

1 **Bylaws of the Associated Students of Seattle**
2 **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 the regular meeting of the 2018-19 Student
7 Council, June 3rd.
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
16 Bylaws 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 Students of Seattle Central College, also
23 known as AS-SCC.
24

25 **Section II- Governance**

26 AS-SCC is to be governed by the Associated Student Council of Seattle Central College, also
27 known as ASC.
28

29 **Article II**
30 **Authority**

31 **Section I – Jurisdiction**

32 The ASC has the authority, granted by the Board of Trustees of Seattle Central College, to
33 interpret, perform, and execute the duties and responsibilities as referenced in the AS-SCC
34 Constitution and Bylaws.
35

36 **Section II – Legal Framework**

37 The Bylaws dictate how the ASC shall operate and are subject to the AS-SCC
38 Constitution, which in turn is subject to the Seattle College District Policies and
39 Procedures.
40

41 **Article III**
42 **Membership**
43

44 **Section I – General Membership Requirements**

45 ASC membership shall be limited to individuals who are currently enrolled students at
46 Seattle Central College.
47

48 **Section II – GPA and Enrollment Membership Requirements**

49 To be eligible to serve as an Executive member of the ASC, a student must:
50

- 51 A. Be enrolled in minimum of 10 credits at Seattle Colleges (except for
52 summer quarter).
53 B. Have completed at least 15 credits by the start of year in office.
54 C. Have achieved a cumulative and quarterly GPA of 2.8 or higher to enter,
55 and have a cumulative and quarterly GPA of 2.6 to maintain membership.
56

57 **Section III – Equal Opportunity**

58 The ASC is an equal opportunity organization and does not discriminate on the basis of race,
59 color, religion, sexual orientation, gender, national origin, political orientation, age, marital status
60 or the presence of any physical, sensory, or mental disability.
61

62 **Section IV – One Position Limit**

63 No ASC Executive member can serve on any other Student Leadership board. Leadership
64 boards include: Associated Student Council, Student Organizations Resource Council. College
65 Activities Board, Student Website and Publication Team, Global Engagement Team,
66 Tournaments and Games Team, International Student Advisory Council, Information Central or
67 Phi Theta Kapa.
68

69 **Section V - Satellite Campus Representatives**

70 Satellite Campuses (Health Education Center, Seattle Maritime Academy, and Wood Technology
71 Center) will have one student serve as a voting representative on Seattle Central's Associated
72 Student Council (ASC). This position will have equal voting rights to the ASC executive members
73 and will have a proxy ability. Selection of position and its proxy will be through an application
74 process.
75

76 Additionally, Satellite Campuses will have Program Committees. These committees will be
77 comprised a minimum of three (3) students and its sole purpose and function will be to provide
78 programmatic direction and S&A Fees requests for the students at their prospective campuses. The
79 Program Committee members shall be selected via an application process.
80

81 It's recommended that the ASC works to accommodate travel for satellite campuses to make
82 meeting requirements obtainable. This will be done by working to reimburse travel costs, via
83 Public Transportation, and by choosing meeting times that will accommodate satellite campus
84 class schedules when possible
85

86 **Article IV**
87 **Meetings**
88

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

90 ASC meetings are to be held weekly.
91

- 92 A. Council meetings shall be held on Monday 3-4 p.m., in the Student
93 Leadership Conference room.
94
95 B. At least one meeting per year will be held at each satellite campus (Health
96 Education Center, Seattle Maritime Academy, Seattle Vocational Institute,
97 Wood Technology Center).
98
99 C. Satellite campus' representative can attend via skype or conferenced call.
100

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 Events Calendar.
3. 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 Public Information's Office (PIO) so that the change can be shared with faculty, students and staff on campus.

Section II: Attendance Policy

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

A. Tardiness

1. Tardiness is defined as a short absence from a meeting during the regularly scheduled one (1) hour.
2. A tardy shall be marked once a member is absent for a total of more than five (5) minutes but less than a total of ten (10) minutes.
3. Three (3) tardy shall equal one unexcused absence.
4. The fourth (4th) tardy shall equal a second unexcused absence.

B. Absences

1. An absence is marked if a member is absent from a meeting for a total of more than ten (10) minutes during the regularly scheduled one (1) hour of the ASC meeting.
2. Absences will be recorded by the Executive of Administration, with the assistance of the ASC advisor, and brought to each ASC meetings for any necessary discussion
3. Council members are allowed a total of two (2) absences per quarter and one (1) unexcused absence per Council Year.
4. Council members in excess of 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

- 151 C. If a Council member is forced to be tardy or absent due to unforeseeable
152 circumstances, the member shall have the right to go before the Council at
153 the next meeting and seek to have the tardy removed or the absence excused.
154 1. If the Council member was tardy or absent due to circumstances that
155 would be both unforeseeable and unavoidable for a reasonably
156 prudent person, the Council shall have the option to vote to remove
157 the tardy or excuse the absence.
- 158 D. Time keeping
159 1. ASC members are required to record their work time within a week of
160 them working both online and on a hard copy.
161 2. Hard copies must be turned in the ASC advisor within one week of
162 each pay period ending. There will be a warning for the first timesheet
163 violation. If ASC members fail to turn in more than 2 timesheets
164 within the given timeframe it will be counted as a Duties and Tasks
165 Violation.
166

167 **Section III: Meeting Agendas**

168 The ASC Meeting Agenda shall be completed and made available by the Executive of
169 Communication twenty-four (24) hours before the start of the ASC meeting. Modifications to
170 the ASC Meeting Agenda after this time can only be made by a vote during the meeting.
171

- 172 A. It must be posted outside of the ASC, in Information Central, next to the Student
173 Leadership Event Calendar, Satellite Campuses and given to the library.
174 B. Agenda items must be shared with the Executive of Administration, Advisor and/or
175 the Advisor's assistant by all ASC members. These items must be shared by
176 Thursday at 12pm (noon) and the consolidated list of items shared with the ASC
177 more than 24 hours in advance to the Executives.
178

179 **Section IV: Voting Rights**

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

- 183 A. All ASC votes shall be decided by a simple majority (over 1/2) vote
184 unless specifically noted otherwise.
185
186 B. Tied votes shall be counted as a failure of the motion being voted on.
187
188 C. Satellite Campus Representatives shall have voting rights equal to ASC
189 Executive members.
190
191 D. In cases of absence by an ASC Executive, their associate may act as a proxy if
192 the executive gives them notes on the meeting agenda and their voting
193 suggestions on meeting items prior to the meeting.
194

195 **Section V: Leadership Institutes**

196 The ASC shall also attend monthly Leadership Institute meetings that occur on a different
197 day than the regularly scheduled ASC meetings.
198

- 199 A. The Leadership Institutes shall be organized and facilitated by the Dean
200 of Student Development or delegated Student Leadership staff.

- 201
- 202 B. ASC members who are absent or tardy for a Leadership Institute shall arrange
- 203 with the Director of Student Leadership a form of supplementary training that
- 204 shall make up the time missed. Failure to make such arrangements within one (1)
- 205 week of the tardiness or absence shall result in recording the incident as one (1)
- 206 unexcused absence and weighed under the Attendance Policy for ASC meetings.
- 207

208 **Section VI: Length of Terms**

209 The Council Year shall be considered to be the fall, winter, and spring quarters of each school

210 year. ASC Executive members remain on-call throughout the summer quarter following their

211 term.

212

213 **Section VII: Summer Training**

214 Executive members are required to attend all summer training programs, including

215 the orientation in the summer prior to their term.

216

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

218

- 219 A. Members of the ASC shall be required to attend any trainings and
- 220 workshops designated by the ASC.
- 221
- 222 B. All specially designated trainings and workshops shall be included under
- 223 the Attendance Policy for ASC meetings.
- 224

225 **Article V Rules**

226 **of Order**

227

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

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

230

- 231 A. At the beginning of each new Council Year, the Council shall decide which
- 232 version of Robert's Rules of Order to use, and agree, in writing, to follow
- 233 them.
- 234

235 **Section II: Chairing Meetings**

236 ASC meetings shall be chaired by a rotating chair consisting of members of the entire

237 Council. Schedules shall be overseen by the Executive of Administration of the ASC.

238

239 **Article VI**

240 **Officers and Duties**

241

242 **Section I: Egalitarian Structure**

243 The ASC is a non-hierarchical organization. The Executive Officer titles are for reference

244 only, and do not carry with them any special powers or privileges.

245

246 To help implement the egalitarian method executives are responsible for sharing our system at

247 their meetings and such to lessen any confusion and any unspoken hierarchies

248

249 **Section II: Constitutional Titles and Working Titles**

250 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.

251
252 **Section III: Officer Title Selection**

253 Within a month after the Executive ASC Member Selection each year, the incoming ASC will
254 meet with the outgoing ASC, and the incoming and outgoing members of all Student
255 Leadership Boards and Councils. Each member of this gathering may cast a ballot to select an
256 officer title for each new ASC Executive.
257

258 **Section IV: Executive Officer Titles and Duties**

259 Duties of the Executive members of the ASC, (in alphabetical order)
260

261 A. Executive of Administration

- 262 1. Establishes and chairs the Leadership Promotion Committee. This Committee
263 is tasked with recruiting ASC Associate members to be brought before the
264 ASC for ratification as well as recruiting students to serve on student and
265 campus-wide committees.
- 266 2. Oversees the rotation of the Council Chair and motivational speaker, and
267 posts schedule in office.
- 268 3. Works with the ASC advisor or advisor's assistant to keep record of future
269 meeting locations and times.
- 270 4. Responsible to making sure all ASC Executive Officers office hours are
271 posted.
- 272 5. Responsible for meeting once each quarter with each ASC member to
273 identify needs and goals.
- 274 6. Coordinates ASC Tabling in the halls, with Advisor, based on tabling request
275 forms filled out by fellow ASC members at least 3 days prior to their request
276 time.
- 277 7. Serves as student representative to the District Board of Trustees and prepares
278 and presents verbal and written reports to them each month. These reports are
279 also submitted to the Executive of Student Services and the President of Seattle
280 Central College as a monthly committee report.
- 281 8. Attends monthly meetings with the college president.
- 282 9. Shall keep track of and update the Attendance Sheets³, bringing them to all
283 ASC scheduled events and tabling for sign-in by Executives and Associates.
- 284 10. Shall issue Accountability forms⁴ at the ASC weekly meeting.
- 285 11. All other duties that arise in response to events and opportunities on- and
286 off- campus.
- 287 12. Organizes the Student Tenure assignment process in collaboration with the
288 ASC Advisor and Dean of Student Development.
- 289 13. Coordinates a quarterly meeting for all 3 Seattle Colleges (Central, North
290 and South) Student Council, and Satellite Campuses. ASC will take part in
291 a Quarterly meeting with North, South Community Colleges, and Satellite
292 Campuses to discuss issues and collaborate
- 293 14. Coordinate and plan for ASC Group Projects
- 294 15. Reports back to the ASC council about the Board of Trustees meeting and
295 the President's meeting

296 B. Executive of Communication

- 297 1. Establishes and chairs the Communication Committee and submits a weekly
298 report to all ASC members
- 299 2. Organizes the marketing and recruitment effort for the annual selection process
300 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 is responsible for Graduation Fair in collaboration with Executive of Administration. Ensures ASC representation on any social media platform with the assistance of the Communications committee.
 5. Meet with the Publication and Information Office at least once a month.
 6. Posts ASC weekly Agendas and minutes in given posting locations.
 7. Posts and send updates on meeting location and time changes to PIO for proper information distribution.
 8. 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.
2. Recruits student members to the S&A Fee Budget Committee.
3. Assists the committee on prioritizing needs for granting funds.
4. Drafts the ASC budget proposal for submission to the S&A Fee Budget Committee.
5. Drafts preliminary and final budget reports for the approval of the S&A Fee Budget by the ASC.
6. Introduces the final budget report for the ASC.
7. Serves as liaison between the ASC and all budget areas funded by Services and Activities fees.
8. Convenes and chairs the Capital Funds Review Committee (CFRC) when enacted.
9. Reports monthly on the Associated Student Council budget.
10. Administer the ASC Book Fund.
11. Will serve on the college's monthly College Council meetings
12. Ensures information that is meant to be public knowledge is adequately posted
13. Creates a survey for students on how their thoughts about prior S&A funding decisions and where students see the most need
14. Creates/fills out all ASC budget requests and creates budget proposals for ASC
15. 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.
3. Is responsible for the maintenance of the system (that includes the suggestion boxes and the electronic form) for gathering issues/concerns/feedback from the student body and report its findings to the ASC.
4. Is empowered to meet with various campus department divisions and services on behalf of students to resolve issues and concerns.
5. Empowers ASC members to create surveys when data on student opinion is needed
6. Informs the ASC of the issues and concerns of student organizations, cultural groups, and the general student body at weekly meetings.
7. Holds 1-2 public student forums per year in collaboration with the VP of

- 352 Student Services, the Dean of Student Development, and the President of
353 Seattle Central.
- 354 8. Serves as the student member of district or campus conduct appeals
355 committees should any occur.
- 356 9. Maintains the official Issues and Concerns email account.
- 357 10. Will serve on the college's monthly College Council meetings, food pantry
358 committee, and tech fee committee.
- 359 11. Responsible for the internal food drive.
- 360

361 E. Executive of Legislative Affairs

- 362 1. Establishes and chairs the Student Advocacy Committee.
- 363 2. Starting in February establishes and chairs the ASC Selection Process Steering
364 Committee, which organizes and oversees the annual selection process. This
365 committee organizes the outreach campaign and creates the Interview Team, the
366 Review Team, and the Clerk Team.
- 367 3. Is responsible for organizing any "special elections" as described in Article XI.
- 368 4. Serves as the delegate to the Washington Community and Technical
369 College Student Association.
- 370 5. Will serve on the college's monthly College Council meetings, Safety
371 Committee, and Student Conduct Committee.
- 372 6. Posts updates outside of the office about WACTCSA
- 373 7. Assists in Voter Registration and promoting of political engagement of students
- 374 8. Creates and chairs a Bylaws Committee in the Winter. This committee will be
375 created and headed by the Executives of Legislation. It will include a minimum
376 of five (5) current students. It must include a diverse population of student
377 leaders, club members or students at large. This committee will hold 4 weekly
378 meetings to look at and discuss changes to the bylaws. They will then propose to
379 the ASC and the ASC may deliberate before sharing it with the Director if
380 Student Leadership, the Dean of Student Development and the President of the
381 school
- 382

383 F. Executive of Student Success

- 384 1. Establishes and chairs the Student Success Committee.
- 385 2. Chairs and recruits for the Presidents' Medal Committee. This committee is
386 tasked with taking nominations and putting forward no more than five
387 candidates for Vice Presidents' medal and Presidents' medal to be awarded
388 during the commencement ceremony of each academic year.
- 389 3. Will serve on the college's monthly College Council meetings and Curriculum
390 Coordinating Council.
- 391 4. Collaborates with the Issues and Concerns Executive Officers to address
392 student success issues that arise.
- 393 5. Coordinate and organize projects related to the Student Service.
- 394 6. Creates quarterly surveys to gauge student needs and what ASC projects should
395 be prioritized
- 396 7. Liaison with the Library to maintain the Extended Library Hours, the Open
397 Educational Resources program.
- 398

399 G. General Executive Duties

400

401 All Executive members are required to perform ten (10) hours of council related work per
402 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, Monday 3:00-4:00 p.m.
 - a. Approval of previous meeting's minutes
 - b. Give time for public comments
 - c. Discuss old business, new business, and vote when necessary.
 - d. Personal and Committee reports.
3. One hour weekly ASC developmental meetings Monday 2:00-3:00 p.m.
 - a. Study session which includes but is not limited to, project research, discussion and prepare 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. Work on behalf of the student body to build a diverse and equitable school environment (add to the general
8. All other duties that arise in response to events and opportunities on- and off-campus.
9. Meet with the ASC advisor regularly
10. Check mailbox regularly and read meeting minutes before next meeting.
11. Creates effective guidelines that the next year's Executive can easily follow. This will be put into the legacy binder for the following year's ASC to look at for support
12. Manages work of their Associates to ensure that associates work all of their weekly time allowances
13. Speaks to classes to update them about what the ASC is working on if it is needed
14. Gives a personal and committee update at each weekly meeting.
15. Executives should rotate writing minutes or 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.
16. All Executives shall be trained on 25 Live and how to schedule Tabling. Then, schedule and table accordingly. The Executive of Administration will then coordinate as is part of his duties.
17. Monthly written report to the Executive of Administration.
18. Ensuring accessibility of all committee information such as minutes, agendas, and reports to all Council members and 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 of 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. Candidates will submit applications to the Leadership Promotion Committee which will review them and present proposals for Associate members to be ratified by the ASC Executive Council.

- C. Associate members shall be proposed for ratification based on the discretion of the Leadership Promotion Committee and ratified by the Executive Council with a simple majority vote.
- D. Associate members will serve as active members of the ASC until the end of current academic year in which they were appointed.
- E. Can be promoted to Executive member if it is needed
- F. 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. Attending club meetings to gain perspectives and increase collaboration
 - 7. Poster making
 - 8. Project research
 - 9. 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 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 Selection process for Executive and Associate members of the ASC must be clearly advertised for 4 weeks prior to the application deadline
 - 2. The applicants shall be students who have submitted completed application packets and are seeking Executive positions on the ASC.
 - 3. 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.
 - 4. The Interview Team shall interview and rate each applicant applying for a position on the ASC.
 - 5. The Clerk Team shall compile all scores from both the Interview Team and the Review Team and finalize the results of the Selection Process. They will present the top three candidates for each position to the current ASC.
 - 6. Membership in one group shall exclude that member from the other groups; no one shall be allowed to be a member on two (2) or more of the above groups.
 - a. As the Executive of Legislative Affairs is required to serve on the Clerk team, s/he may not serve on any other team in the selection process.
 - b. In the event that the Executive of Legislative Affairs is applying for an office during the Selection Process, s/he 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.
 - 2. A current, unofficial transcript and quarter enrollment form.
 - 3. A one (1) page personal essay/statement.
 - 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.

Section III – Review Team Procedure

- A. The Review Team shall consist of no fewer than ten (10) 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 student 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, retiring Council members, staff, faculty, and administrators.
 - 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.

- 553
- 554 C. The Interview Team will receive training in cultural bias and will review and
- 555 abide by the Seattle College District's policies on equal opportunity and non-
- 556 discrimination in hiring.
- 557 D. The Interview Team members shall submit their final scores to the Clerk Team.
- 558

559 **Section V – Clerk Team Procedure**

560

- 561 A. The Clerk Team shall consist of no fewer than two (2) members, including
- 562 the Executive of Legislative Affairs.
- 563 1. Possible members of the Team shall include students-at-large, members of other
- 564 official, stipend-compensated Student Leadership organizations, retiring
- 565 Council members, staff, faculty, and administrators.
- 566
- 567 B. The Clerk Team shall take the final scores from both the Review Team and
- 568 the Interview Team and tally them to get the final overall scores.
- 569
- 570 1. The scores from the Review Team and the Interview Team shall be first tallied
- 571 separately, and then combined so that the score from the Interview Team is
- 572 weighed as a sixty percentage (60%) of the overall score, and the score from the
- 573 Review Team is weighed as a forty percentage (40%) of the overall score.
- 574 2. The highest and lowest score received by each applicant by the Review Team
- 575 shall be dropped to prevent outliers from impacting the final scores.
- 576 3. The Clerk Team shall adopt and record a consistent procedure to double- check
- 577 all data entry to ensure that the scores entered have been accurately inputted and
- 578 calculated.
- 579 4. The Clerk Team shall take the final overall scores for the Executive
- 580 applications and shall consider the highest scoring applicants to be selected.
- 581 5. The Dean of Student Development will review the scoring and verify
- 582 accuracy or revise if necessary.
- 583
- 584

585 **Section VI – Associate Selection Process**

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

- 587 A. The associates applicants must submit the following to be considered:
- 588 1.A completed application
- 589 2.A current, unofficial transcript and quarter enrollment for.
- 590 3.A one (1) page personal essay/statement
- 591 4.25 student signatures from students currently enrolled at Seattle Central
- 592 5.One (1) letter of recommendation written by a Current SCC staff, faculty or
- 593 administration member.
- 594

595 **Section VII – Selection Results Ratification**

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

- 603 presenting them at the next scheduled Council meeting.
- 604 B. Upon presenting the top candidates, Executive members shall vote to ratify each
- 605 of the top six Associate candidates and each of the top Executive candidates.
- 606 C. Ratified candidates shall be contacted by the Executive of Legislative Affairs or
- 607 Director of Student Leadership to officially offer them membership the Council,
- 608 and ask them to confirm their acceptance of such offer.
- 609

610

611 **Article VIII**

612 **Removal from Office**

613

614 **Section I – Conditions for Removal**

615

- 616 A. Not abiding by the Attendance Policy – dismissal.
- 617
- 618 B. Not abiding by the GPA and Enrollment Requirement – automatic dismissal.
- 619
- 620 C. Not fulfilling commitment to tasks or subcommittee appointments, including
- 621 weekly hours.
- 622
- 623 D. Any act which the Council deems detrimental to the integrity and mission of the
- 624 Associated Student Council.
- 625
- 626 E. Voluntary resignation.
- 627

628 **Section II – Process for Removal**

629

- 630 A. Attendance Policy Violations:
- 631 1. Council members in excess of either two (2) excused absences per quarter or
- 632 one (1) unexcused absence per year shall be in violation of the Attendance
- 633 Policy (Article 4, section 3) and shall be removed from office.
- 634 2. When a member's absence has been documented in the ASC minutes or
- 635 records kept by the advisor on required training or tabling, the Executive of
- 636 Administration will bring the issue to the floor of the next regularly scheduled
- 637 meeting.
- 638 3. The member will be given the opportunity to request that the absence be
- 639 excused.
- 640 4. If a Council member has reached the number of absences described in number
- 641 2 above as a violation of the ASC Attendance Policy, as documented by proper
- 642 evidence, the Council shall uphold the Attendance Policy by voting to remove
- 643 the offending member.
- 644
- 645 B. GPA and Enrollment Requirement Violations:
- 646 1. Council members whose current enrollment drops beneath ten (10) credits
- 647 (except during summer quarter), or whose cumulative GPA drops below 2.6,
- 648 shall be in violation of the GPA and Enrollment Requirement for membership
- 649 (Article 1, Section 2) and shall be removed from office. However, an executive
- 650 member scheduled to graduate spring quarter and needing fewer than 10 credits
- 651 to fulfill graduation requirements can petition the ASC during winter quarter to
- 652 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.
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.

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

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

707
708 A. Petition Requirements:

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

724
725 B. Recall Process:

- 726 1. If the petition has met the above requirements, then the Council shall hear all
727 evidence concerning the claims of the petition.
- 728 2. If the evidence presented proves the claims of the petition, the Council shall
729 uphold the Student Recall and remove the accused member.

730
731 **Section IV – Appeals Process**

732 A Council member who has been removed from office shall have the right to appeal the
733 decision of the Council in order to be reinstated as an active member of the Council.

- 734
735 A. The removed member shall provide clear and convincing evidence during a
736 scheduled ASC meeting that they were removed inappropriately due to an error in
737 the evidence presented against them or a procedural error during the Removal
738 Process.
- 739
740 B. If the evidence presented proves that the removed Council member was
741 inappropriately removed and the original claims against them were not accurate,
742 the Council shall uphold the Appeals Process and vote to reinstate the ASC
743 member.

744
745 **Article IX**
746 **Vacancies**

747
748 **Section I – Definition of Vacancy**

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

751
752 **Section II – Response to an Executive Member Vacancy**

- 754 A. The process to fill an Executive member vacancy must be initiated within one (1)
755 week of the occurrence of the vacancy.
- 756 1. If the vacancy occurs during spring quarter, the Council shall have the option to
757 vote on a proposal that redistributes the former member's workload instead of
758 filling the vacancy.
- 759 a. Voting on a plan of redistribution shall be an option only if the
760 workload can be redistributed in a way that does not lessen
761 Council's effectiveness.
- 762
- 763 B. Executive positions shall be filled either through the approval of an eligible
764 Associate member or the use of the Selection Process (Article 8).
- 765 1. An eligible and willing Associate member shall move into the open position if
766 approved by a vote of the Council.
- 767 2. If no Associate member is willing or approved, a Selection Process shall take place to
768 fill the vacancy
769
770

771 **Article X**
772 **Student Services and Activities Fees**

773
774 **Section I – Services and Activities Budget Committee**

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

- 780 A. The S & A Budget Committee shall consist of the Dean of Student
781 Development, the Executive of Finance, and no less than three (3), but no
782 more than six (6) students who are not current members of the ASC.
- 783 B. All members shall review each application and individually score it.
- 784 C. This committee shall reflect the diversity of the Associated Students of
785 Seattle Central College.
786
787

788 **Section II- ASC Allocation of Funding**
789

790 To request ASC approval for funding request below \$1000, a Funding Request² sheet must be
791 completed and submitted during a regular ASC meeting for review by the Executive members
792 of the council prior to any vote to consider the funding. Upon approval, the Executive
793 requesting funding is responsible to follow up with the ASC advisor to prepare necessary
794 paperwork.
795

796 **Section III- Capital Funds Review Process**
797

798 In the event of allocating S&A funds outside the current annual operating budget, the ASC shall
799 initiate the Capital Funds Review process (CFR). This process will only be activated upon a
800 formal motion of the ASC to review a particular project.
801

802 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

process. This process is based on the Capital Funding Review Scoresheet³ 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 ASC secretary 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 See appendix 1

⁴ See appendix 2

- 874 B. Administration-driven votes shall be subject to the special requirements laid out
875 by the administration and guided by the following procedure.
876

877 **Section II – Student-Driven Special Election Facilitation Requirements**
878

- 879 A. The action put to ballot by the proposed vote shall not violate or conflict with any
880 of the rules, policies, regulations, or laws applicable to actions undertaken by the
881 ASC-SCC and the ASC.
882
- 883 B. A student-supported, legitimate petition shall be officially presented at a
884 scheduled ASC meeting.
- 885 1. The petition shall detail a specific action that shall be undertaken if the vote
886 passes.
 - 887 2. The petition shall have the details of the content for the proposed vote
888 accurately and clearly displayed on every page of signatures.
 - 889 3. Petition signatories must be confirmed as being currently enrolled, fee-
890 paying students of Seattle Central College. .
 - 891 4. The petition shall have a number of confirmed student signatories equal to at
892 least three percent (3%) of the currently enrolled student population at Seattle
893 Central College or three hundred (300) students – whichever is greater at the
894 time.
 - 895 5. The petition shall be presented at a regularly scheduled ASC meeting after the
896 required minimum number of signatories has been confirmed.
897
- 898 C. There shall be sufficient time and resources to facilitate the proposed vote.
899
- 900 D. If the petition is legitimate as described and sufficient time and resources exist to
901 facilitate the special election, the Council shall uphold the Student-Driven Special
902 Election and vote to establish a Special Election Committee chaired by the
903 Executive of Legislative Affairs to facilitate the voting process, and a deadline by
904 which the process must be complete.
905

906 **Section III – Student-Driven Special Election Voting Requirements**
907

- 908 A. There shall be proper, clear, and public advertising and debate regarding the vote
909 for at least two (2) weeks prior to the vote.
910
- 911 B. The voting method shall ensure that only currently enrolled, fee-paying students
912 are allowed to vote.
913
- 914 C. At least three percent (3%) of the eligible student body shall vote.
915
- 916 D. The voting method shall be secure to prevent fraudulent and repeated voting, the
917 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 Amendmen ts

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, 2012
 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

961 **Article XIII**
962 **Accessibility**

963 **Section I- 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 person
970 who arrives on time will be asked to speak in the order in which they signed
971 up. Those who do not arrive on time can either be asked to be placed on the
972 agenda for next week or arrive the following week and utilize the sign-in
973 sheet.
- 974 2. Speakers must abide by the same Rules of Conduct as the Associated
975 Student Council and shall be informed to do so by the chair prior to each
976 Public Comment Section.
- 977 3. Each speaker has a maximum of five minutes. The Chair of the meeting can
978 add time to the Public Comment Section at their discretion but cannot add
979 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 -

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 Attendance Sheet

[illegible]

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_____ Date of ASC Meeting_____

Does the Council find the Executive failing in their required duties and tasks per the
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?

FOR OFFICE USE ONLY:

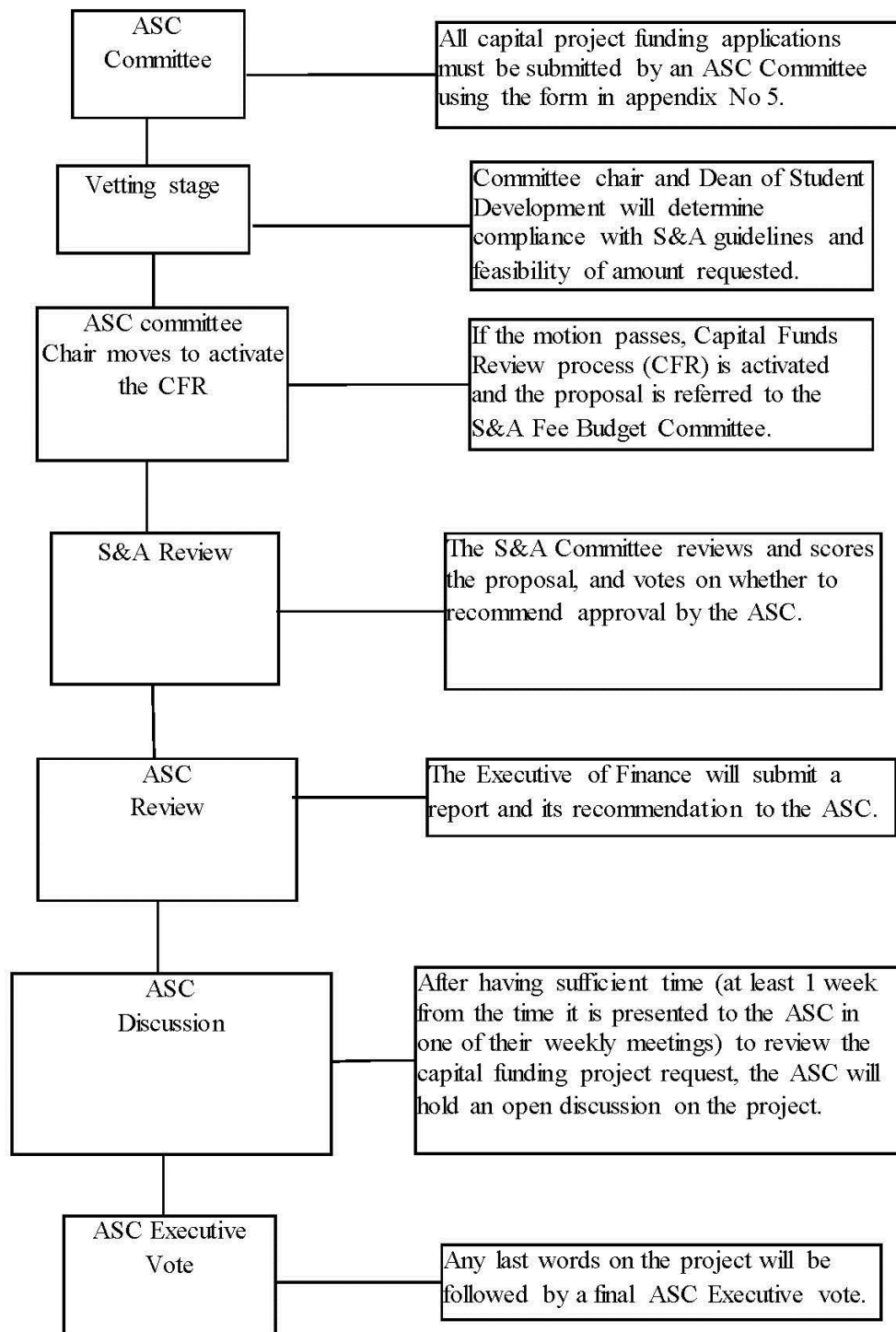
Date of ASC Approval _____

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

Comments:

No.5 –Capital Funding Review Process

Application Process for S&A Funding of Capital Projects



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 Section), 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