

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 the regular meeting of the 2019-20 Student  
7 Council, March 9<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 ASC-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 Membership

51

52

#### **Section I – General Membership Requirements**

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

56

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

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

59

60

A. Be enrolled with a minimum of 10 credits at a Seattle Central College  
61 school (except for summer quarter).

62

B. Have completed at least 10 credits by the start of year in office.

63

C. Have achieved a cumulative and quarterly GPA of 2.5 or higher to apply  
64 and have a cumulative and quarterly GPA of 2.5 to maintain membership.

65

66

67

#### **Section III – Equal Opportunity**

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

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

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

89

90

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

95

96

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 online and in a  
167 timely manner.
  - 168 2. If an ASC member fails to submit their timesheets, they will be given a  
169 warning for their first violation. If ASC members fail to turn in more  
170 than 2 timesheets within the given timeframe it will be counted as a  
171 Duties and Tasks Violation.
- 172

### 173 **Section III: Meeting Agendas**

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

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

### 185 **Section IV: Voting Rights**

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

188 (4) Executive members shall be considered a quorum.

- 189 A. All ASC votes shall be decided by a simple majority (over ½) vote unless  
190 specifically noted otherwise.  
191  
192 B. Tied votes shall be counted as a failure of the motion being voted on.  
193  
194 C. Satellite Campus Representatives shall have voting rights equal to ASC Executive  
195 members.  
196  
197 D. In cases of absence by an ASC Executive, their associate may act as a proxy if the  
198 executive gives them notes on the meeting agenda and their voting suggestions on  
199 meeting items prior to the meeting.  
200

201 **Section V: Leadership Institutes**

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

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

214 **Section VI: Length of Terms**

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

219 **Section VII: Summer Training**

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

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

- 224  
225 A. Members of the ASC shall be required to attend any trainings and workshops  
226 designated by the ASC.  
227  
228 B. All specially designated trainings and workshops shall be included under the  
229 Attendance Policy for ASC meetings.  
230

231 **Article V Rules of**  
232 **Order**  
233

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

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

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

239 **Section II: Chairing Meetings**

240 ASC Regular meetings shall be chaired by a rotation consisting of members on the Executive

241 Council and Developmental meetings shall be chaired by a rotation of members on the

242 Associate Council. Schedules shall be overseen by the Executive of Administration of the

243 ASC.

244

245

246

247

248 **Section I: Egalitarian Structure**

249 The ASC is a non-hierarchical organization. The Executive Officer titles are for reference only,

250 and do not carry with them any special powers or privileges.

251

252 To help implement the egalitarian method Executives are responsible for sharing our system at

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

254

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

256 The Executive member positions exist as required in the ASC-SCC Constitution under different

257 working titles that better reflect the egalitarian nature of the Council.

258

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

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

261

262 A. Executive of Administration

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

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

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<sup>3</sup> & <sup>4</sup> See Student Leadership Website

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

#### 304 C. Executive of Finance

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

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

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



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

350 E. Executive of Legislative Affairs

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

370 F. Executive of Student Success

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

384 G. General Executive Duties  
385

386 All Executive members are required to perform at least ten (10) hours and, at most, twelve

- 387 (12) of council related work per week, which includes:  
388  
389 1. Work on behalf of the student body to build a diverse and equitable school  
390 environment  
391 2. One hour weekly ASC meetings  
392 a. The Land Acknowledgement  
393 b. Approval of previous meeting's minutes  
394 c. Give time for public comments  
395 d. Discuss old business, new business, and vote when necessary.  
396 e. Divisional and Committee reports.  
397 3. One hour weekly ASC developmental meetings  
398 a. Study session which includes but is not limited to, project research, discussion  
399 and prepare for the future official ASC meeting.  
400 4. Monthly Student Leadership Institute on Thursdays  
401 5. Two scheduled office hours.  
402 6. One-hour tabling per week  
403 7. All other duties that arise in response to events and opportunities on- and off- campus.  
404 8. Meet with the ASC advisor regularly  
405 9. Check physical mailbox and email inbox at least two (2) times per week and read  
406 meeting minutes before next meeting.  
407 10. Creates effective guidelines that the next year's Executive can easily follow. This will  
408 be put into the transition report for the following year's ASC to look at for support  
409 11. Manages work of their Associates to ensure that associates work all of their weekly  
410 time allowances  
411 12. Speaks to classes (in person or via canvas) to update them about what the ASC is  
412 working on if necessary  
413 13. Gives a personal and committee update at each weekly meeting.  
414 14. Executives may recruit a secretary to assist in said clerk work. The Advisor's  
415 assistant is one person who can act as a secretary at weekly meetings.  
416 15. All Executives shall be trained on 25 Live and how to schedule Tabling. Then,  
417 schedule and table accordingly.  
418 16. Monthly written report to the Executive of Administration.  
419 17. Ensuring accessibility of all committee information such as minutes, agendas, and  
420 reports to all Council members and the advisor.  
421

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

### 426 **Section V – Associate Members**

427

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

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

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

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

454

455

456

457

458 **Article VII Selection**  
459 **Process**

460  
461 **Section I – Overview**  
462

- 463 A. Starting in February the Associated Student Council will begin hiring for the  
464 following council year. Selection Process for the Executive Members of the  
465 ASC must be clearly advertised for four (4) weeks prior to the application  
466 deadline.  
467
- 468 B. The Selection Process shall consist of four (4) distinct groups.  
469 1. The applicants shall be students who have submitted completed  
470 application packets and are seeking Executive positions on the ASC.  
471 2. The Review Team shall review and rate each application submitted. The  
472 team shall consist of students from diverse groups selected by Executive of  
473 Legislative Affairs, and the team shall be ratified by the ASC.  
474 3. The Interview Team shall interview and rate each applicant applying for a  
475 position on the ASC.  
476 4. The Clerk Team shall compile all scores from both the Interview Team  
477 and the Review Team and finalize the results of the Selection Process.  
478 5. The Executive of Legislative Affairs shall conduct a holistic review  
479 process in accordance with Title III.  
480 a. The Executive of Legislative Affairs is required to serve on the  
481 Clerk team and may serve in other teams with only advising  
482 capacity.  
483 b. In the event that the Executive of Legislative Affairs is applying  
484 for an office during the Selection Process, the Executive of  
485 Legislative Affairs shall be replaced for the purposes of chairing  
486 the Selection Process by another Executive, who shall be  
487 selected by vote of the Council.  
488

489 **Section II – Applicant Procedure**  
490

- 491 A. To be considered, each applicant must submit an application packet to ASC that  
492 shall include the following:  
493 1. A completed ASC application online.  
494 2. A current, unofficial transcript and quarter enrollment form.  
495 3. A one (1) page cover letter.  
496 4. To be considered for an Executive position, the packet shall also contain  
497 fifty (50) student signatures from students currently enrolled at Seattle  
498 Central and a letter of recommendation.  
499 a. One (1) letter shall be written by a currently SCC staff, faculty  
500 or administration member.  
501
- 502 B. If the above requirements are met, the Director of Student Leadership  
503 shall certify the application packet as being eligible for consideration.

504

505 **Section III – Review Team Procedure**

506

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

522 **Section IV – Interview Team Procedure**

523

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

542 **Section V – Clerk Team Procedure**

543

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

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

#### 571 572 **Section VI – Associate Selection Process**

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

- 574 A. The associate applicants must submit the following to be considered:
- 575 1. A completed application
  - 576 2. A current, unofficial transcript and quarter enrollment for.
  - 577 3. A one (1) page cover letter.
  - 578 4. Twenty- five (25) student signatures from students currently enrolled at Seattle  
579 Central  
580

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

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

597 **Article VIII**  
598 **Removal from Office**

599  
600 **Section I – Conditions for Removal**  
601

- 602 A. Not abiding by the Attendance Policy – dismissal.  
603  
604 B. Not abiding by the GPA and Enrollment Requirement – automatic dismissal.  
605  
606 C. Not fulfilling commitment to tasks or subcommittee appointments, including  
607 weekly hours.  
608  
609 D. Any act which the Council deems detrimental to the integrity and mission of the  
610 Associated Student Council.  
611  
612 E. Voluntary resignation.  
613

614 **Section II – Process for Removal**  
615

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

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

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

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

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

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

667 D. Integrity and Mission Violations:

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

677 E. Voluntary Resignation:

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



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

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

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

698 A. Petition Requirements:

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

714 B. Recall Process:

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

720 **Section IV – Appeals Process**

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

- 726 A. The removed member shall provide clear and convincing evidence during a  
727 scheduled ASC meeting that they were removed inappropriately due to an error in  
728 the evidence presented against them or a procedural error during the Removal  
729 Process.  
730
- 731 B. If the evidence presented proves that the removed Council member was  
732 inappropriately removed and the original claims against them were not accurate,  
733 the Council shall uphold the Appeals Process and vote to reinstate the ASC  
734 member.  
735

736 **Article IX**

737 **Vacancies**

738  
739 **Section I – Definition of Vacancy**

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

742  
743 **Section II – Response to an Executive Member Vacancy**

- 744  
745 A. The process to fill an Executive member vacancy must be initiated within one (1)  
746 week of the occurrence of the vacancy.
- 747 1. If the vacancy occurs during spring quarter, the Council shall have the  
748 option to vote on a proposal that redistributes the former member’s  
749 workload instead of filling the vacancy.
    - 750 a. Voting on a plan of redistribution shall be an option only if the  
751 workload can be redistributed in a way that does not lessen  
752 Council’s effectiveness.
- 753  
754 B. Executive positions shall be filled either through the approval of an eligible  
755 Associate member or the use of the Selection Process (Article 8).
- 756 1. An eligible and willing Associate member shall move into the open  
757 position if approved by a vote of the Council.
  - 758 2. If no Associate member is willing or approved, a Selection Process shall  
759 take place to fill the vacancy
- 760  
761

762 **Article X**

763 **Student Services and Activities Fees**

764  
765 **Section I – Services and Activities Budget Committee**

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

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

779 **Section II- ASC Allocation Fund**

780  
781 To request ASC approval for funding request below \$1000, a Funding Request sheet<sup>2</sup> must be  
782 completed and submitted during a regular ASC meeting for review by the Executive members of

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

785

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

787

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

791

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

794

795 **Capital Funding Review Process**

796

797 **1. Endorsement**

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

803

804 **2. Legal Inspection and Funds Confirmation**

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

812

813 **3. ASC Review**

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

818

819 **4. S&A Evaluation**

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

821

822

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823

824 <sup>2</sup> See Student Leadership Website

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

833 5. S&A Report

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

839 6. ASC Report

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

844 7. ASC Discussion and Final Vote

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

850 8. Conclusion

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

855 **Article XI**

856 **Special Elections and General Votes**

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

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

- 861
- 862
- 863 A. In the event of a special election or general vote proposed by members of the  
864 student body (student-driven actions), the ASC shall adhere to the following  
865 procedure when considering a vote for facilitation and while facilitating votes.  
866  
867  
868

---

869 <sup>3</sup> Appendix 5

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

920 **Article XII**  
921 **Amendments**

922  
923 **Section I – Process for Amending Bylaws**  
924

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

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

956 **Article XIII**  
957 **Accessibility**

958 **Section I- Accessibility**  
959

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

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

- 977
- 978 B. The Council shall make agendas and minutes available via the Student Leadership  
979 website.

980 **Section II – Emergency Disclaimer**  
981

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

986  
987 -End of Bylaws-

988

989















