

**Bylaws of the**  
**Associated Student Body**  
**Of**  
**South Puget Sound**  
**Community College**

## **ARTICLE I: STUDENT SENATE**

### **SECTION 1: Membership**

All Student Senate positions are appointed. The selection committee will consist of: all non-returning Senate members who choose to be on the committee, no less than two (2) and no more than ten (10) students at large (a maximum of one person per student assembled group, one (1) appointed staff or faculty member (non-voting) and the Student Senate advisor (non-voting). The Chairperson for the selection committee will be chosen by said members. All appointed Student Senate members must be approved with a two-thirds (2/3) vote.

The ASB President or a designee shall be in charge of overseeing all aspects of arranging the selection process including: making sure promotion for positions and committee representation 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. Mid-year appointments to the Student Senate shall be conducted by a selection committee as outlined above. The number of current senate members on a mid-year selection committee cannot exceed the number of students at large.

### **SECTION 2: Selection Process Time Period**

The Senate positions will be hired during Spring Quarter. If there is not a sufficient pool of applicants and/or alternates for the Spring Quarter Selection Committee, then the position(s) that are not filled will be re-advertised.

### **SECTION 3: Probation/Termination of Senator**

A. Senators may be placed at any time on probationary terms and length by an advisor for non-performance of duties. Senate members shall be removed from office by an advisor for failure to perform official duties, misconduct, or misfeasance. The Senate can intervene with the termination of a Senator with a two-thirds (2/3) majority vote.

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B. Senators must serve on and regularly attend the meetings of at least one standing committee and work towards their specific senate quarterly goals, or they will be subject to probation/suspension for non-performance of duties. The Chair of each committee is responsible for reporting lack of attendance and/or non-performance of duties to the Senate.

C. Senators will be placed on probation by an advisor if they are not enrolled in at least six (6) credit hours or if their quarterly or cumulative GPA drops below 2.5. The advisor will determine the probationary terms. If the probationary requirements are not met, the probationer may be removed from office at the discretion of the advisor.

D. Senators must arrive on time and attend the entire duration of each Senate meeting unless approved. In the case of an absence, notification must be in writing or via e-mail to the ASB President and an advisor, at least two business days prior to the Senate meeting in which they are planning to be absent.

#### SECTION 4: Vacancy

A. If a Senate position is vacated at any time: the Senate shall have the authority to either appoint an appropriate person to temporarily fill the position, absorb the position's responsibilities, or fill the vacancy. A two-thirds (2/3) majority vote shall be required to install the subject member.

B. If the position is not filled, the position will be advertised for a period of two (2) weeks, during which applications will be accepted. Interviews will then be scheduled and an appointment made according to Article I, SECTION 2. The ASB President shall coordinate this process. If the vacancy is for the ASB President, the ASB Vice President of Finance, or their designee shall coordinate the process.

#### SECTION 5: Quorum

In order for the Student Senate to conduct any business, a quorum will be required. At least two-thirds (2/3) of the current senate members must be present. Failure to meet a quorum will require a special meeting to be established by the ASB President.

#### SECTION 6: Duties

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Employment requirements for all Student Senate members shall be verified by the appointed Student Senate Advisor.

A. All Student Senate members must:

1. Carry a minimum of six (6) credits per quarter.
2. Maintain a minimum GPA of 2.5 with the College throughout their entire term of office.
3. Not miss more than two (2) of any of the following per quarter unless excused: regular or special Senate meetings, meetings of College committees, and/or councils and boards to which they are appointed. The Student Senate will follow the disciplinary model put forth by the Student Life employee handbook.
4. Provide coverage at the Food Pantry and Clipper Coffee Corner when needed, per an advisor
5. Establish and maintain a minimum of five (5) weekly office hours, according to their assigned duties according to the final S&A allocations from the previous year.
6. Have a thorough knowledge and understanding of the ASB-SPSCC Constitution and Bylaws, SPSCC Services and Activities Fee Financial Code and SPSCC Code of Student Rights and Responsibilities.
7. Serve on various appointed Senate and College committees, councils, and boards as Student Representatives.
8. Provide a report at each regular Student Senate meeting.
9. Develop officer transition materials, which will be reviewed as needed by the ASB President and Student Senate advisor(s) by the end of the academic year.
10. Establish and attend a weekly one-on-one meeting with the ASB President to discuss goals and summarize the progress made towards those goals in the previous week. The

ASB President will meet weekly with the Student Senate advisor and provide a report of the previous week's activities at the meeting.

11. All members should be familiar with Roberts Rules of Order. In addition the Senate shall appoint one member to serve as parliamentarian, giving preference to the Senator for Legislative Affairs.

12. Perform all other duties as assigned by the Student Senate

13. Maintains a record of all memoranda and documents, specific to current position in the Senate shared drive.

14. Assist Senator of Diversity and Equity Affairs on Food Pantry Drives including but not limited to the Toiletry Drive, the Warmth Drive and the Toy Drive.

B. Specific duties for each Student Senate member shall be as follows.

### **1. President**

- a. Presides at Senate meetings.
- b. Votes only in case of a tie.
- c. Provides leadership and support to the Senate to ensure completion of tasks.
- d. Acts as an official representative of the ASB-SPSCC Student Senate.
- e. Appoints all student representatives to College councils, boards and committees.
- f. Maintains one-on-one weekly meetings with each Senate member.
- g. Maintains a close working relationship with their designated advisor.
- h. Attends all regularly scheduled Board of Trustees meetings.

### **2. Vice President of Finance**

- a. Is the financial officer for the Student Senate and prepares annual budget requests.
- b. In the absence of the President, will take on the responsibilities of the President.

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- c. Works with the Student Senate advisor to develop and promote the S&A Fee budget schedule and establishment of S&A Fee Budget Committee as outlined in the Services and Activities Financial Code.
- d. Maintains a record for the Senate on all expenditures and balances of its accounts and presents a report at each Student Senate meeting.
- e. Administers paperwork for the budget process.
- f. Serves as the Chair for the S&A Budget Committee.
- g. Appoints up to seven (7) voting students to serve on the S&A Budget Committee.
- h. Maintains a close working relationship with their designated advisor.
- i. Reviews all requests for funds from Contingency and the appropriate use of S&A fees.
- j. Perform annual review of Financial Code with Senator of Legislative Affairs.

### **3. Vice President of Clubs and Organizations**

- a. Serves as a liaison between the Senate and each chartered club and organization on campus.
- b. Maintains current clubs' and organizations' charter information recognized by the College included but not limited to a list of all club and organization officers and advisors.
- c. Is responsible for chairing planning, scheduling and notifying clubs of all roundtable meetings, which shall meet two (2) times per quarter.
- d. Assists in the promotion of clubs and organizations to the Student Body of the College and maintains the Clubs & Organizations posting boards.
- e. Is responsible for the planning, promotion, and implementation of Club Fair
- f. Reviews all charter packets of new student assembled groups for appropriate sanctioning.
- g. Performs annual review of ASB Bylaws and Constitution with Senator of Legislative Affairs.

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#### **4. Senator of Legislative Affairs**

- a. Works with the Student Senate and Student Senate advisor on all legislative affairs.
- b. Keeps the general Student Body aware of all legislative actions that affect higher education.
- c. Works to motivate the Student Body to take action towards informing the legislature of students' needs, desires, and priorities concerning higher education.
- d. Serves as the SPSCC Delegate for the Washington Community and Technical College Student Association.
- e. Works on the development and implementation of College Civics Week.
- f. Maintains contact with other schools regarding legislative affairs.
- g. Shall receive preference in being appointed the Senate's parliamentarian.
- h. Performs annual review of ASB Bylaws and Constitution with Vice President of Clubs and Organizations

#### **5. Senator of Diversity & Equity Affairs**

- a. Represents diversity interests, communicating with the associated student body of SPSCC, the Student Senate, and the College Administration.
- b. Serves as a member of the SPSCC Diversity and Equity Advisory Committee to provide student input on campus diversity issues.
- c. Is responsible for providing and promoting diversity and equity-related educational events and conference opportunities to the Student Body
- d. Meets with the Executive Diversity Officer and/or the Diversity, Equity, and Inclusion Center (DEIC) Assistant Director at least twice a quarter; while communicating with; the DEIC Team; and other stakeholders as necessary in order to fulfill position requirements.

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e. Assesses existing services (website, programs, Student Services, etc.) and events for lack of representation or under-representation of specific student populations.

f. Oversees all Senate equity projects including but not limited to the Food Pantry and quarterly drives/programs.

## **6. Senator of Communications**

a. Works with the ASB President and College Relations on all press releases, articles to appear in the student newspaper, and newsletters, which serve to inform readers of Student Senate business.

b. Is responsible for the promotion of Senate operations and events, as well as the promotion of other events of student interest and concern, including but not limited to classroom visits, flyers, digital signage, tabling etc.

c. Is responsible for posting any Senate position vacancies in accordance with College policies.

d. Maintains the Student Senate website and the Student Life Canvas Hub.

e. Prepares the official minutes, agenda, and records of all Student Senate meetings. Minutes from a Senate meeting must go out to all Senate members and the Student Senate advisor(s) within three (3) business days of the meeting for comment.

f. All corrections must be submitted at least one day prior to the next senate meeting. Corrected minutes must be provided to all Senate members and the Student Senate advisor(s) at the beginning of the next Senate meeting for approval.

## **ARTICLE II: TERMS OF OFFICE**

### **SECTION I:**

The term limit of all Student Senate members will be a maximum of two (2) full academic years. Members must reapply each academic year.

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### **ARTICLE III: REVENUES**

#### SECTION 1:

Any purchase requests from any Senate account to include Campus Project Reserve, shall require the signature of the current ASB President or the Vice President for Finance.

#### SECTION 2:

Any event-specific purchase requests from any Senate account shall require initial approval of the Senate following the approval of an Advisor. Exceptions will be made for general office supplies and minor upkeep of the food pantry.

#### SECTION 3:

Any purchase requests from Senate accounts during the summer shall require the signature of a current Senate member.

### **ARTICLE IV: STUDENT ASSEMBLED GROUPS**

#### SECTION 1:

Refer to the Code of Rights and Responsibilities (WAC 132X-60-040: Freedom of Association and Organization).

#### SECTION 2:

All of the following definitions of clubs and organizations must be chartered through the Student Senate

A. Publications and Communications: A group that provides information and coverage through various media sources, including newspapers, journals, and television.

B. Clubs: A group that provides opportunities for a specific student interest groups.

C. Organizations: A group that is nationally or internationally affiliated.

### SECTION 3: Recharter Recognition and Chartering a New Club

A. To recharter, clubs must submit to the Vice President of Clubs and Organizations a completed Club Charter Packet which will include:

1. Club Constitution
2. Completed Advisor Agreement (Advisor must be a full-time staff or faculty member)
3. Names and SID of selected President and Treasurer
4. Names and SID of five (5) SPSCC members

SECTION 4: A student club constitution must contain the following articles:

- A. Article I: Club Name
- B. Article II: Purpose/Mission Statement
- C. Article III: Membership: Clubs must be open to all SPSCC Students
- D. Article IV: Officers
- E. Article V: Officer Elections
- F. Article VI: Voting
- G. Article VII: Removal from Office
- H. Article VIII: Financial Procedures
- I. Article IX: Amendments & Bylaws

### SECTION 5: Re-charter Clubs

All returning clubs and organizations from the previous academic year must re-charter by the last Friday in October.

### SECTION 6: New Clubs Charter

Newly chartered clubs and organizations shall be automatically allocated \$300 to be spent during the academic year once they have been reviewed and approved upon by the ASB Senate. New

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clubs and organizations can charter until the first Friday of March and still receive the full allocation of \$300. No clubs or organizations may charter after the March deadline.

#### SECTION 7: S&A Club Model

The S&A Club Model is a process adopted by the Services and Activities Budget Committee to determine next school year's funding for currently recognized clubs. Any currently recognized club who submits an S&A request will receive an allocation of \$1000 for next academic year. For more information about the Services and Activities fees process, refer to the Financial Code

#### SECTION 8: Club Roundtable

- A. All clubs are required to have one (1) representative attend all meetings of the Club Roundtable unless otherwise approved by the Vice President of Clubs and Organization
- B. The Vice President of Clubs and Organization shall be the Chairperson of the Club Roundtable.
- C. The Club Roundtable shall meet at least twice per quarter.

#### SECTION 9: Club Suspension

- A. The Student Senate will suspend a club or organization's charter and freeze the balance of any S&A fee allocation the club has received, if the club fails to apply for an annual charter renewal.
- B. In order for a club or organization to have their funds unfrozen, a written request must be provided to the VP of Clubs and Organizations within three (3) weeks of having the funds frozen. The written request must explain why the club or organization failed to comply with the provisions in (A) above, and outline what steps will be taken to ensure compliance in the future. After reviewing the request, the VP of Clubs and Organizations will make a recommendation to the Senate. Failure to submit a written request within the three (3) week period will automatically result in the club/organization's funds being revoked for the year and returned to contingency.
- C. An excused member absence at Roundtable meetings is allowed provided the notice and reason for the absence is given to the Vice President of Clubs and Organizations and/or the Director of Student Life, prior to the absence or shortly thereafter. Acceptance of the excuse is

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left to the discretion of the Vice President of Clubs and Organizations and/or the Director of Student Life.

D. If a club or organization is suspended for a second time in one (1) academic year, its funds will be revoked for the year and returned to contingency. In addition, the club or organization must apply as a new club at the beginning of the next academic year if it wants to receive S&A funding (See SECTION 3).

## **ARTICLE V: COMMITTEES**

### **SECTION 1: Standing Committees**

The ASB President recommends all Student Representatives to the SPSCC boards, councils, and committees.

### **SECTION 2: Probationary Review Committees**

The ASB President appoints student representatives to be a part of the Probationary Review Committees as needed. Refer to Chapter 2 of the College Handbook and the Probationary Review Handbook for specific details regarding the committee.

## **ARTICLE VI: AMENDMENTS**

Upon the recommendation of any current member of the Student Senate, the Bylaws of the Associated Student Body of South Puget Sound Community College may be amended. A two-thirds (2/3) majority vote of the Senate shall be required to adopt any such amendments (ASB-SPSCC Constitution Article VII).

## **ARTICLE VII: ENABLING ACT**

Amendments of this document shall render each and every previously recognized Bylaws of the Associated Student Body of South Puget Sound Community College null and void.

## **ARTICLE VIII: CONSTITUTIONAL INTERPRETATION/APPEAL**

### **SECTION 1: Request**

Any request for an interpretation of the constitution shall be forwarded in writing to the Student Senate, who will have ten (10) instructional days to render the interpretation.

#### SECTION 2: Appeal

If the appellant is not satisfied with the Student Senate interpretation, a written appeal request shall be forwarded to the Judiciary Council, who then has ten (10) instructional days to render their interpretation

#### SECTION 3: Attorney

If a satisfactory interpretation is not reached, then all documentation which should include, but is not limited to, the original request, and both the Student Senate and Judiciary Council position statements shall be forwarded to the Attorney General's office for final interpretation.

### **ARTICLE IX: JUDICIARY COUNCIL**

#### SECTION 1: Purpose

A Judiciary Council shall be convened by the Student Senate only during the appeal process of a Student Senate constitutional interpretation. The Judiciary Council shall render a constitutional interpretation through the adoption of a Council position statement. A Judiciary Council decision shall be final.

#### SECTION 2: Membership

The Judiciary Council membership shall be composed of eight (8) current students enrolled in at least six (6) credits.

#### SECTION 3: Advisor

The Judiciary Council advisor, the Vice President for Student Services or an advisor appointed by the Vice President for Student Services, shall not have voting privileges.

#### SECTION 4: Membership Exclusions

The Judiciary Council member will be an ASB-SPSCC member. Judiciary Council membership shall exclude Student Senate members, or any ASB-SPSCC member involved in a current or pending constitutional interpretation appeal process under consideration by the Judiciary Council.

#### SECTION 5: Quorum

For a quorum to be achieved, two-thirds (2/3) of the student-assembled group Presidents or appointed officer will be present. Only a student-assembled group President or appointed officer in attendance shall vote. Absentee voting is not permitted.