

## ASSOCIATED STUDENTS OF CENTRALIA COLLEGE BYLAWS

### PREFACE

These bylaws supercede all previous bylaws of the Associated Students of Centralia College.

### ARTICLE I STUDENT GOVERNING BOARD

#### Section 1 Student Government Positions

The positions comprising the members of the ASCC Student Governing Board as are listed below:

- A. Associated Student Body President
- B. ASCC Vice President
- C. Coordinator for Executive Affairs
- D. Coordinator for Civic Engagement
- E. Coordinator for Student Engagement
- F. Other positions may be created as needed.

#### Section 2 Student Governing Board Position Descriptions

- A. The ASCC President is the primary liaison between the Student Body and the Administration. They shall serve as the chair of the Student Governing Board, but will have no vote, except in the case of a tie vote. Other responsibilities for the ASCC President are specified in an expanded job description.
- B. The ASCC Vice President is responsible to perform their respective duties as specified in expanded job descriptions for each position.
- C. The ASCC Coordinators are responsible to perform their respective duties as specified in expanded job descriptions for each position.
- D. Expanded job descriptions are available for the ASCC Student Governing Board in the ASCC Student Governing Board Policy and Procedures Manual and/or online.
- E. Expanded job descriptions are subject to annual review and revision by incumbent ASCC Student Governing Board members during Spring Quarter.

#### Section 5 Requirements for ASCC Student Governing Board Applicants

1. An applicant for ASCC Student Governing Board must be an ASCC student as outlined in Article IV Section 1 of the ASCC Constitution, enrolled in a minimum of six college level credits, have a cumulative and quarterly GPA of a 2.5 or higher, and have not violated the Student Code of Rights and Responsibilities.
2. First quarter students must show successful progress in classes to apply.

Section 6 Stipulations for holding ASCC Student Governing Board Positions

1. Must sign an ASCC Work Expectation Agreement.
2. Each ASCC Student Governing Board member must complete at least ten credit hours each quarter to maintain their position and must maintain a quarterly and cumulative GPA of a 2.5 or higher (approved 4/13).
3. An ASCC Student Governing Board member cannot be an officer in an ASCC-sanctioned club or organization as defined in the Article V of the Bylaws.

Section 7 Probation/Termination of ASCC Student Governing Board Members

1. Any ASCC member not fulfilling their responsibilities may receive a written request from the Student Governing Board Advisor(s) to correct deficiencies.
2. A probationary period and/or suspension for any member of the ASCC Student Governing Board may be deemed necessary by the Director of Student of Student Life & Involvement or designee. Probation or termination may be for non-performance of duties as stated in the specific job description of that ASCC Student Governing Board position or by not maintaining requirements outlined in Article I Section 5 of the ASCC Bylaws.
3. If terms of the probation are not met, the ASCC Student Governing Board member may be terminated by a two-thirds vote of the ASCC Student Governing Board. If an ASCC Student Governing Board member violates any of the Guidelines for Student Conduct as stated in the Statement of Student Rights and Responsibilities, they shall be subject to disciplinary procedures as deemed appropriate by the Vice President, Student Services.
4. An ASCC Student Governing Board member can be removed from office if they are not enrolled in six credit hours or if their GPA drops below 2.5 (approved 4/13) at the discretion of the Director of Student Life & Involvement or designee and the other ASCC Student Governing Board members.
5. An ASCC Student Governing Board member who misses three (3) of the regularly scheduled meetings of the ASCC Student Governing Board during a quarter will automatically be removed from office unless granted an exception by the ASCC Student Governing Board.

- Section 8      Term of Office
- A.      The term of office for ASCC Student Governing Board begins the last day of the spring quarter and ends the last day of the spring quarter of the following year.
  - B.      An ASCC Student Governing Board member may serve a maximum of two terms in the same position, with the understanding that they must apply for and be selected for the second term.
- Section 9      Vacancies in ASCC Student Governing Board
- A.      If an ASCC Student Governing Board position is vacated at any time, the following process will be followed:
    - 1)      If the ASCC President resigns or is removed from office, the Vice President shall become ASCC President and assume all the powers of ASCC Presidency.
  - B.
    - 1)      All other vacancies shall be filled by the ASCC President's appointment within two weeks of the time of vacancy.
    - 2)      If a vacancy occurs during Spring Quarter, the ASCC Student Governing Board shall have the authority to decide whether the vacancy shall be filled, or to appoint a qualified student to temporarily fill the position until such time as is deemed appropriate.
    - 3)      Appointments shall be ratified by a two thirds affirmative vote by the ASCC Student Governing Board.
    - 4)      If a quorum is unattainable due to vacancies in office, an appointment shall be ratified by a two-thirds affirmative vote by the Inter Club Council (Article IV Section 2 C).
- Section 10      Resignation
- An ASCC Student Governing Board member may resign at any point in the quarter. The ASCC officer must submit a letter of resignation to the ASCC Student Governing Board and the Director of Student Life & Involvement or designee. The ASCC Student Governing Board shall follow the procedures described in these bylaws (Article I Section 9) to fill a vacancy.
- Section 11      Impeachment Process
- Charges for impeachment may be brought against any ASCC Student Governing Board officer for any of the following but not limited to:
- Incompetence
  - Negligence
  - Misappropriation of funds
  - Violations of the ASCC Constitution and Bylaws
  - Behavior violating the Student Code of Rights and Responsibilities
  - Discrimination based on gender, race, religion, age, disability, sexual orientation and or veteran status.

- A. Impeachment proceedings may be brought by any member of the ASCC by means of petition outlining the specific grievances and signed by at least ten percent of the membership of the ASCC.
- B. Impeachment proceedings may alternatively be brought by two thirds of the ASCC Student Governing Board.
- C. Petition for impeachment must be presented to the ASCC Student Governing Board for validation, which will take place by five class days following the receipt of the petition.
- D. The ASCC officer in question will be suspended from service on the ASCC Student Governing Board and will not vote in the ASCC Student Governing Board on any issue pertaining to the impeachment proceedings until judgement is rendered.
- E. An Executive Session will begin no later than seven days after the validation of the verified petition by the ASCC Student Governing Board. The Inter Club Council will preside over the executive session.
- F. Appeals and disciplinary procedures will be carried out by the Inter Club Council.

Section 12 Compensation

- A. ASCC Student Governing Board members shall receive a compensation for their service.
- B. Compensation will be withheld immediately upon violation of the Constitution and Bylaws. Approval or disapproval of disbursement of the compensation in question will be at the discretion of the ASCC Student Governing Board and the Director of Student Life & Involvement or designee.

ARTICLE II SELECTIONS & APPOINTMENTS of ASCC STUDENT  
GOVERNMENT  
*Approved 4/2/18*

All selections and appointments are made by majority vote of the ASCC Student Governing Board Interview and Screening Committee and are final upon acceptance of the appointment. Priority in selection shall not be granted to students with prior experience with the ASCC Student Governing Board, to allow leadership opportunities to more students who have not had such experience.

The ASCC Vice President and an ASCC Coordinator shall be in charge of overseeing all aspects of arranging the selection process including: making sure promotion for positions and committee representatives goes out in a timely manner; scheduling interview times for potential appointees; and coordinating meeting room and a set of draft questions for potential appointees.

- Section 1      Standard Application Process for ASCC Student Governing Board
- Applicants may apply for more than one position. A fully completed ASCC Student Governing Board Application packet shall include:
1. Completed ASCC Student Life Application Form
  2. Cover Letter
  3. Resume
  5. Completed Constituency Form

- Section 2      Applicant Selection/Interview Process
1. All Student Governing Board positions must be posted within the CC community and advertised for a minimum of three weeks
  2. The ASCC Student Governing Board Selections/Interview Committee will:
    - i. Review applications.
    - ii. Outline the experience, skills, abilities, and/or strengths the committee is seeking in a final candidate.
    - iii. Identify and agree upon interview dates and times, and final selection meeting.
    - iv. Interview each candidate in a non-biased manner, utilizing the same interview questions and providing the same amount of time for each candidate's interview.
    - v. Send final proposed candidates to Student Governing Board advisor(s) who will then conduct reference and conduct checks and make leadership offers.
  3. The committee will begin the process of selecting the best candidate to fill positions based on interview and candidate's experience, skills, abilities, and strengths.

Section 3      Voting  
All decisions made by the committee require a majority vote.

Section 4      Timeline  
The Selections/Interview Committee shall be organized within the first two (2) weeks of spring quarter for the formation of next year's ASCC Student Governing Board. Selections shall be finalized by the end of spring quarter. All unfilled positions will be re-advertised immediately following the completion of this process.

### ARTICLE III STUDENT GOVERNING BOARD MEETINGS

Section 1      The meetings of the ASCC Student Governing Board shall follow these rules:

- A. The ASCC Student Governing Board shall meet regularly at least once each week during each quarter of fall, winter and spring, excluding vacation periods. Summer meetings will be as deemed necessary.
- B. Student Governing Board meetings are open meetings in accordance with the Open Public Meetings Act, except for an Executive Session.
- C. The voting members of the ASCC Student Governing Board shall consist of the Vice President and coordinators.
- D. The President shall vote only in case of a tie if they choose. The President may abstain in which case the motion dies for lack of majority.
- E. A majority of the voting members of the ASCC Student Governing Board shall constitute a quorum.
- F. All decisions of the ASCC Student Governing Board shall be made by a simple majority vote.
- G. There will be no voting by absentee or proxy.
- H. Robert's Rules of Order, Revised, shall be the basis for conducting the procedures of the ASCC Student Governing Board.
- I. The Director of Student Life & Involvement or designee may override any decision that is illegal, violates campus policies or state law, or violates the Student Rights and Responsibilities.
- J. The ASCC President may call a special meeting of the ASCC Student Governing Board whenever necessary, but the ASCC President must notify the members at least seventy-two hours in advance and ensure that there is public notification at least twenty-four hours before the meeting.

## ARTICLE IV PRESIDENTIAL VETO

- Section 1 After the ASCC Student Governing Board has passed a motion, it shall be considered passed unless the ASCC President exercises their power of veto.
- Section 2 The ASCC President may veto a motion that has been passed by the ASCC Student Governing Board if they do so in writing within two class days of the motion being passed.
- Section 3 If the ASCC President vetoes a motion, they will send a letter to the ASCC Student Governing Board, so indicating, must be delivered to the ASCC Student Governing Board and the Director of Student Life & Involvement or designee by 4 p.m. of the second-class day after the motion was passed.
- Section 4 The ASCC Student Governing Board may overrule a veto of the ASCC President by a two-thirds majority vote in favor of the previously vetoed motion. The ASCC President shall not have the option to veto the same motion a second time.

## ARTICLE V STANDING & AD HOC COMMITTEES

Student Standing Committees will convene each year and meet regularly at designated times. The ASCC Student Governing Board shall make recommendations to the ASCC President, for appointment of ASCC Students to various college committees as needed or requested by the College Administration.

### Section 1 – ASCC Selection and Interview Committee

#### A. Membership:

1. Chair, appointed by the ASCC President (with approval of Student Governing Board advisor(s)), non-voting member
2. One (1) current Student Governing Board member, voting member
3. Minimum of three (3) students-at-large, who are not members of the Student Governing Board, voting members. Every effort should be made to get a diverse group of students that represent the Centralia College students.
6. Student Governing Board advisor, voting member

Once the committee is established (after first meeting is held), members of the ASCC Student Governing Board Selection/Interview Committee may not apply for ASCC Student Governing Board position.

#### B. Responsibilities:

1. All committee members must be present at each interview and the entire deliberation in order to cast a vote

2. Members of the committee may not be applicants for any position on the Student Governing Board.

Section 2      Student Fee Budget Committee

- A.      Membership
  1. Voting chair, appointed by the Student Fee Budget Committee
  2. ASCC Vice President
  3. A minimum of five (5) students-at-large, voting members, who may not be a member of the ASCC Student Governing Board appointed by the ASCC Vice President and approved by the ASCC Student Governing Board.
  4. The Athletic Director, voting member
  5. The Director of Student Life & Involvement, voting member
- B.      Responsibilities:
  1. Develop and recommend the Student Fee Budget and follow the process and procedures outlined in the ASCC Financial Code.

Section 3      ASCC Constitution and Bylaws Review Committee

- A. Membership
  1. ASCC President
  2. Four (4) student-at-large, voting
  3. Director of Student Life & Involvement or designee
- B. Responsibilities:
  1. Reviewing and proposing amendments or revisions to the ASCC Constitution & Bylaws.
  2. Meet every two years or as needed.

Section 4      Student Fee Budget Dispute Resolution Committee

- A. Membership
  1. Two (2) nonvoting advisory members, appointed by College Administration.
  2. Three (3) voting members, appointed by the Board of Trustees.
  3. Three (3) voting members of the Student Fee Budget Committee who will chair the Dispute Resolution Committee and be nonvoting.
- B. Responsibilities:
  1. The committee should meet in good faith, and settle by vote any and all disputes. In the event of a tie vote, the chair of the Dispute Resolution Committee shall vote to settle the dispute.
  2. The Dispute Resolution Committee shall follow the process and procedures outlined in the ASCC Financial Code.



Section 5 Inter-Club Council (ICC)

A. Membership:

1. Membership shall be composed of two thirds of currently recognized/chartered club & organizations presidents or their designee.
2. Members will be an ASCC member as defined by Article X of the ASCC Constitution. ICC shall exclude current ASCC Student Governing Board or any ASCC member involved in a current or pending constitutional or bylaw interpretation appeal process under consideration by ICC.

B. Responsibilities:

1. The ICC shall render a constitutional or bylaws interpretation through a position statement. ICC decisions shall be final.
2. Each member of the ICC shall get one vote. One person can only represent one club/organization. For a quorum to be achieved, by no less than half plus one of the members of the ICC. Only a club/organization president or designee in attendance shall vote. Absentee voting is strictly forbidden. One person can only vote for one club/organization.

Section 6 Forming New Committees

- A. The ASCC Student Governing Board may form new standing committees by a majority vote of the Governing Board.
- B. Ad hoc committees may be formed to accomplish a specific purpose and terminated by majority vote of the ASCC Student Governing Board.

ARTICLE VI CLUBS AND ORGANIZATIONS

Centralia College students desiring to organize may seek club recognition. Procedures for obtaining club recognition shall be set forth in the ASCC Club Handbook.

Section 1 Purpose

The purpose of clubs shall be to give current CC students the opportunity to foster campus community, encourage involvement, explore various interests and engage with student leadership.

Section 2 Chartering Requirements

The Club Handbook shall be the official procedures manual for all chartering requirements. Student clubs must be student led and student run; not governed, facilitated or directed by outside organizations.

Section 3 Recognition

To become a recognized club, the Student Governing Board grants final approval. The club recognition process can be found in the Club Handbook.

Section 4 Membership

Club membership is limited to current Centralia College Students.

Membership in the club or organization may not eliminate, discriminate, or harass students on the basis of race, creed, color, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability, or the use of trained guide dog or service animal by a person with a disability or any other identity attribute a student may possess.

Exceptions are chapters of national associations whose bylaws require limitations on membership. These limits can only be made based on academic standing and/or academic merit.

Section 5 Conditions

Organizations recognized by the Student Governing Board may:

Use the name of the College. Example (Ice Cream Club at Centralia College)

Use the facilities of the College.

Administer services, programs or activities.

Section 6 Funding

ASCC clubs are funded with the use of Services and Activities Fees as outlined in the Club Handbook.

Section 7 Club Advisors

Each recognized club shall have a CC faculty/staff advisor as outlined in the ASCC Club Handbook.

Section 8 Rights, Responsibilities and Discipline of Clubs

The rights and responsibilities of clubs, as well as disciplinary actions are outlined in the ASCC Club Handbook.

Section 9 Training

New Club Officers and Club Advisors shall attend annual club orientation/training coordinated by Student Life & Involvement Center, in order to receive recognition. Any change in club officers will also require training for the new officer(s).

*This section updated on December 7, 2020.*

ARTICLE VIII: REFERENDUM AND INITIATIVE

Section 1 The student body shall have the rights of initiative and referendum.

Section 2 The majority of the ASCC Student Governing Board may call for referendum on a particular issue under ASCC Student Governing Board consideration.

- Section 3 An initiative must be proposed in writing and bear the signatures of one-tenth of the members of the ASCC.
- Section 4 A proposed initiative must be submitted to the ASCC Student Governing Board.
- Section 5 A referendum or initiative is passed when receiving a majority of votes cast in the election.
- Section 6 Policies and procedures for the running an election or Special Election shall be prepared by the ASCC Vice President and the Director of Student Life & Involvement or designee, and approved by the Student Governing Board, for implementation.

#### ARTICLE IV: SUSPENDING OF NORMAL OPERATIONS

In the event of extreme circumstances restricting or suspending normal operations at the College, guidelines and requirements set by both the ASCC Constitution and Bylaws and the Club & Organization Handbook may be suspended, reviewed and/or adjusted to meet the needs of the students during that time. This process will happen with a majority vote of the Student Governing Board, then approval of the Vice President of Student Services and the College President.