



**ASSOCIATED STUDENTS of WHATCOM  
COMMUNITY COLLEGE**

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**ASWCC BYLAWS &  
CONSTITUTION**

Approved by the ASWCC Senate: April 8<sup>th</sup>, 2024

Approved by the WCC Board of Trustees: May 8<sup>th</sup>, 2024

## **ASWCC Vision**

Achieve a dynamic campus environment where all students are represented and have an opportunity to participate.

## **ASWCC Mission**

To serve students by providing diverse opportunities for campus involvement, to building campus community, and represent student concerns in college decision-making.

## **ASWCC Definition**

The ASWCC is the representative student body organization for Whatcom Community College. Its membership consists only of currently enrolled WCC students and is governed by the ASWCC Executive Board, and ASWCC Senate.

# ASWCC CONSTITUTION

## ARTICLE I - Purpose

We, the students of Whatcom Community College, strive to enhance the experience of the student body by representing the interests, needs, and the welfare of students within the college community. We foster communication among students, faculty, and staff. In order to provide a means of self-governance, we hereby establish and submit ourselves to this Constitution and Bylaws.

## ARTICLE II - Recognition

The student body shall hereafter be known as the Associated Students of Whatcom Community College (ASWCC).

## ARTICLE III - Vision

The ASWCC aims to achieve a dynamic campus environment in which all students are represented and have an opportunity to participate.

## ARTICLE IV - Mission

To serve the students by providing diverse opportunities for campus involvement, to build campus community, and represent student concerns in college decision-making.

## ARTICLE V - Membership

All students currently enrolled in one or more credits at Whatcom Community College are members of the ASWCC.

## ARTICLE VI - Governing Body

The recognized governing entities of the ASWCC shall be as follows.

Section 1 – The ASWCC Executive Board, the main governing body for the ASWCC.

Section 2- The Student Senate, the primary body that represents student voice on campus.

## **ARTICLE VII - Authority**

The ASWCC Executive Board shall have the authority, as granted by the Board of Trustees of Whatcom Community College, to administer the Bylaws, distribute Services and Activities fees, and conduct business of the ASWCC. The ASWCC Executive Board is responsible for speaking on behalf of the ASWCC at college related functions, allocating Services and Activities Fees, and management of student clubs.

## **ARTICLE VIII - Appointed ASWCC Representatives**

Section 1 - The ASWCC Executive Board shall have the authority to appoint students to committees as specified in the Bylaws. The selection and approval process for appointed representatives shall be defined and stated in the Bylaws.

## **ARTICLE IX - Constitutional Amendments**

Section 1 - ASWCC Executive Board shall make and amend the Constitution of the ASWCC.

Section 2 Proposed constitutional amendments will be posted for 10 business day in the Office of Student Life and Development, prior to being approved by a two-thirds vote by the ASWCC Senate.

Section 3 - Students may appeal amendments to the Constitution by submitting a petition to the Executive Board with fifty (50) signatures of registered students. The appeal must be filed with the ASWCC Executive Board to be reviewed for clarity, relevance, and accuracy. The appeal must then be approved by a two-thirds vote by the ASWCC Senate.

# ASWCC BYLAWS

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## **ARTICLE I – Executive Board**

### **Section 1 - Purpose**

The purpose of the Executive Board is to advocate for students and represent WCC students in college decision-making. The Executive Board shall manage, direct, and monitor all of the activities, guidelines and procedures of the Associated Students of Whatcom Community College.

### **Section 2 - Membership**

The Executive Board is comprised of the following officers:

- ASWCC President
- ASWCC Vice President for Civic Engagement
- ASWCC Vice President for Clubs and Unions
- ASWCC Vice President for Operations
- ASWCC Vice President for Student Engagement
- ASWCC Vice President for Campus Advocacy
- ASWCC Vice President for Health and Wellness
- ASWCC Vice President for Finance

The Vice President for Student Services shall appoint a WCC employee as the Advisor to the ASWCC Executive Board, whose duties are to assist the Executive Board with administrative procedures, leadership development and provide overall program direction. The Executive Board Advisor shall have a presence at all meetings but have no voting authority.

### **Section 3 - Authority**

As delegated by the Whatcom Community College Board of Trustees, the ASWCC Executive Board has the authority to oversee the administration of the ASWCC, to enforce the enactments of the ASWCC, and to be responsible for planning and initiating guidelines of the ASWCC. The role of Executive Board shall be to speak on behalf of the ASWCC at any/all college related functions, distribute Service & Activity Fees (S&A), manage student clubs and/or organizations, and assess additional student fees.

### **Section 4 - Term of Office**

The term of Executive Board office shall be a period of one academic year. In the case of a mid-year appointment to office, the term of office shall begin on the date of appointment and extend to the end of spring quarter of the current academic year. Executive Board Officers may serve a maximum of two (2) full terms.

### **Section 5 - Assumption of Duties**

Members of The Executive Board assume their full responsibilities and duties in August, on the first day of training.



**Section 6 – Meetings**

- Regular meetings of the Executive Board shall be held weekly during fall, winter, and spring quarters.
- The Executive Board reserves the privilege of executive session when deemed appropriate by the Chair, in accordance with the Open Public Meeting Act, RCW: 42.30.200
- Meeting minutes will be recorded and made public in accordance with RCW 42.32.030.
- Parliamentary procedure, as outlined in Robert’s Rules of Order, current edition, shall be the rules of the day.
- Each member of the Executive Board, except the Chair, shall exercise one vote. The chairperson shall cast a vote only in the event of a tie.
- Proxy votes will not be accepted.
- Quorum shall consist of 2/3 (two-thirds) of filled Executive Board members.
- Unless otherwise specified in this document, all matters under consideration shall be ratified by a simple majority vote.

**Section 7 - Compensation**

Upon satisfactory completion of the responsibilities outlined in these bylaws and the ASWCC Terms of Appointment Contract, the S&A Fee Budget committee will determine whether Executive Board members will receive hourly, or stipend pay during their annual allocation process.

## Section 8 -Responsibilities of Executive Board Members

**Description:** All Executive Board members represent the interests of the Associated Students of Whatcom Community College; they must act first and foremost in the best interest of the students they represent. They model leadership by striving for growth and embodying accountability.

- Promote the ASWCC's goals and objectives, as outlined by the Executive Board through the ASWCC Workplan.
  - Serve as a conduit for information and the expression of concerns or issues between the Administration, the Executive Board, and members of the ASWCC.
  - Serve, when appointed, on applicable standing, ad hoc, and college committees.
  - Post and maintain regular office hours.
  - Attend and represent the Executive Board at College events as assigned.
  - Adhere to all College policies, procedures, departmental guidelines, and state laws.
  - Have a working knowledge of the ASWCC bylaws.
  - Assist other Executive Board members as necessary.
  - Perform other duties as assigned by the ASWCC President and the Director for Student Life and Development.
- Strive to learn, develop, and achieve leadership skills and abilities.
  - Attend meetings, training, and leadership development opportunities.
  - Communicate professionally through oral, written, and electronic means.
  - Use Whatcom Community College email for all ASWCC correspondence.
  - Work with the institution's internal procedures to voice concerns and resolve conflicts.
- Maintain and reference all assigned legacy documents for board positions throughout the academic year.
  - Provide monthly reports to the Board of Trustees and maintain consistent reports.
  - Maintain records, reports, and business documents; use the WCC network for organization and electronic storage.
  - Update legacy documents regularly to be reviewed at each quarter's end.

**Section 8a- The ASWCC President shall:**

**Description:** Serve as the primary administrator of student governance through committee work and by acting as the liaison between the Student Body and Whatcom Community College, building relationships across campus and furthering the interests of the ASWCC.

- Serve as Chair of the ASWCC Executive Board & the ASWCC Senate.
  - Prepare and post the schedule of meetings for OPMA compliance.
  - Post agendas for meetings as early as possible but no later than 24 hours in advance.
  - Post meeting minutes promptly upon approval.
- Advertise and encourage campus engagement at ASWCC Senate & Executive Board meetings.
- Conduct weekly check-in meetings with other Executive Board members.
- Regularly liaise with the college administration to bridge the gap between students and professional staff.
- Serve as the liaison to the College President’s Cabinet, attend and provide written reports to the WCC Board of Trustees, and give oral reports at WCC Board of Trustees meetings.
- Serve as the ASWCC ex-officio member of the WCC Foundation Board or assign a designee.
- Appoint members of the ASWCC to college tenure committees as the need arises under RCW 28B.50.869, which states: “...The student representative, who shall be a full-time student, shall be chosen by the student association of the particular community or technical college in such manner as the members thereof shall determine.”
- Appoint members of the ASWCC to college governance committees and other committees as needed.
- Legacy Documents:
  - ASWCC Workplan
    - Facilitate creating the annual work plan and updating it throughout the year.
  - President’s Binder
    - Communicate vision, reasoning for decisions, goals, and advice to pass on to the next ASWCC President.
  - Senate Binder
    - A record of senator training that includes a detailed outline of the training process.

**Section 8b- The ASWCC Vice President for Civic Engagement shall:**

**Description:** The ASWCC Vice President for Civic Engagement is the legislative voice of students at Whatcom Community College. They are tasked with compiling legislative goals from the student body and representing the interests at the local, state, and federal levels. In the absence of the ASWCC President, they assume the duties of the ASWCC President.

- Facilitate the legislative activities of the ASWCC.
  - Update the Executive Board on legislative issues that affect community college students and maintain a working relationship with local legislators.
  - Represent the ASWCC at legislative functions.
  - Serve as the campus WACTCSA (Washington Community and Technical Colleges Student Association) delegate, driving participation in WACTCSA meetings and soliciting feedback from the ASWCC about legislative priorities. If unable to attend, find representatives of the ASWCC to attend WACSTCSA meetings.
  - Stay current on Washington State Legislative structure, hotlines, and bill procedures.
  - Work with Whatcom Community College to find students willing to testify for legislative purposes.
  - Act as a liaison to the Executive Director for the Office of the President and work together to arrange meetings with legislators.
- Promote Civic Engagement of the ASWCC.
  - Drive student involvement in voter education, voter registration, and voter turnout efforts alongside professional staff.
  - Work in partnership with The League of Women Voters.
- Legacy Documents.
  - ASWCC Legislative Advocacy Report
    - Log the ASWCC's legislative platform and maintain a record of actions and work taken in relation to it.
  - ASWCC Civic Engagement Report
- Log ASWCC action in support of the Voter Friendly Campus designation, including all student-led vote-driving activities, committee work, and programming.

**Section 8c - The ASWCC Vice President for Clubs & Unions shall:**

**Description:** Advocate for campus clubs & unions to cultivate a strong campus community and act as the primary administrator of club chartering and programming.

- Lead the Club Team as the primary administrator of club chartering, activities, and programming.
  - Act as a liaison between the student governance and ASWCC Student Unions.
  - Oversee the Club Chartering process.
  - Coordinate the quarterly club fairs and training.
  - Coordinate the attendance of Executive Board members at club meetings and programs quarterly.
  - Provide the Executive Board with a written report for clubs to be delivered at Executive Board Meetings.
  - Update the ASWCC Clubs Handbook with the Director for Student Life and Development and input from the InterClub Council at the end of the academic year as needed, upon approval of the Executive Board.
  - Promote club and organization events to the campus community in coordination with the Office of Student Life and Development.
  - Communicate with clubs via the Club's newsletter.
  - Reach out to clubs proactively to solicit Intent to Return forms at the end of each academic year.
  - Coordinate the maintenance of the student club website and mobile app groups.
- Serve as Chair of the Interclub Council.
  - Prepare and post the schedule of meetings for Open Public Meeting Act compliance.
  - Post agendas for meetings as early as possible but no later than 24 hours in advance.
  - Post meeting minutes promptly upon approval.
- Promote engagement related to areas of studies and guided pathways.

Legacy Document:

- The Club Report
  - A record of quarterly reports, Interclub Council decisions in the form of meeting minutes, and information pertaining to the chartered clubs of the ASWCC as well as guidance on building a robust club program.

**Section 8d- The ASWCC Vice President for Operations shall:**

**Description:** Maintain records of activity and inventory as well as monitor compliance with Open Public Meetings Act as well as Public Records Act compliance. This position compiles reports in partnership with other positions and creates the year end annual.

- Act as the primary coordinator of the Executive Board by:
  - Coordinating quarterly schedules for Executive Board meetings, office calendars, and office hours for all Executive Board members.
  - Maintaining a calendar of all official Executive Board meetings and events and following OPMA regulations.
  - Distributing meeting agendas and supporting materials at least two (2) days before all OPMA-compliant meetings, including Executive Board, Senate, Bylaws and Constitution Review Committee Meetings, Health and Wellness Committee Meetings, Interclub Council, Social Justice Committee Meetings, and any ad hoc committees that may form. The responsibility is not to create the agendas but to ensure they are completed and posted on time.
  - Coordinating the recording of the Executive Board meeting minutes, Inter-Club Council minutes, and the Constitution and Bylaws Review Committee meeting minutes.
  - Distribute and post minutes within three (3) business days of the approval of minutes.
- Serve as Chair of the ASWCC Bylaws and Constitution Review Committee.
- Serve as the historian for the ASWCC by:
  - Maintaining a file of all photos, news clippings, and flyers of ASWCC (Clubs, Executive Board, etc.) events throughout the academic year and creating an annual.
  - Maintain an accurate inventory of all ASWCC property, including items purchased during the fiscal year.
  - Oversee records of official committees, including copies of correspondence, committee meeting minutes, and agendas.
  - Administer club storage as a member of the club team.
- Oversee and make changes to the Student Government website in collaboration with OSLD Professional Staff.

**Legacy Documents:**

- ASWCC Yearly Annual
- ASWCC Property Inventory

Items of value owned by the ASWCC, including clubs, the Executive Board, and other property purchased with Services and Activities Fees.

**Section 8e- The ASWCC Vice President for Student Engagement shall:**

**Description:** Supports student engagement through media management, advocacy, and coordinating the Orca Volunteer Program.

- Work as the Executive Board liaison with the Student Life and Engagement Team.
  - Solicit programming and event requests from the ASWCC.
- As a member of the club team, I work with clubs at the time of charter and then quarterly to build a quarterly programming schedule and assist in driving club programming on campus.
- Act as the ASWCC Postings Manager by:
  - Manage the creation and deployment of media and marketing through campus postings, in partnership with student graphic designers and the Student Engagement Team.
  - Managing the ASWCC social media postings.
  - Managing mobile app postings and other marketing efforts with the media team.
  - Overseeing preparing and distributing all student government-related news and information in partnership with The Horizon.
- Administer the Orca Volunteer Program.
  - Coordinate quarterly Orca Volunteer Orientation and training.
  - Communicate volunteer opportunities across campus to the ASWCC Volunteers.
  - Manage volunteer merchandise.
- Coordinate the preparation and distribution of a notice, no less than once per month, to inform the campus community about activities during Fall, Winter, and Spring quarters.
- Serves as the event manager for extensive, traditional programming in collaboration with the Executive Board.

## Legacy Documents:

- Student Engagement Report
  - A record of student-led engagement activities and their success throughout the year and recommendations from the ASWCC for programming and events and student forum feedback.
- Orca Volunteer Report
  - A record of volunteers, volunteer activities, and training provided to volunteers.

**Section 8f- The ASWCC Vice President for Finance shall:**

**Description:** Acts as the budget manager and capital project manager of the ASWCC. This position will work in partnership with the ASWCC Vice President for Operations to examine equipment needs and request funding from the Senate. This role primary responsibility is acting as the Chair of the Services and Activities Fee Budget Committee.

- Serve as Chair of the S&A Budget Committee.
  - Review previous years' funding requests and the ASWCC budget.
  - Select & train committee members starting no later than October of each year.
  - Send request packets for funding by the end of October.
- Act as the financial manager of the ASWCC.
  - Coordinate the tracking of the ASWCC's budgets. This includes the Executive Board, the Senate, and the Interclub Council.
  - Update the ASWCC Financial Code, as needed but no more than annually, and record advice and guidance from the Assistant Attorney General with the guidance of the Director for Student Life and Development.
  - Track and report the ASWCC-governed budgets to the Senate.
  - Prepare the annual ASWCC program budget for the Executive Board with the help of the Director for Student Life and Development.
  - Serve as the student representative on the Budget Advisory Committee.
- Serve as the capital project manager for the ASWCC:
  - Coordinating student forums and soliciting input on capital projects.
  - Serving as the student representative on the Campus Planning Advisory Committee.
  - Prepare equipment and furnishing requests for the college and the Senate.

**Legacy Documents:**

- Budget and Spending Report
  - A record of the spending and acquisitions of the ASWCC per year, with a clear breakdown for each budget and recommendations for future budgets.
- Capital Project Report
  - In the case of a capital project, a report of spending, quotes, progress, and suggestions for a capital project blended with any other capital project reports blended in.



**Section 8g- The ASWCC Vice President for Health & Wellness shall:**

**Description: Co-ordinates the health & wellness programming by supporting the Orca Food Pantry, programming in the Student Recreation Center, and supporting mental health programming.**

- Manage the Orca Food Pantry and related initiatives.
  - Plan and organize food-oriented programming.
  - Work with The Foundation to maintain strong support of the Orca Food Pantry from donors.
- Serve as Chair of the ASWCC Health & Wellness Committee.
- Coordinate quarterly Finals Relief events.
- Act as the Student Recreation Center and Executive Board liaison.
  - Spread awareness of recreation programs in the SRC, such as drop-in sports and drop-in fitness programs.
  - Solicit feedback from students about recreation activities.
- Act as the liaison between Orca Athletics and the Executive Board.
- Work in partnership with counseling to find opportunities to support the emotional and mental wellbeing of Whatcom students.
- Serve on the Whatcom Wellness Committee.
- Serve on the Club Team to support activities that work out of the SRC.

**Legacy Documents:**

- Orca Food Pantry Report
  - A record of usage weekly, quarterly, and annually of the Orca Food Pantry
  - A record of activities to support usage of the Orca Food Pantry, for instance, working with The Foundation or teaching classes about the usage of the pantry.
- Body Wellness Report
  - A report on activities and initiatives that support body wellness for the ASWCC, such as drop-in activities in the SRC or club fitness programming.
- Mind Wellness Report
  - A report of activities and initiatives that support mind wellness for the ASWCC, for instance, education events around stress management.

**Section 8h- The ASWCC Vice President for Campus Advocacy shall:**

**Description:** Acts as an advocate for students across WCC. Solicits and creates space for student feedback and relays and records that feedback to WCC. This position will keep records of student feedback and any action taken to address their concerns.

- Act as an advocate for the ASWCC.
  - Facilitate student surveys and gather student input on issues affecting the student body.
  - Plans the monthly student feedback forum and hosts it alongside the ASWCC President and the WCC Vice President for Student Services.
  - Advocate and partner with WCC to resolve student concerns.
- Support all campus-wide diversity efforts.
  - Meet as needed with the faculty for Equity and Inclusion.
  - Serve as Chair of the Social Justice Committee.
  - Act as the liaison between the Intercultural Center and student governance.
  - Collaborate with the College's Executive Director for Diversity, Equity, and Inclusion.
  - Serve on the College Diversity Committee as a student representative.
  - Serve on the College Accessibility Committee.
- Serves as the Event Manager of Students Leading Change, the spring student-led conference.

**Legacy Documents**

- Campus Advocacy Report
  - A report that includes student forum feedback, concerns of the ASWCC, and any actions taken across the year in support of the ASWCC. This should include plans and commitments made by WCC administration, staff, and faculty to address issues that students may face.
- Students Leading Change Event Report
  - A record of the planning, administration, and outcomes of Students Leading Change.

**Section 9 – Coordinators**

The ASWCC Executive Board, with the approval of the Executive Board Advisor, may appoint Student Coordinators as necessary. Coordinators specialize in specific areas of responsibility and accomplish the duties deemed necessary to fulfill the ASWCC's mission and vision.

- Coordinator areas of focus may look like but are not limited to:
  - ASWCC Coordinator for Club Support
  - ASWCC Historian
  - ASWCC Coordinator for Student Space Renovations

## **ARTICLE II – Senate**

### **Section 1 – Purpose**

Bring and include diverse student voices in the decision-making process to represent various demographics on campus. To promote leadership opportunities and campus community.

### **Section 2 – Membership**

The ASWCC Senate comprises a maximum of twelve (12) Senators and the currently serving Executive Board. The ASWCC President will chair the ASWCC Senate but shall have no voting authority unless the Senate is equally divided.

Senate positions will be filled through a selection process, and to the extent possible, they will represent all WCC academic pathways.

The Vice President for Student Services shall appoint a WCC employee as the Advisor to the ASWCC Executive Board, who shall also serve as advisor to the ASWCC Senate. The advisor assists the Senate with administrative policies and procedures and leadership development and provides overall program direction. The Executive Board Advisor shall be present at all Senate meetings but have no voting authority.

### **Section 3 – Senate Meetings**

Attend designated Senate meetings as scheduled.

Attend Committee meetings as scheduled.

The Senate reserves the privilege of executive session when deemed appropriate by the Chair, and in accordance with the Open Public Meetings Act according to RCW: 42.30.200

Meeting minutes will be recorded and made public according to RCW 42.32.030.

Parliamentary procedure, as outlined in Robert’s Rules of Order, current edition, shall be the rules of the day.

For meetings to be held, the Senate must meet a Quorum of two-thirds (2/3rd) of all voting members.

### **Section 4 – Compensation**

Upon satisfactory completion of a minimum of twenty (20) office hours per quarter, the responsibilities outlined in these bylaws and the ASWCC Senate Terms of Appointment Contract, the S&A Fee Budget Committee will determine hourly, or stipend pay of the ASWCC Senate during their annual allocation process. ASWCC Senators may serve a maximum of six (6) academic quarters.

**Section 5 – Duties of the Senate/Senators**

- Serve as a conduit of information and expressing concerns for WCC students.
- Attend meetings, training, and leadership development opportunities.
- Serve, when appointed, on applicable standing, ad hoc, and college committees.
- Adhere to all College policies, procedures, departmental guidelines, and State laws.
- Work with the institution's internal procedures to voice concerns and resolve conflicts.
- Communicate professionally through oral, written, and electronic means of communication.
- Attend and represent the ASWCC at College events as assigned.
- Strive to learn, develop, and achieve leadership skills and abilities.
- Have a working knowledge of the ASWCC bylaws.
- Perform other duties as assigned.

## **ARTICLE III – Student Unions**

### **Section 1 – Investiture of rights**

As an acknowledgement of the value of student-led affinity groups for historically underserved and underrepresented populations to provide resources and representation for members of the ASWCC who are also members of these populations, the ASWCC has committed to the formation and formal recognition of student unions who will be guaranteed the following rights:

- A seat on the ASWCC Senate if they choose.
- The right to self-govern their union.
- The right to self-appoint their advisor from WCC faculty or staff.

### **Section 2- Formation of Student Unions**

As an acknowledgment of the majority's failure to recognize the rights of historically underserved and underrepresented populations, the ASWCC has jointly assigned responsibility for the certification of new student unions to the Director of Intercultural Services and the Director of the Office of Student Life and Development.

## ARTICLE IV – Committees

### Section 1 - Initiation

Special committees may be created as deemed necessary by the Executive Board. The Executive Board President shall be responsible for appointing the committee chair. The Committee Chair, in consultation with the President, will also be responsible for appointing the members.

### Section 2 - Standing Committees

#### Student Services & Activities (S&A) Fee Budget Committee

Membership:

- ASWCC President, Chair
- Two (2) Executive Board members, voting members.
- Two (2) students-at-large, voting members who may not be members of the Executive Board.
- Vice President for Student Services, voting member, or appointee.
- One WCC Faculty or Staff member, voting member, appointed by the Director for Student Life and Development.
- Director for Student Life and Development, non-voting, advisory member.
- The Financial Guidelines shall be the official rules and procedures manual for the ASWCC Student Services & Activities Fee Budget Committee.

#### InterClub Council

Membership:

- Vice President for Clubs & Unions, Chair.
- One (1) representative from each ASWCC Chartered Club.
- Director for Student Life and Development or their designee, non-voting, advisory member.

Responsibilities:

- Create a forum for campus clubs to maintain a working relationship with the college.
- Participate in regularly scheduled meetings/training.
- Meet at least monthly and no more than every other week during the academic year.
- The Clubs Handbook shall be the official rules and procedures manual for the ASWCC Interclub Council.

**Social Justice Committee (SJC)**

## Membership:

- Vice President for Campus Advocacy, co-chair
- Director for Student Life and Development or their designee, non-voting member.
- Three (3) students at large (at least one from Simpson Intercultural Center)

## Responsibilities:

- As designated by the committee with a focus on inclusion, diversity, and equity in practice on the WCC campus.

**The ASWCC Health and Wellness Committee**

## Membership:

- Vice President for Campus Advocacy, co-chair.
- Director for Student Life and Development or their designee, non-voting member.
- One (1) SRC Staff.
- Three (3) students at large.

## Responsibilities:

- As designated by the committee with a focus on Student Health and Wellness.
- Collaborate with the Student Recreation Center to organize the annual Student Health & Wellness fair.
- Oversee operations of the Student Wellness Initiatives.

**The Student Engagement Advisory Committee**

## Membership:

- Vice President for Student Engagement, chair.
- A member from the Executive Board appointed by the chair, voting member.
- Three (3) students at large with representation from programming groups across campus as able.
- Director for Student Life and Development or their designee, non-voting member.

## Responsibilities:

- To engage with the ASWCC and gather feedback on activity and programming needs across campus and assist in creating a cohesive plan across campus to support student engagement.
- Provide feedback to the Student Life and Engagement Team as gathered from the ASWCC.

### Section 3 - Ad Hoc Committees

#### ASWCC Bylaws and Constitution Review Committee

##### Membership:

- Vice President for Operations, Chair
- President, voting member.
- One (1) additional Executive Board member, a voting member appointed by the Chair.
- Two (2) students-at-large, voting members appointed by the Chair.
- Director for Student Life and Development or their designee, non-voting, advisory member

##### Responsibilities:

- Review and propose necessary changes to the ASWCC Bylaws and Constitution.
- Meet as deemed necessary by the committee Chair.

#### Budget Dispute Resolution Committee

##### Membership:

- As per RCW 28B.15.045, the Budget Dispute Resolution Committee shall be comprised of:
- The Services and Activities (S&A) Fee Committee chair shall appoint one (1) student member of the Services and Activities Fee Committee who will chair the Dispute Resolution Committee non-voting member.
- The Services and Activities Fee Committee chair shall appoint three (3) Services and Activities Fee Committee students and voting members.
- Three (3) representatives appointed by the Whatcom Community College Board of Trustees, voting members.
- Two (2) representatives appointed by the Whatcom Community College Administration, non-voting advisory members.

##### Purpose:

- To resolve disputes between the Services and Activities Fee Committee and College Administration about monies related to the Services and Activities Fee Budget.

##### Responsibilities:

- Resolving any disputes, by vote, that might exist between the Services and Activities Fee Committee and College Administration regarding the Services and Activities Fee Budget. The committee's findings are forwarded to the Board of Trustees for final action.
- Meet only if a dispute regarding the Services and Activities Fee budget arises, according to the procedures set forth in the Financial Code.
- The Committee must meet within fourteen (14) days of a dispute.



## **ARTICLE V – ASWCC Chartered Clubs**

A group of Whatcom Community College students collectively organized based on a mutual interest, hobby, or instructional program whereby the primary outcome of club functions and activities relates to benefiting the common interest of club members. Any community of five (5) or more members of the ASWCC, enrolled in five credits or more, desiring to organize as a club may seek approval to be a Chartered ASWCC Club. Procedures for obtaining approval shall be outlined in the ASWCC Club Handbook.

### **Section 1 - Purpose**

The purpose of clubs shall be left to the clubs to organize and join associations to promote their common interests, provided such groups are not in conflict with the college's educational goals.

### **Section 2 - Chartering**

The Club Handbook shall be the official procedures manual for all chartering requirements.

### **Section 3 - Membership**

Club membership is limited to ASWCC Students and their WCC Faculty/Staff advisor(s).

### **Section 4 - Club Rights**

The Executive Board must fully charter all organizations if they are to:

- Use the name of the College.
- Use the facilities of the College.
- Administer services, programs, or activities.
- Get a vote on the InterClub Council.
- Be permitted to use the fundings from the InterClub Council budget.

### **Section 5 - Funding**

The use of funds by and for clubs shall be as laid out in the ASWCC Club Handbook.

### **Section 6 - Advisors**

WCC faculty and staff encourage and support advisors in their role. The Club Handbook outlines a complete list of advisor responsibilities. If an advisor is unable to follow the requirements outlined in the Club Handbook, a club will lose its active status until a new advisor can complete Club Advisor Training.

### **Section 7 - Student Code of Conduct**

The rights and responsibilities of clubs and appropriate disciplinary actions shall be outlined in the Club Handbook.

### **Section 8 - Training**

Club Officers shall attend, and complete training and orientation coordinated by the ASWCC Vice President for Clubs & Unions to charter a club.

## **ARTICLE VI - Selections and Appointments**

All selections and appointments are made by majority vote and are final upon acceptance of the appointment.

### **Section 1 - Standard Filing Process for ASWCC Executive Board & Senate**

A fully completed ASWCC Candidate Application packet shall include:

- Completed ASWCC Executive Board or ASWCC Senate Application Form
- Cover Letter
- Completed ASWCC Expectations Agreement
- Minimum of one letter of recommendation (preference from WCC Faculty or Staff)
- Unofficial Transcripts (if candidate new to Whatcom, they will submit copies of their most current academic records)
- Official filing for candidacy in any ASWCC position opening requires all application pieces to be submitted no later than 4:00 PM on the deadline date for filing. (Students may apply for more than one office/position at a time but may only hold one position).

### **Section 2 – ASWCC Executive Board and Senate Candidate Qualifications**

- The ASWCC upholds all State and Federal equal opportunity and anti-discrimination laws. Executive Board and Senate positions are open to all ASWCC meeting the listed qualifications. Priority in selection shall not be granted to students with prior experience in Student Life and Development.
- Currently enrolled in eight (8) credits or more at Whatcom Community College.
- Possess a minimum 2.5 cumulative grade point average.
- Students placed on Academic or Disciplinary Probation are not eligible to serve as ASWCC Senators.
- It is preferred that prospective members attend at least two ASWCC Senate meetings.
- Any student wishing to appeal the qualification requirements set forth in these bylaws must submit a letter of appeal to the Director for Student Life and Development before the application deadline.

### Section 3 - Selections Committee Membership & Responsibilities

#### Membership:

- Chair, appointed by the Director for Student Life and Development
- Two (2) current team members who are not re-applying, voting members.
- Three (3) students at large, voting members.
- One (1) WCC Staff member appointed by the committee chair, voting member.
- Director for Student Life and Development or their designee, voting member.
- Once the committee is established (after the first meeting is held), members may not apply for any position(s) being selected.

#### Responsibilities

- The committee is responsible for the interview process, including, but not limited to, establishing a timeline, advertising the position(s), reviewing the applications, developing a list of questions for the position(s), scheduling and conducting the interviews, and making the final decisions for selection.
- All committee members must be present at each interview, the entire deliberation, and the voting process in order to cast a vote.
- Each member of the committee must sign a confidentiality letter.
- Appointments of all Executive Board officers shall be completed two weeks before the end of spring quarter.

#### Candidate Selection Process

- ASWCC student leadership positions must be posted in the WCC community and advertised for a minimum of three (3) weeks.
- The Selections Committee will meet prior in order to:
  - Review applications
  - Outline the experience, skills, abilities, and strengths the committee is seeking in a final candidate.
  - Identify and agree upon interview dates, times, and final selection meetings.
  - Each committee member will score each candidate's responses to each interview question.
  - The selections committee will 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.
  - The committee will begin the process of selecting the best candidate to fill the position based on interview scores and the candidate's experience, skills, abilities, and strengths.
  - All hiring decisions will be made in accordance with WCC's notice of non-discrimination.

**Section 5 - Voting**

All decisions made by the committee require a majority vote.

**Section 6 - Timeline**

The Selections Committee shall be organized during winter quarter for the formation of the following year Executive Board or Senate. All selections shall be completed no later than two (2) weeks prior to the end of spring quarter.

**Section 7 - Appointments to Committees**

- The ASWCC President shall make student appointments to campus committees and tenure review committees no later than the fourth (4th) week of fall quarter.
- The ASWCC President shall announce openings for student representation on all applicable campus and tenure review committees by the first (1st) week of the fall quarter and/or as they become available.
- If no student committee applications are received concerning a posted committee opening within seven (7) calendar days, the ASWCC President shall actively recruit a potential committee member by the third (3rd) week of the quarter.
- Candidates for campus tenure committees must attend a training session conducted by the Vice President for Instruction or their designee.

All appointments to campus committees shall be reported to the Executive Board by the ASWCC President. Names shall then be forwarded to the office of the College President and respective College administrators as appropriate.

## ARTICLE VII – ASWCC Condition of Tenure and Accountability

### Section 1 - Condition of ASWCC Officer Tenure

- ASWCC Officer includes individuals on the ASWCC Executive Board.
- Each Officer is responsible for fulfilling their position’s job description.
- A signed “*Student Programs Terms of Appointment*” must be on file at the time the Officer takes office.
- Officers must have a minimum 2.50 cumulative GPA and enrollment in eight (8) Whatcom Community College credits.
- To remain in office, all Officers shall maintain successful progress toward their academic goals by completing a minimum of eight (8) credit hours per quarter, excluding the summer quarter, and by maintaining a cumulative GPA of at least 2.50.
- Any Officer not fulfilling the required GPA and credits requirement will be contacted by the Director for Student Life and Development regarding probation as outlined in the ASWCC Bylaws and Constitution.
- The Director for Student Life and Development shall have the discretion to conduct quarterly performance evaluations and process mid-quarter grade checks.
- Officers may serve a maximum of two terms. Time served as an appointed officer, filling a vacancy on the Executive Board, is not included in this term limit.
- Selected officers must have at least three (3) quarters remaining (not including summer) at WCC upon the date of hire or an amount equal to the number of quarters remaining in the academic year they will serve as an officer.
- Officers shall adhere to the Academic Standards of Progress Policy and the WCC Student Rights and Responsibilities, both located in the WCC catalog and website. Students who have been placed on Academic or Disciplinary Probation will be referred to the “removal from office” process as outlined in Article VIII as Executive Board Officers and ASWCC representatives.

## Section 2 - ASWCC Executive Board and Senate Member Expectations

- Each year, during training, the ASWCC Executive Board shall generate a formal set of behavioral expectations, based on Whatcom Community College values, for a standard of performance for the Executive Board and ASWCC Senate. If any member does not meet the group expectations, they may be subject to review. Each student leader will be provided a copy of the expectations.
- Comply with College rules and regulations and uphold ASWCC Bylaws and Constitution.
- Act as a student leader both on and off campus.
- Work as an actively contributing member of the Executive Board or ASWCC Senate and toward accomplishing its goals and mission.
- Obtain written exemption, one week in advance, from the Director for Student Life and Development prior to missing any training, retreat, or event in which the member has agreed to and/or is obligated to attend.
- Corrective action will be taken by the Director for Student Life and Development as detailed in the ASWCC Bylaws and Constitution if they:
  - Fall below the minimum general requirements of tenure.
  - Fails to meet the duties and responsibilities of their position.
  - Engage in any behavior unacceptable to the workplace according to the WCC Student Rights and Responsibilities 132U-120.

## Section 3 - Attendance Policies

The Executive Board and ASWCC Senate will be subject to the disciplinary action guideline outlined in Article VII if they:

- Miss more than one meeting in any one (1) quarter without a written exemption from the Director for Student Life and Development or ASWCC President.
- Written notice must be received via email within twenty-four (24) hours of the meeting.
- Abandonment of position consists of being absent and out of communication for more than three (3) consecutive business days.

## Section 4 - ASWCC Process of Accountability

This process is a set of actions that hold ASWCC Executive Officers and Senators to a standard of professional performance. The term accountability describes a process for actions that hold Executive Officers and ASWCC Senators to the recognized standards of conduct at Whatcom Community College. Since the Executive Board and Senate are complex organizations, it is challenging to develop a process that will determine the proper corrective action to be taken in every situation, and therefore, it relies on the professional judgment of the Director for Student Life and Development.

**Section 5 - Corrective Action**

Any allegation or student concern brought to the attention of the Director for Student Life and Development regarding the job duties and responsibilities of any member of the Senate or Executive Board shall start an investigation. It is expected that all corrective actions have ongoing communication between the member and the affiliated Director for Student Life and Development in an effort to correct the situation.

**Section 6 - Oral Warning / Verbal Counseling**

A meeting shall be convened by the Director for Student Life and Development to investigate on-campus allegations brought against ASWCC Senator or Executive Board member or failure to meet the requirements of the office. The terms of the probation shall be defined in writing by the Advisor. If the member's performance or behavior does not improve within a specified period of time, corrective action will proceed. Except, when necessary, this counseling shall be kept confidential.

**Section 7 - Reprimands**

Reprimands shall be written and approved by the Executive Board with the support of the Advisor and kept in member's file and confidential.

**Section 8 - Probation**

If a written reprimand is not effective, or if the seriousness of the offense warrants immediate probation, a probationary timeline and terms of probation will be set by the Director for Student Life and Development. If the member has not improved within this timeline, dismissal from office may be initiated. Any ASWCC Executive Officer or Senator with a cumulative GPA below 2.5, may be subject to a probationary period for a minimum of three (3) weeks under the supervision of the Director for Student Life and Development.

## **ARTICLE VIII - Removal From Office**

### **Section 1 - Dismissal**

Any Executive Board or Senate member may be dismissed from office for the following:

- Failure to preserve their office's responsibilities, duties, and/or minimum qualifications.
- Failure to follow policies and procedures outlined in ASWCC governing documents.
- Abuse of power of office.
- Found by the Office of Community Standard to have violated the Whatcom Community College Student Code of Conduct.
- If the action(s) of the member is deemed dangerous by the Director for Student Life and Development.

### **Section 2 - Removal from Office**

If an ASWCC Senator or Executive Board member does not follow the duties of office, a 2/3 vote of all Executive Board members may initiate a vote to remove them. The Executive Board shall provide a written explanation for their decision on removal and record it in the personnel file.

### **Section 3 - Suspension**

The Executive Board will, based upon a recommendation by the Director for Student Life and Development, vote to suspend, without pay, an officer or Senate member pending the outcome of an investigation pertaining to a violation of the Code of Student Conduct, Terms of Office (Article I), or Duties of Officers (Article I, Section 8).



## ARTICLE IX - Resignation

### Section 1 - Guideline

Any Executive Board or Senate member who wishes to resign from their position shall submit to the ASWCC President and Director for Student Life and Development a signed letter of resignation.

## ARTICLE X - Vacancies

### Section 1 - Vacancies on the Executive Board

Vacancies occurring in the Executive Board during the academic year shall be filled through the Appointment Committee:

Membership:

- The ASWCC President will serve as the Chair of the Appointment Committee.
- At least (2) two members of the ASWCC, voting members.
- The Director for Student Life and Development, voting member.

Responsibilities:

- Each member of the committee must sign a confidentiality letter.
- The committee is responsible for the interview process, including, but not limited to, establishing a timeline, advertising the position(s), reviewing the applications, developing a list of questions for the position(s), scheduling and conducting the interviews, and making the final decisions for selection.
- The Office of Student Life and Development will accept applications for filling a vacancy on the Executive Board for a minimum of two (2) calendar weeks after the date a vacancy has been announced.
- If a vacancy occurs during a break in the academic quarter, the vacancy shall be announced and posted the first day of the following quarter.
- All committee members must be present at each interview, the entire deliberation, and the voting process in order to cast a vote.

### Section 2 - Vacancies on Campus and Tenure Review Committee

Vacancies during the quarter shall be filled no later than one (1) week after the vacancy occurs.

## **ARTICLE XI - Finances**

### **Section 1 - Guideline**

The ASWCC Executive Board oversees the management of the Services and Activities Fee designated by the Washington State Legislature in RCW: 28B.15.044. The ASWCC Financial Code governs the use of these funds allotted by the Board of Trustees to the ASWCC and revenues generated by the organizations administered by the ASWCC. All funds collected and expended are subject to the policies, regulations, and procedures set forth in the followings.

- Financial code set by Whatcom Community College Administrative Procedures.
- The Whatcom Community College Board of Trustees.
- Opinions of the Washington State Attorney General.
- The State Board for Community and Technical Colleges.
- Rules of the State Office of Financial Management.
- The laws and regulations of the State of Washington.

## **ARTICLE XII – Initiative and Referendum Process**

### **Section 1 – Initiatives**

Initiative measures shall be put to a vote of the ASWCC Senate upon submission of a petition to the Executive Board, clearly stating the issue and signed by at least 100 currently enrolled students.

Such petitions may be submitted to the Executive Board at regularly scheduled meetings.

Approved initiative measures must be publicly posted for two (2) weeks before being voted on and approved by a simple majority vote of the Senate.

### **Section 2 – Referenda**

Referenda may be put to the general student senate's vote upon a simple majority vote of the Executive Board. Approved referenda must be publicly posted for two (2) weeks before the election in which they will be voted on.

## **ARTICLE XIII – Position Statement**

### **Section 1 – Establishing Position & Opinions**

The Executive Board reserves the right to clarify and interpret documents and policies, answer complaints, and establish Executive Board positions on issues relating to students.

### **Section 2 – Process**

The Executive Board may issue a position statement when:

1) A member of the ASWCC makes a written request to clarify any document or procedure relating to student governance.

2) The Executive Board, through the passage of a motion, desires to take a position on an issue of importance to the ASWCC or for clarification necessary for the maintenance of internal affairs.

### **Section 3 - Procedure**

The procedure for adopting a position statement shall be as follows:

The President shall coordinate in-depth research into the situation and draft a preliminary recommendation.

No more than two (2) weeks shall elapse during this drafting. The preliminary draft shall be presented no later than the first Executive Board meeting following the conclusion of the two (2) week draft period.

### **Section 4 - Approval**

Approval of a position statement shall require a simple majority vote of the Executive Board.

## **ARTICLE XIV – Amendments**

### **Section 1 – Grammar, Spelling and Punctuation**

Grammar, spelling, and punctuation changes may be recommended by a simple majority vote of the ASWCC Bylaws and Constitution Review Committee or the Executive Board.

### **Section 2 - House Keeping Revisions**

Minor revisions to the bylaws that do not substantially change the overall intent of the bylaws or any of its articles may be recommended by the ASWCC Bylaws and Constitution Review Committee and approved by a simple majority vote of the Executive Board. The Executive Board may independently initiate and approve any House Keeping revisions that do not substantially change the overall intent with a simple majority vote.

### **Section 3 - Amendments**

- Amendments to the bylaws that substantially change the overall intent of the bylaws or any of their articles must be recommended by the ASWCC Bylaws and Constitution Review Committee, approved by a simple majority vote of the Executive Board, and approved by the Director for Student Life and Development and/or the Vice President for Student Services.
- Any such amendment must be well publicized with written notice for fifteen (15) business days before ratification takes effect. Students may appeal the amendment by submitting a petition to the Executive Board with fifty (50) signatures of registered students before ratification takes effect. At such time, the amendment may be ratified by a simple majority of the ASWCC senate.
- In the event a proposed amendment is approved by the Executive Board but is declined by the Director for Student Life and Development and/or the Vice President for Student Services, the proposed amendment shall be eligible to be ratified by a two-thirds (2/3) vote of the ASWCC Senate, provided written notice of such an amendment has been published for a period of two (2) weeks prior. A petition of one hundred (100) current students can override the senate vote.
- Each time the Bylaws or Constitution are revised, a written report must be made documenting the change, why the change is needed, and the intent of the change made.

## **ARTICLE XV – Other Regulatory Documents**

### **Section 1 - Club Handbook**

The Club Handbook is the officially recognized document on the certification and operation of ASWCC Clubs. It is reviewed annually by the ASWCC Vice President for Clubs & Unions and the Director for Student Life and Development. This document may be amended as needed in partnership with the ASWCC Vice President for Clubs & Unions and the Director for Student Life and Development and must be accompanied by a memo presented to the ASWCC Senate for adoption.

### **Section 2 - ASWCC Financial Code**

The Financial Code regulates the use of student fees and other public funds allocated to the ASWCC by the Board of Trustees and revenues generated by organizations overseen by the Executive Board. The Director for Student Life and Development holds ultimate responsibility for its administration and compliance. Revisions to the Financial Code may be made as necessary and must be submitted to the Director for Student Life and Development. All changes must be reviewed by the Vice President for Student Services or their designee, the Vice President for Administrative Services, and the Business Office Manager before being submitted to the President's Cabinet.

### **Section 3 - Budget Handbook**

This document results from the Services and Activities (S&A) Fee Budget process each academic year. Once the budget is adopted and prepared by the S&A Budget Committee, it is then approved by the Whatcom Community College Executive Cabinet and the Whatcom Community College Board of Trustees.

## ARTICLE XVI – Definition of Terms

**Amendment** - a change or addition to a legal or statutory document.

**ASWCC** - The Associated Students of Whatcom Community College, the representative student body organization.

**Board of Trustees**—**The governing body of the institution, the board of trustees is appointed by the governor and serves** the educational needs of the Community College District.

**Club Advisors** - Persons employed by the College who have club account Responsibilities.

**Co-chair** - a person who is in charge of a meeting or organization jointly with another or others.

**Committee** - a group of people appointed for a specific function, typically consisting of larger group members.

**College Facilities**—Any or all real and personal property owned or operated by the College, including all buildings and appurtenances affixed to or attached to it.

**Full Term** – A term begins with leadership training in August and continues from the fall quarter to the end of the spring quarter in one academic year (August-June).

**Initiative** - The right and procedure by which citizens can propose a law by petition and ensure its submission to the electorate.

**Officer** – An Executive Board Member.

**Office Hours** - Time spent in the office doing work and remaining available to the students.

**Position Statement** – A declaration of a certain stance on a topic.

**RCW** – “The Revised Code of Washington (RCW) is the compilation of all permanent laws now in force.” (<http://apps.leg.wa.gov/rcw/>)

**Referendum** - The submission of a proposed public measure or actual statute to a direct popular vote.

**Service & Activities (S&A) Fees** - Monies paid by students, with tuition, that are set aside for services and activities to benefit the student body.

**Tenure** - The status of holding one's position during the academic year.

**WAC** - Washington Administrative Code (WAC) the administrative code that is required for conduct.