project research, discussion  
401 and prepare for the future official ASC meeting.  
402 4. Monthly Student Leadership Institute on Thursdays  
403 5. Two scheduled office hours.  
404 6. One-hour tabling per week  
405 7. All other duties that arise in response to events and opportunities on- and off- campus.  
406 8. Meet with the ASC advisor regularly  
407 9. Check physical mailbox and email inbox at least two (2) times per week and read  
408 meeting minutes before next meeting.  
409 10. Creates effective guidelines that the next year's Executive can easily follow. This will  
410 be put into the legacy binder for the following year's ASC to look at for support  
411 11. Manages work of their Associates to ensure that associates work all of their weekly  
412 time allowances  
413 12. Speaks to classes to update them about what the ASC is working on if it is needed  
414 13. Gives a personal and committee update at each weekly meeting.  
415 14. Executives may recruit a secretary to assist in said clerk work. The Advisor's  
416 assistant is one person who can act as a secretary at weekly meetings.  
417 15. All Executives shall be trained on 25 Live and how to schedule Tabling. Then,  
418 schedule and table accordingly.  
419 16. Monthly written report to the Executive of Administration.  
420 17. Ensuring accessibility of all committee information such as minutes, agendas, and  
421 reports to all Council members and the advisor.  
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

### 427 **Section V – Associate Members**

428

- 429 A. The Executive of Administration shall select up to 6 non-voting Associate members to  
430 serve on the ASC.  
431 B. Any student of Seattle Central College who is enrolled in 10 credits or more and has a  
432 quarterly/cumulative GPA of at least 2.5 is eligible to apply for an ASC Associate  
433 member position. Candidates will submit applications to the Leadership Promotion  
434 Committee which will review them and present proposals for Associate members to be  
435 ratified by the ASC Executive Council.  
436 C. Associate members shall be proposed for ratification based on the discretion of the

- 437 Leadership Promotion Committee and ratified by the Associated Student Council  
438 with a simple majority vote.
- 439 D. Associate members will serve as active members of the ASC until the end of current  
440 academic year in which they were appointed.
- 441 E. Can be promoted to Executive member if it is needed
- 442 F. All Associate members are required to perform no less than 4 hours of Council related  
443 work per week, which can include but is not limited to:
- 444
- 445 1. Serving on ASC committees
  - 446 2. Attending the monthly Leadership Institute training
  - 447 3. Attending at least one ASC weekly meeting per quarter
  - 448 4. Attending a weekly 15-minute meeting with the ASC advisor
  - 449 5. Tabling
  - 450 6. Writing Minutes during the scheduled ASC meetings
  - 451 7. Attending club meetings to gain perspectives and increase collaboration
  - 452 8. Poster making
  - 453 9. Project research
  - 454 10. Attending committee meetings of their Executives
- 455

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

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

459

460

461

462

**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.

509

510 **Section III – Review Team Procedure**

511

- 512 A. The Review Team shall consist of no fewer than six (6) members.
- 513 1. Possible members of the Team shall include students-at-large, members of
- 514 other official, compensated Student Leadership organizations, and retiring
- 515 Council members. This shall be done by surveying student at large via
- 516 tabling.
- 517 a. No more than two (2) retiring ASC members shall be on the
- 518 committee.
- 519 b. The Team shall reflect the diversity of the Associated Students of
- 520 Seattle Central College.
- 521
- 522 B. The team shall review every application individually, with the names of the
- 523 applicants removed, and score them based on the merits of the application.
- 524
- 525 C. The Review Team members shall submit their final scores to the Clerk Team.
- 526

527 **Section IV – Interview Team Procedure**

528

- 529 A. The Interview Team shall consist of no fewer than three (3) members.
- 530 1. Possible members of the Team shall include students-at-large, members of
- 531 other official, compensated Student Leadership organizations, and retiring
- 532 Council members.
- 533 a. The Team shall consist of at least one (1) student-at-large.
- 534 b. The Team shall reflect the diversity of the Associated Students of
- 535 Seattle Central College.
- 536
- 537 B. All members of the Team shall interview every applicant together and score them
- 538 individually based on the merits of their performance in the interview.
- 539 1. The Team shall endeavor to interview every applicant with the same group
- 540 of interviewers.
- 541
- 542 C. The Interview Team will receive training in cultural bias and will review and
- 543 abide by the Seattle College District’s policies on equal opportunity and non-
- 544 discrimination in hiring.
- 545 D. The Interview Team members shall submit their final scores to the Clerk Team.
- 546

547 **Section V – Clerk Team Procedure**

548

- 549 A. The Clerk Team shall consist of no fewer than two (2) members, including the
- 550 Executive of Legislative Affairs.
- 551 1. Possible members of the Team shall include students-at-large, members of
- 552 other official, stipend-compensated Student Leadership organizations, and
- 553 retiring Council members.
- 554

- 555 B. The Clerk Team shall organize a holistic review process with both the Review  
556 Team and the Interview Team.  
557
- 558 1. The Review Team shall first recommend the top six (6) candidates per  
559 each Executive position to the Clerk Team based on the score that  
560 members of the Review Team evaluate individually. The Interview Team  
561 shall recommend the top three (3) candidates to the Clerk Team based on  
562 the score that members of the Interview Team evaluate individually.
  - 563 2. The highest and lowest score received by each applicant by the Review  
564 Team shall be dropped to prevent outliers from impacting the final scores.
  - 565 3. The Clerk Team shall adopt and record a consistent procedure to double-  
566 check all data entry to ensure that the scores entered have been accurately  
567 inputted and calculated.
  - 568 4. The Clerk Team shall take the final overall scores for the Executive  
569 applications and shall consider the highest scoring applicants to be  
570 selected.
  - 571 5. The Executive of Legislative Affairs shall ensure the selection process of  
572 the Executive members in accordance with Title III.
  - 573 6. The Dean of Student Development will review the scoring and verify  
574 accuracy or revise if necessary.  
575  
576

#### 577 **Section VI – Associate Selection Process**

578 The associate selection process occur the same as the executive process.

579 A. The associates applicants must submit the following to be considered:

- 580 1. A completed application
- 581 2. A current, unofficial transcript and quarter enrollment for.
- 582 3. A one (1) page cover letter.
- 583 4. Twenty- five (25) student signatures from students currently enrolled at Seattle  
584 Central  
585

#### 586 **Section VII – Selection Results Ratification**

- 587 A. Once the results of the Selection Process have been calculated and verified, the  
588 Executive of Legislative Affairs shall present them at the next scheduled Council  
589 meeting.  
590 Once the results of the Selection Process have been calculated and verified, the  
591 Executive of Legislative Affairs shall confirm the top candidate for each  
592 Executive position and top six candidates for the Associate position with the  
593 Director of Student Leadership and Dean of Student Development to prepare  
594 presenting them at the next scheduled Council meeting.
- 595 B. Upon presenting the top candidates, Executive members shall vote to ratify each of  
596 the top six Associate candidates and each of the top Executive candidates.
- 597 C. Ratified candidates shall be contacted by the Executive of Legislative Affairs or  
598 Director of Student Leadership to officially offer them membership the Council,  
599 and ask them to confirm their acceptance of such offer.  
600  
601

602 **Article VIII**  
603 **Removal from Office**

604 **Section I – Conditions for Removal**  
605

- 606
- 607 A. Not abiding by the Attendance Policy – dismissal.
  - 608
  - 609 B. Not abiding by the GPA and Enrollment Requirement – automatic dismissal.
  - 610
  - 611 C. Not fulfilling commitment to tasks or subcommittee appointments, including
  - 612 weekly hours.
  - 613
  - 614 D. Any act which the Council deems detrimental to the integrity and mission of the
  - 615 Associated Student Council.
  - 616
  - 617 E. Voluntary resignation.
  - 618

619 **Section II – Process for Removal**  
620

- 621 A. Attendance Policy Violations:
- 622 1. Council members in excess of either two (2) excused absences per quarter or
  - 623 one (1) unexcused absence per year shall be in violation of the Attendance
  - 624 Policy (Article 4, section 3) and shall be removed from office.
  - 625 2. When a member’s absence has been documented in the ASC minutes or
  - 626 records kept by the advisor on required training or tabling, the Executive of
  - 627 Administration will bring the issue to the floor of the next regularly
  - 628 scheduled meeting.
  - 629 3. The member will be given the opportunity to request that the absence be
  - 630 excused.
  - 631 4. If a Council member has reached the number of absences described in
  - 632 number 2 above as a violation of the ASC Attendance Policy, as
  - 633 documented by proper evidence, the Council shall uphold the Attendance
  - 634 Policy by voting to remove the offending member.
  - 635
- 636 B. GPA and Enrollment Requirement Violations:
- 637 1. Council members whose current enrollment drops beneath ten (10) credits
  - 638 (except during summer quarter), or whose cumulative GPA drops below 2.6,
  - 639 shall be in violation of the GPA and Enrollment Requirement for membership
  - 640 (Article 1, Section 2) and shall be removed from office. However, an
  - 641 executive member scheduled to graduate spring quarter and needing fewer
  - 642 than 10 credits to fulfill graduation requirements can petition the ASC during
  - 643 winter quarter to be allowed to stay in office during spring quarter without
  - 644 carrying the requisite 10 credits.
  - 645
- 646 C. Duties and Tasks Violations:
- 647 1. Council members who are failing to perform the duties required by their

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

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

- 655 a. If the Executive of Administration has any conflict of interest in the  
656 matter another Executive member or staff member shall be selected by  
657

- 658 the Director of Student Leadership to replace the Executive of  
659 Administration for the purposes of these proceedings.

- 660 3. The plan shall be documented and presented at the next scheduled ASC  
661 meeting, which shall be approved by a majority vote of the Council if the  
662 plan is found to remedy the performance issues of the offending member.
- 663 4. Compliance with the approved plan and the fulfillment of their duties within  
664 one (1) week of the plan's approval shall end the Duties and Tasks Violations  
665 corrective process, and the member shall be restored to good standing.
- 666 5. In the event that the offending member fails to comply with the above  
667 corrective process, evidence shall be presented at the next scheduled ASC  
668 meeting that proves the offending member's noncompliance.
- 669 6. If noncompliance is proven, the Council shall uphold the Duties and Tasks  
670 Policy and vote to remove the offending member.  
671

672 D. Integrity and Mission Violations:

- 673 1. In the event that an ASC member's conduct compromises the integrity and  
674 mission of the ASC, the offending member shall be removed from office.
- 675 2. Clear and convincing evidence shall be properly documented and presented at  
676 a scheduled ASC meeting that proves the offending member's conduct has  
677 compromised the integrity and mission of the ASC.
- 678 3. If the evidence presented and recorded provides proof of wrongdoing, the  
679 Council shall uphold the Integrity and Mission of the ASC and vote to  
680 remove the offending member.  
681

682 E. Voluntary Resignation:

- 683 1. In the event that an ASC member chooses to resign, the Council shall  
684 verify the resignation prior to declaring a vacancy.
  - 685 a. Members who are preparing to resign shall be strongly encouraged to  
686 provide the Council with as much warning as they are able so that the  
687 Council may prepare to fill the vacancy.
- 688 2. To verify a resignation, evidence shall be presented at the next scheduled  
689 ASC meeting that confirms the resigning member's intent.
  - 690 a. Examples of appropriate forms of evidence include a personal  
691 statement made by the resigning member in verbal or written form, or  
692 any other form of communication by the resigning member that clearly  
693 and unambiguously describes the desire to resign from office.
- 694 3. If the intent to resign has been verified, then the Council shall uphold the



695 Voluntary Resignation and vote to recognize the resignation.  
696

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

698 Through petition, the student body of Seattle Central College shall have the right to initiate a  
699 recall process for an ASC member.  
700

701 A. Petition Requirements:

- 702 1. The petition must make specific claims regarding an ASC member that, if  
703 confirmed, would render the offending member ineligible for continued  
704 office under the requirements set forth by the bylaws, laws, policies, and  
705 regulations which govern the Council.
- 706 2. The petition shall have the name of the ASC member or members to be  
707 recalled and the specific reasons for the proposed recall accurately and  
708 clearly displayed on every page of signatures.
- 709 3. Petition signatories must be confirmed as being currently enrolled, fee-  
710 paying students of Seattle Central College.
- 711 4. The petition must have a number of confirmed student signatories equal to  
712 at least three percent (3%) of the currently enrolled student population at  
713 Seattle Central College or three hundred (300) students.
- 714 5. The petition must be presented at a regularly scheduled ASC meeting after  
715 the required minimum number of signatories has been confirmed.  
716

717 B. Recall Process:

- 718 1. If the petition has met the above requirements, then the Council shall hear  
719 all evidence concerning the claims of the petition.
- 720 2. If the evidence presented proves the claims of the petition, the Council  
721 shall uphold the Student Recall and remove the accused member.  
722

723 **Section IV – Appeals Process**

724 A Council member who has been removed from office shall have the right to appeal the decision  
725 of the Council in order to be reinstated as an active member of the Council. Remaining ASC  
726 Executives shall give two (2) weeks to a Council member who has been removed from office to  
727 appeal.  
728

- 729 A. The removed member shall provide clear and convincing evidence during a  
730 scheduled ASC meeting that they were removed inappropriately due to an error in  
731 the evidence presented against them or a procedural error during the Removal  
732 Process.  
733

- 734 B. If the evidence presented proves that the removed Council member was  
735 inappropriately removed and the original claims against them were not accurate,  
736 the Council shall uphold the Appeals Process and vote to reinstate the ASC  
737 member.  
738

739 **Article IX**

740 **Vacancies**

741

742 **Section I – Definition of Vacancy**

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

745  
746 **Section II – Response to an Executive Member Vacancy**

- 747  
748 A. The process to fill an Executive member vacancy must be initiated within one (1)  
749 week of the occurrence of the vacancy.
- 750 1. If the vacancy occurs during spring quarter, the Council shall have the  
751 option to vote on a proposal that redistributes the former member’s  
752 workload instead of filling the vacancy.
    - 753 a. Voting on a plan of redistribution shall be an option only if the  
754 workload can be redistributed in a way that does not lessen  
755 Council’s effectiveness.
- 756  
757 B. Executive positions shall be filled either through the approval of an eligible  
758 Associate member or the use of the Selection Process (Article 8).
- 759 1. An eligible and willing Associate member shall move into the open  
760 position if approved by a vote of the Council.
  - 761 2. If no Associate member is willing or approved, a Selection Process shall  
762 take place to fill the vacancy
- 763  
764

765 **Article X**  
766 **Student Services and Activities Fees**

767  
768 **Section I – Services and Activities Budget Committee**

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

- 774 A. The S & A Budget Committee shall consist of the Dean of Student  
775 Development, the Executive of Finance, and no less than three (3), but no  
776 more than six (6) students who are not current members of the ASC.
  - 777 B. All members shall review each application and individually score it.
  - 778 C. This committee shall be composed of students from different  
779 background in accordance with Title III.
- 780  
781

782 **Section II- ASC Allocation of Funding**

783  
784 To request ASC approval for funding request below \$1000, a Funding Request<sup>2</sup> sheet must be  
785 completed and submitted during a regular ASC meeting for review by the Executive members of  
786 the council prior to any vote to consider the funding. Upon approval, the Executive requesting  
787 funding is responsible to follow up with the ASC advisor to prepare necessary paperwork.

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**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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<sup>2</sup> See appendix 4

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

835  
836 5. S&A Report

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

841  
842 6. ASC Report

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

846  
847 7. ASC Discussion and Final Vote

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

852  
853 8. Conclusion

854 After the final vote, the ASC will inform the submitting party. A copy of  
855 the report will be submitted to the ASC secretary to be recorded with the  
856 minutes.

857  
858 **Article XI**

859 **Special Elections and General Votes**

860  
861 **Section I – Special Elections and General Votes Overview**

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

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

870  
871  
872 

---

<sup>3</sup> Appendix 5

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

875  
876 **Section II – Student-Driven Special Election Facilitation Requirements**  
877

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

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

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

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

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

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

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

896  
897 C. There shall be sufficient time and resources to facilitate the proposed vote.

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

904  
905 **Section III – Student-Driven Special Election Voting Requirements**  
906

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

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

912  
913 C. At least three percent (3%) of the eligible student body shall vote.

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

- 917 E. The method for calculating the results of the votes shall be reliable, secure against  
918 fraud and transparent for independent observation.  
919
- 920 F. The results of the vote must be publicly announced upon confirmation of the  
921 validity of the vote.  
922

923 **Article XII**  
924 **Amendments**  
925

926 **Section I – Process for Amending Bylaws**  
927

928 The ASC-SCC Bylaws shall be amended by no less than a two-thirds (2/3) majority vote of the  
929 ASC, and the subsequent approval of the Director of Student Leadership, Dean of Student  
930 Development and the President of Seattle Central College.  
931

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

958

959

960

961

962 **Section I- Accessibility**

963

**Article XIII  
Accessibility**

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

- 966
- 967 A. Included in the agenda of every ASC meeting, there shall be a 15-minute Public  
968 Comment Section open to those who wish to speak to the Council.
- 969 1. A sign-in sheet shall be placed at the door by the meeting chair; each  
970 person who arrives on time will be asked to speak in the order in  
971 which they signed up. Those who do not arrive on time can either be  
972 asked to be placed on the agenda for next week or arrive the  
973 following week and utilize the sign-in sheet.
- 974 2. Speakers must abide by the same Rules of Conduct as the  
975 Associated Student Council and shall be informed to do so by the  
976 chair prior to each Public Comment Section.
- 977 3. Each speaker has a maximum of five minutes. The Chair of the  
978 meeting can add time to the Public Comment Section at their  
979 discretion but cannot add more than fifteen minutes.

980

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

983

984 - End of Bylaws -

985

---



## **Appendices**

**Attendance Sheets**

**Accountability Form ASC**

**Report Template ASC**

**Funding Request**

**Capital Funding Review Flow Chart**

**Capital Funding Review Application**

**Capital Funding Review Scoresheet**



**No. 2- ASC Accountability Form**

**The purpose of this form is to document violations of ASC member obligations set out in the Constitution, By-Laws and Standards of Conduct. This form can be initiated by any ASC Executive or Associate, the Dean of Student Development, or the Advisor of the ASC.**

**Per the By-Laws, a documented violation will result in removal from office only by a majority vote of ASC Executives. This form is for record keeping only and does not require that further action be initiated. However, it will be used as evidence should further action be initiated after the fact of the violation.**

---

**Attendance Violation**

Date(s) of Occurrence \_\_\_\_\_

Date of ASC Meeting \_\_\_\_\_  
Does the Council find the absence valid?    Yes    No

Is further action required?    Yes    No

(Leave in notes, staple more paper if needed)

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Duties & Tasks Violation**

Date(s) of Occurrence \_\_\_\_\_

Does the Council find the Executive failing in their required duties and tasks per the \_\_\_\_\_  
Date of ASC Meeting \_\_\_\_\_

Constitutional By-Laws? Yes No

Has the Executive met with the Executive of Administration &/or Dean of Student

Development for counsel? Yes No

Is further action required? Yes No  
(Leave in notes, staple more paper if needed)

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Integrity & Mission Violation**

Date(s) of Occurrence \_\_\_\_\_ Date of ASC Meeting \_\_\_\_\_  
Does the Council find the Executive compromising the integrity and mission of the ASC per \_\_\_\_\_

the Rules of Conduct? Yes No

Has the Executive met with the Executive of Administration &/or Dean of Student

Development for counsel? Yes No

Is further action required? Yes No  
(Leave in notes, staple more paper if needed)

Notes: \_\_\_\_\_



### No. 3- ASC Report Template

#### **Section 1- Title**

- [Date of meeting, committee name] Report:

*Example: 5-15-16 Student Advocacy Committee Report*

- [ Your Name]
- [ Date of current ASC meeting]

Attending:

- [ list name of people in attendance }

#### **Section 2- Body**

Agenda Item	Action taken	Follow up	Lead

- [Body of report, write a brief summary approximately. 1-2 paragraphs]
- [If project/ campaign/ event is completed provide a summary and conclusions or insights for follow up years/quarters here.]

#### **Section 3- attachments**

- [ attach any important documents here]



**No. 4 ASC Funding Request Form**



**ASC FUNDING REQUEST FORM**

**To request ASC approval of spending request of less than \$1000:**

- 1. Consult advisor or dean to make sure request is legal under S&A guidelines, and that resources are not already available through Student Leadership.**
- 2. Put funding request on ASC meeting agenda under new business.**
- 3. Complete this form and bring 15 copies to the ASC meeting.**
- 4. Distribute to members and advisors, and present your case to the members.**
- 5. A motion may be made to approve the request, or to table until the next meeting pending review by the Executive of Finance.**

ASC Member Sponsoring Request \_\_\_\_\_

Brief Description of Request: \_\_\_\_\_ Amount Requested:

\$ \_\_\_\_\_

Today's Date: \_\_\_\_\_ Need by Date or Date of Event: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

**Funding Request Questions**

- 1. Describe specifically how the funds requested will be used.**



**2.** Is this a legal use of S&A funds?

3. How will this benefit students?
  
4. Which students will benefit?
  
5. How many students will benefit?
  
6. Is there anything else ASC members should know about this request?

---



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**FOR OFFICE USE ONLY:**

Date of ASC Approval \_\_\_\_\_

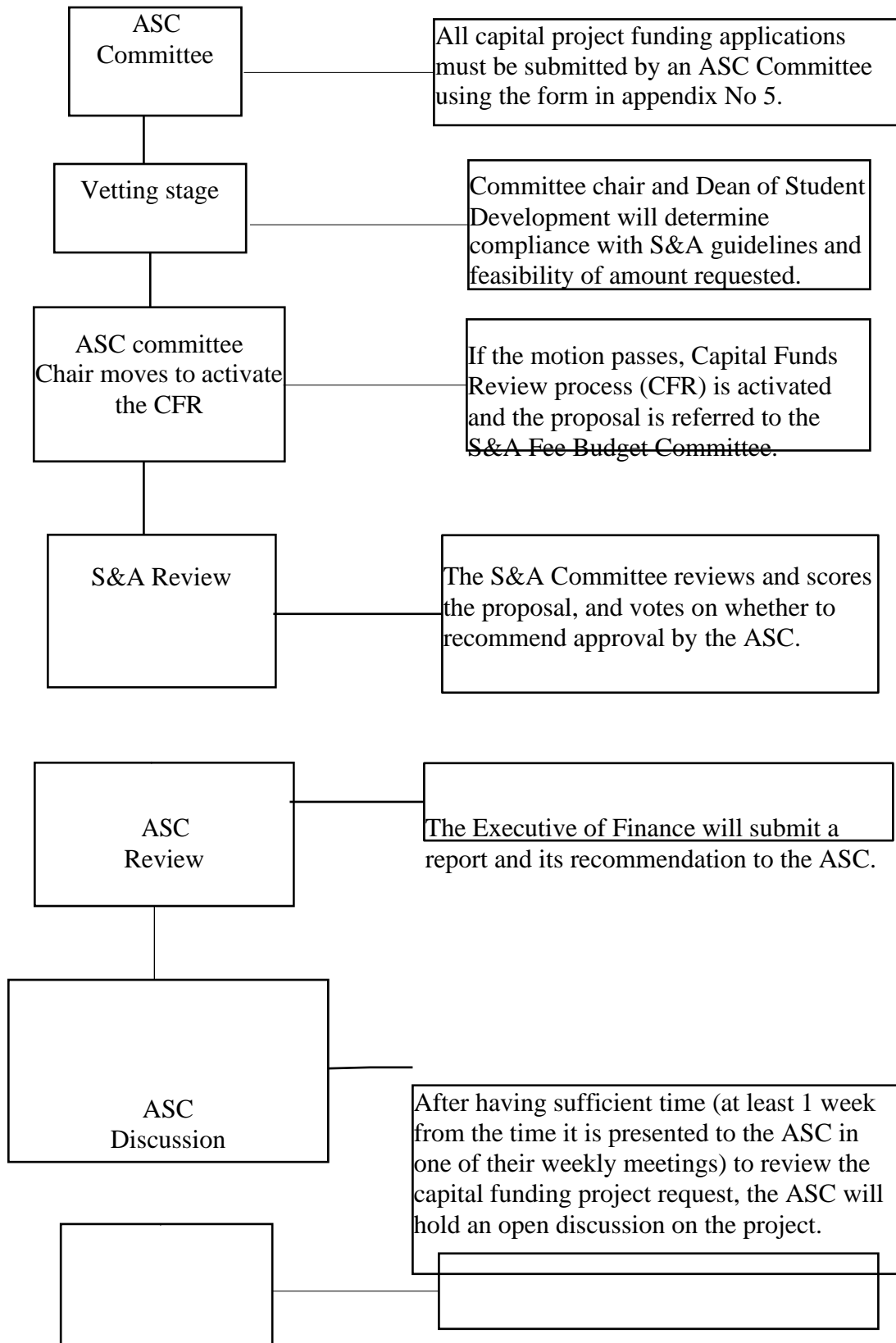
<b>EXPENSES (Please do not include items that will be donated or are not included in the request)</b>				
<b>Description</b>	<b>Quantity</b>	<b>Cost per Unit</b>	<b>Tax, S&amp;H</b>	<b>Subtotal</b>
<i>EXAMPLE: Club T-Shirts for members</i>	<i>20</i>	<i>\$10</i>	<i>15</i>	<i>\$215</i>
<i>Please attach additional sheets if necessary.</i>			<b>Total Expens</b>	

Comments:



## No.5 –Capital Funding Review Process

### Application Process for S&A Funding of Capital Projects



ASC Executive  
Vote

Any last words on the project will be  
followed by a final ASC Executive vote.

27

**No.5 –Capital Funding Review Application**

**S&A CAPITAL FUNDS REQUEST**

**You may add additional pages if necessary to clearly answer the following questions. Per the Bylaws of the Associated Student Council of Seattle Central College (Article X Section III), all requests must be endorsed by an ASC Committee and brought to the floor of an ASC meeting by the committee chair or representative.**

Name of Project

Sponsoring SCC Department

Sponsoring ASC Committee ASC

lead for the project

name

email

phone

Total Amount Requested

Describe the proposed use of funds. What will be accomplished, and why is this an important service to the students of Seattle Central College?

Which students specifically will benefit from this project? In what way, and to what extent?

Will this project require annual maintenance costs, and how will they be covered?

Who is the sponsoring department head, and does that person consent to responsibility for the project?

Describe an environmental impact and/or sustainability issues created by this project.

Have any alternative funding sources been explored? Which ones?

Please attach a project budget detailing the total project cost and indicating other sources of funding contributing to the project.





## No.5 –Capital Funding Review Scoresheet

### S&A Committee Evaluation

Evaluate proposed Capital Project and score it based on the following categories on a scale from 1 to 5, 1 meaning “does not meet criteria” and 5 meaning “especially meets criteria”.

1. Promotes the mission of student leadership?

1 2 3 4 5

2. Urgency and/or need for such a project on campus?

1 2 3 4 5

3. Would the project promote student success?

1 2 3 4 5

4. Number of students served/degree to which underrepresented students are served.

# of students \_\_\_\_\_, 1 2 3 4 5

5. Rate the overall sustainability of this project in the following categories on a scale of 1-5:

Economic Is this proposal cost effective?

1 2 3 4 5

Social Does this project serve the underprivileged?

1 2 3 4 5

promote multiculturalism?

1 2 3 4 5

or a great number of students?

1 2 3 4 5

Ecological Is this project environmentally sustainable?

1 2 3 4 5

### Final assessment

Write a brief assessment of the proposal. Include any and all information that you deem necessary for the ASC to make an informed decision, and detail any concerns or important points for consideration, and the average of the committee member scores for each criteria. The completed assessment will be submitted to the ASC

