



**ASSOCIATED STUDENTS of WHATCOM
COMMUNITY COLLEGE**

**ASWCC BYLAWS &
CONSTITUTION**

Amended January 22nd, 2018

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, Programming and Diversity Board, and Student 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 BODIES

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

Section 2 – The Programming and Diversity Board, part of the ASWCC tasked with creating programming for students at WCC.

Section 3- The Student Senate, the primary body that represents student voice on campus.

ARTICLE VII - AUTHORITY

Section 1 - The ASWCC Executive Board shall have the authority as granted by the Board of Trustees of Whatcom Community College, to administer the Bylaws and distribute Services and Activities fees, and conduct business of the ASWCC.

Section 2 - As delegated by the Whatcom Community College Board of Trustees, the Executive Board shall have the authority and responsibility for making final decisions and implementation of

legislation proposed by students-at-large. 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 REPRESENTATIVES

Section 1 - The ASWCC Executive Board shall have the authority to appoint students to committees as specified in the Bylaws.

Section 2 - 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 ten (10) business days in the Office of Student Life and Development, prior to being approved by a two-thirds (2/3) vote by the student ballot. The amendments shall be submitted to the Director of Student Life and Development, as well as the Vice President for Student Services.

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 student's 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 members:

- ASWCC President
- ASWCC Executive Vice President
- ASWCC Vice President for Clubs
- ASWCC Vice President for Operations
- ASWCC Vice President for Programming
- ASWCC Vice President for Campus Advocacy

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 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) consecutive 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, and in accordance with Open Public Meetings Act in accordance with 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, members of the ASWCC Executive Board shall receive compensation in the form of a stipend.

Section 8 - Duties of Officers

General responsibilities of Executive Board Members:

- Promote the goals and objectives of the ASWCC, as outlined by the Executive Board.
- Serve as conduit of information and expression of concerns or issues between Administration, the Executive Board, and WCC students.
- Attend meetings, trainings and leadership development opportunities.
- Serve, when appointed, on applicable standing, ad hoc, and college committees.
- Provide quarterly reports to the Executive Board and College.
- 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.
- Use Whatcom Community College email for all ASWCC correspondence.
- Attend and represent the Executive Board at College events as assigned.
- Strive to learn, develop, and achieve leadership skills and abilities.
- Post and maintain regular office hours.
- Maintain records, reports, and documents of business; use WCC network for organization and electronic storage.
- Manage the funds and property of the ASWCC.
- Have a working knowledge of the ASWCC bylaws.
- Assist Executive Board members as necessary.
- Perform other duties as assigned by the President or Executive Board Advisor.
- Adhere to all College policies, procedures, departmental guidelines, and State laws.

The ASWCC President shall:

- Serve as Chair of the S&A Budget Committee.
- Serve as Chair for the ASWCC Executive Board.
- Serve as the primary student administrator for the ASWCC.
- Conduct regular check-in meetings with other Executive Board members.
- Meet, as needed, with the President of Whatcom Community College.
- Serve as the liaison to the College administration, as well as attend and provide written reports to the WCC Board of Trustees and oral reports at WCC Board of Trustees meetings.
- Appoint Executive Board members to College, standing, and ad hoc committees; with the exception of Tenure Review Committees - if not otherwise stated in Article IV, or as the need arises.
- Facilitate the appointment process to the Executive Board due to vacancy, as outlined in the Appointment/Selection Handbook and Article VI of the Bylaws.
- Oversee the preparation and distribution of all Student Government related news and information.
- Act as the financial manager of the Associated Students. The financial manager coordinates the tracking of budgets that are spent by the ASWCC. This includes budgets for SJC, PDB, Interclub Council, and Student Senate. Budget reports should be given at each Student Senate meeting.
- Prepare the annual ASWCC program budget for the Executive Board, with the help of the Executive Board Advisor.
- Update, the ASWCC Financial Code as needed but no more than annually with the guidance of the Executive Board Advisor.
- Chair ASWCC Senate in the absence of ASWCC Executive Vice President or designate another member.

The ASWCC Executive Vice President shall:

- Serve as Chair of the ASWCC Senate
- Assume the duties of the President in the case of absence, resignation, or forfeiture of office.
- Meet as needed with the Vice President for Student Services.
- 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.
- Oversee on-campus voter registration and information.
- Attend and coordinate student representatives to attend the CUSP Legislative Cycle– Summer Legislative Community Academy, Fall Student Legislative Academy, Winter Strategic Networking Academy, and Spring Legislative Voice Academy.
- Serve as a WACTCSA (Washington State Community and Technical College Student Association) delegate.
- Stay current on Washington State Legislative structure, hotlines, and bill procedures.
- Meet quarterly with state and federal legislators.
- Assist with legislative matters as necessary.

The ASWCC Vice President for Clubs shall:

- Serve as Chair of the Interclub Council.
- Advocate for campus clubs & organizations to cultivate a strong campus community.
- Meet as needed with the Vice President for Instruction.
- Provide the Executive Board with weekly reports on club activities, chartering, and affairs.
- Oversee the Club Chartering process.
- Coordinate the quarterly club fairs and trainings with the exception of summer quarter.
- Coordinate the attendance of Executive Board members at club meetings and programs quarterly.
- Update the ASWCC Clubs Handbook with the Executive Board Advisor.
- Promote club and organization events to the campus community, in coordination with the Office of Student Life and Development.
- Coordinate the maintenance of student club website page.

The ASWCC Vice President for Operations shall:

- Serve as Chair of the ASWCC Constitution and Bylaws Review Committee.
- Maintain the ASWCC Volunteer Program.
- Coordinate quarterly ASWCC Volunteer Orientation and training.
- Meet, as needed, with the Vice President for Administrative Services.
- Maintain a working relationship with the Service Learning Program and ASWCC Volunteer Program.
- Review and update the Selections/Appointment Handbook, forms, and other information, in coordination with the Executive Board Advisor.
- Oversee and make changes to the Student Government website.
- Coordinate quarterly schedules for executive board meetings, office calendars, and office hours for all executive boards.
- Maintain a file of all photos and news clippings of Executive Board events throughout the academic year and create a year-end annual.
- Coordinate Executive Board training registration and travel paperwork.
- Maintain a calendar of all official Executive Board meetings and events.
- Distribute meeting agendas and supporting materials at least two (2) days before Executive Board meetings, Senate meetings and Constitution and Bylaws Review Committee Meetings.
- Coordinate the recording of the Executive Board meeting minutes, InterClub Council minutes, and the Constitution and Bylaws Review Committee meeting minutes.
- Maintain an accurate inventory of all ASWCC property, including items purchased during the fiscal year.
- Distribute and post minutes within three (3) business days of the approval of minutes.
- Oversee records of official committees including copies of correspondence, committee meeting minutes, and agendas.

The ASWCC Vice President for Programming shall:

- Serve as Chair of the Programming and Diversity Board (PDB) and oversee operation of the PDB.
- Meet as needed with the Public Information Officer and Senior Facilities Manager.
- Generate reports on events held by the PDB, and present those reports to the Executive Board and Student Senate.
- Advertise and encourage campus engagement at ASWCC Senate meetings.
- Maintain all duties and responsibilities as a PDB member.

The ASWCC Vice President for Campus Advocacy shall:

- Serve as co-Chair of the Student Health & Wellness Committee.
- Serve as co-Chair of the Social Justice Committee (SJC).
- Advocate for and resolve student concerns.
- Coordinate quarterly Finals Relief events.
- Meet as needed with the faculty for equity and inclusion.
- 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.
- Facilitate student surveys and gather student input on issues affecting the student body.
- Coordinate tabling with ASWCC Senators.
- Support all campus-wide diversity efforts.
- Coordinate the Spring Quarter Social Justice Conference.

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 to accomplish the duties deemed necessary to fulfill the mission and vision of the ASWCC.

ARTICLE II – Senate

Section 1 – Purpose

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

Section 2 – Membership

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

Senate positions will be filled through a selections process (See article VI) and to the extent possible 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, leadership development and provide overall program direction. The Executive Board Advisor shall have a presence 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 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*, members of the ASWCC Senate shall receive compensation in the form of a quarterly stipend throughout their term of office. 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 expression of concerns for WCC students.
- Attend meetings, trainings, 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 – Programming and Diversity Board

Section 1 – Purpose

The purpose of the Programming and Diversity Board (PDB) is to provide intentional opportunities for all students to enrich their college experience by engaging with campus and the surrounding community, in order to enhance their social, cultural, global, and educational development.

Section 2 - Membership

The Programming and Diversity Board is comprised of the following members:

- ASWCC Vice President for Programming, Chair
- ASWCC Director for Academic Success Programming
- ASWCC Director for Club Programming
- ASWCC Director for Social Justice Programming
- ASWCC Director for Campus Collaborative Programming
- ASWCC Director for Health and Wellness Programming

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

Section 3 - Term of Office

The term of office shall be a period of one academic year, beginning in August of the year selected, through the last day of spring quarter. 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. Officers may serve a maximum of two (2) consecutive terms. Time served as an appointed officer, filling a vacancy on the Programming & Diversity Board, is not included in this term limit.

Section 4 - Assumption of Duties

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

Section 5 – Meetings

Regular meetings of the Programming and Diversity Board shall be held weekly during fall, winter, and spring. For meetings to be held, the PDB must meet a Quorum of two-thirds (2/3rd) of all voting members.

Section 6 - Compensation

Upon satisfactory completion of the responsibilities outlined in these bylaws and the ASWCC Terms of Appointment Contract, members of the ASWCC Executive Board shall receive compensation in the form of a stipend.

Section 7 - Duties of Programming and Diversity Board Members

General responsibilities of Programming and Diversity Board Members:

- Promote the goals and objectives of the ASWCC, as outlined by the Executive Board.
- Attend meetings, trainings 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.
- Communicate professionally through oral, written, and electronic means.
- Use Whatcom Community College email for all ASWCC correspondence.
- Attend and represent the Programming and Diversity Board at College events as assigned.
- Strive to learn, develop and achieve leadership skills and abilities.
- Maintain records, reports, and documents of business; and use WCC network for organization and electronic storage.
- Manage the funds and property of the PDB.
- Have a working knowledge of the ASWCC bylaws.
- Perform other duties as assigned by the ASWCC Vice President for Programming or the Programming and Diversity Board Advisor.
- Coordinate minute taking of all PDB.
- Collaborate to organize Whatcom Wednesdays' weekly campus engagement opportunities.
- The Programming and Diversity Board will aim, initiate and be open to collaboration with Executive Board, the Student Ambassadors, and other groups on campus
- Coordinate events for WCC Students.
- Assist other PDB members as necessary
- **ASWCC Director for Academic Success shall:**
 - Take leadership with initiatives to promote academic success.
 - Provide student perspective on Guided Pathways and plans for the WCC welcome Center.
 - Assist administration in the coordination and facilitation of the WCC WAVE Student Orientation.
 - Plan programming related to student academic success.
 - Serve on the Student Success Committee.
- **ASWCC Director for Clubs and Event Programming shall:**
 - Work closely with the ASWCC VP for Clubs.
 - Attend Interclub Council meetings.
 - Coordinate the recording of minutes for the Interclub Council.
 - Provide leadership for interclub mixers and networking.
 - Support clubs in achieving their programming goals through marketing and planning support.
 - Collaborate with clubs to create cohesive interclub events.
 - Be familiar with the ASWCC Club Handbook.
 - Assist clubs with forms needed to operate their events and programs.

- **ASWCC Director for Social Justice Programming shall:**
 - Serve on the ASWCC Social Justice Committee.
 - Serve on the Diversity Committee.
 - Work closely with the ASWCC VP for Campus Advocacy.
 - Coordinates events and activities to enhance the overall education and awareness of diversity and social justice topics as well as highlighting impacts and diverse perspectives relating to current events around the world.
 - Coordinate the recording of minutes for the Social Justice Committee meetings
 - Provide leadership for programming on social justice and diversity topics at Whatcom Community College.

- **ASWCC Director for Campus Collaborative Programming shall:**
 - Engage with departments across campus to learn about collaborative opportunities for the ASWCC.
 - Provide leadership in collaborating with other areas on campus for enhancing student engagement campus-wide.
 - Assist other PDB members in utilizing different departments and organizations on campus for their events.
 - Familiarize with all departments on campus.
 - Organize events in partnership with community and campus organizations.
 - Act as the primary liaison between the PDB and departments and organizations on campus.
 - Provide leadership in programming that promotes school spirit at WCC and at Orca athletics events.
 - Plan half-time entertainment for games as needed.
 - Collaborate with the Student Recreation Center to plan event, and facilitate intramurals.
 - Organizing trips to off campus tournaments, playoffs, and finals games for students to attend.
 - Meet with the Director for Athletics as necessary.

- **ASWCC Director for Health and Wellness Programming shall:**
 - Serve on the Student Health and Wellness committee.
 - Work closely with the ASWCC VP for Campus Advocacy.
 - Provide programming, which promotes health and wellness on campus.
 - Assist with the operation and promotion of the student food pantry.
 - Help coordinate quarterly finals relief.

Section 8 – 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 to accomplish the duties deemed necessary to fulfill the mission and vision of the ASWCC.

ARTICLE IV –Committees

Section 1 - Initiation

Special committees may be created as deemed necessary by the Executive Board. The appointment of the committee chair shall be the responsibility of the Executive Board President. The appointment of the members will be the responsibility of the Committee Chair, in consultation with the President.

Section 2 - Standing Committees

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

Membership:

- ASWCC President, Chair
- Two (2) Executive Board members, voting members
- One (1) Programming and Diversity Board member, voting member
- Two (2) students-at-large, voting members, who may not be a member of the Executive Board or Programming and Diversity Board.
- Vice President for Student Services, voting member or their appointee.
- One WCC Faculty or Staff member, voting member, appointed by the Executive Board Advisor.
- Advisor of the Executive Board, non-voting, advisory member.

Interclub Council

Membership:

- Vice President for Clubs, Chair.
- Director for Clubs and Event Programming, minute taker
- One (1) representative from each ASWCC Chartered Club.
- Executive Board Advisor 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 academic year.
- The Clubs Handbook and Advisors Handbook shall be the official rules and procedures manual for the ASWCC Interclub Council.

Selections Committee

The method of selection, group membership, timeline, committee responsibilities, and voting shall be outlined in Article VI- Selections and Appointments. This shall be the official rules and procedures for the spring selections committee.

Social Justice Committee (SJC)

Membership:

- Vice President of Campus Advocacy, co-chair
- The Director of social Justice Programming, co-chair
- The Executive Board Advisor or their designee.
- 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 WCC campus.

The Student Health and Wellness Committee

Membership:

- Vice President of Campus Advocacy, co-chair.
- Director of Student Health and Wellness Programming, co-chair.
- The Executive Board Advisor or their designee.
- One (1) SRC Staff or Student Ambassador.
- 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.

Section 3 - Ad Hoc Committees**ASWCC Constitution and Bylaws Review Committee**

Membership:

- Vice President for Operations, Chair
- President, voting member
- Two (2) additional Executive Board members, voting members appointed by the Chair.
- One (1) student-at-large, voting member, appointed by the Chair.
- One (1) member of the Programming and Diversity Board, voting member.
- Executive Board Advisor or their designee, non-voting, advisory member

Responsibilities:

- Review and propose necessary changes to the ASWCC Constitution and Bylaws.
- Meet as deemed necessary by the committee Chair.
- Follow process outlined in Article XIII.

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) students of the Services and Activities Fee Committee, 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 Services and Activities Fee Committee and College Administration about monies related to the Services and Activities Fee Budget.

Responsibilities:

- Resolving any disputes, by vote, which might exist between the Services and Activities Fee Committee and College Administration, relative to the Services and Activities Fee Budget. The findings of the committee are forwarded to the Board of Trustees for final action.
- Meet only in the instance that 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 WCC students desiring to organize as a club may seek approval to be a Chartered ASWCC Club. Procedures for obtaining approval shall be set forth 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 educational goals of the college.

Section 2 - Chartering Requirements

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

Section 3 – Certification

To become a recognized campus organization, all clubs must develop and submit a request for certification to the ASWCC vice president for clubs to be approved by the Senate. The necessary components of an organization can be found in the Club Handbook. The request shall include the name of the student club or organization and the purpose and goals of that organization

Section 4 – Membership

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

Section 5 – Conditions

All organizations must be fully chartered by the Executive Board if they are to:

- Use the name of the College
- Use the facilities of the College
- Administer services, programs or activities

Section 6 – Funding

All clubs and organizations are encouraged to initiate community and leadership building activities.

Section 7 – Advisors

WCC faculty and staff provide encouragement, instruction, and support in their role as advisors. A complete list of responsibilities of advisors shall be outlined in the Club Handbook.

Section 8 – Rights, Responsibilities, and Discipline of Clubs and Organizations

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

Section 9 – Training

Club Officers shall attend and complete training and orientation coordinated by the ASWCC VP for Clubs in order to be 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

A fully completed ASWCC Candidate Application packet shall include:

- Completed ASWCC Executive Board Application Form
- Cover Letter
- Completed ASWCC Expectations Agreement
- Minimum of one letter of recommendation (preference from WCC Faculty or Staff)
- Official filing for candidacy in any ASWCC position opening requires all pieces of the application 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 - Standard Filing Process for ASWCC Senate

A fully completed ASWCC Candidate Application packet shall include:

- Completed ASWCC Senate Application Form
- Completed ASWCC Expectations Agreement
- Minimum of one letter of recommendation (preference from WCC Faculty of 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 pieces of the application to be submitted no later than 4:00 PM on the deadline date for filing, unless otherwise stated (students may apply for more than one office/position at a time).
- Senator 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 students meeting the listed qualifications. Priority in selection shall not be granted to students with prior experience in Student Life and Development.
 - Currently enrolled student in eight (8) credits or more at Whatcom Community College.
 - Possess a minimum 2.5 cumulative grade point average
 - Students who have been placed on Academic or Disciplinary Probation are not eligible to serve as Executive Board Officers.
 - 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 Executive Board Advisor, before application deadline.

Section 3 - Standard Filing Process for ASWCC Programming and Diversity Board

- A fully completed ASWCC Candidate Application packet shall include:
 - Completed ASWCC Senate Application Form
 - Completed ASWCC Expectations Agreement
 - Minimum of one letter of recommendation (preference from WCC Faculty of Staff)
 - Unofficial Transcripts (if candidate has less than three (3) quarters of WCC credits, they will submit copies of their most current academic records)
- Official filing for candidacy in any ASWCC position opening requires all pieces of the application to be submitted no later than 4:00 PM on the deadline date for filing, unless otherwise stated (students may apply for more than one office/position at a time).
- Programming and Diversity Board Candidate Qualifications:
 - The ASWCC upholds all State and Federal equal opportunity and anti-discrimination laws. Executive Board, Programming and Diversity Board and Senate positions are open to all ASWCC students meeting the listed qualifications. Priority in selection shall not be granted to students with prior experience in Student Life and Development.
 - Currently enrolled student in eight (8) credits or more at Whatcom Community College.
 - Possess a minimum 2.5 cumulative grade point.
 - Possess a previous quarter GPA, within the immediate calendar year, of 2.5 and have completed a minimum of eight (8) credits from the previous quarter when applying for and assuming office.
 - Students who have been placed on Academic or Disciplinary Probation are not eligible to serve as Executive Board Officers.
 - Any student wishing to appeal the qualification requirements set forth in these bylaws must submit a letter of appeal, to the Executive Board Advisor, before application deadline.

Section 4 - Selections Committee Membership & Responsibilities**Membership:**

The Selections Committee shall be comprised of:

- Chair, appointed by the OSLD advisor
- Two (2) current team members who are not re-applying, voting members
- Three (3) students at large
- One (1) WCC Administrator, Faculty or Staff member, voting member
- Executive Board Advisor, voting member
- Once the committee is established (after first meeting is held), members may not apply for any position(s) being selected.

Responsibilities

- The committee is responsible for the interview process to include, but not limited to; establishing a timeline, advertising 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 voting process; in order to cast a vote.
- Each member of the committee must sign a letter of confidentiality.
- Appointments of all Executive Board officers shall be completed two weeks prior to the end of spring quarter.

Candidate Selection Process

- All OSLD 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 and times, and final selection meeting
 - Each member of the committee 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 candidate's experience, skills, abilities, and strengths.

Section 5 - Voting

All decisions made by the committee require a majority vote.

Section 6 - Timeline

The Selections Committee shall be organized within the first two (2) weeks of spring quarter for the formation of next year OSLD. All selections shall be completed two (2) weeks prior to the end of spring quarter.

Section 7 - Appointments to Committees

- Appointments of student positions on campus committees and tenure review committees shall be made by the ASWCC President 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 fall quarter and/or as they become available.
- If within seven (7) calendar days, no student committee applications are received concerning a posted committee opening, 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.

Section 8 - Appointments Due to Vacancies

Appointments to vacant Executive Board and campus committee positions shall be made as specified in Article IX - Vacancies of the ASWCC bylaws.

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 towards their academic goals by completing a minimum of eight (8) credit hours per quarter, excluding summer quarter, and by maintaining a cumulative GPA of at least 2.50.
- Any Officer not fulfilling their responsibilities may receive a written request from the Director for Student Life and Development to correct deficiencies following protocol in outlined in Article VII and VIII.
- 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 (2) consecutive 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, PDB, 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, PDB, and Student 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 regulations and uphold ASWCC Constitution and Bylaws.
- Act as a student leader both on and off campus.
- Work as an actively contributing member of the Executive Board or Student Senate and toward accomplishing its goals and mission.
- Obtain written exemption, one week in advance, from the Executive Board Advisor 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 advisor pursuant to Article VI, Section 3 if at any time members:
 - Fall below the minimum general requirements, pursuant to Article I, Section 6 of these bylaws.
 - Fails to meet the duties and responsibilities of their position, pursuant to Article I, Section 9 of these bylaws.
 - 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, PDB, and Student 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 advisor 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, PDB, and Senators to a standard of professional performance. The term accountability describes a process for actions that holds Executive Officers and Student 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 relies on the professional judgment of the Executive Board Advisor.

Section 5 - Corrective Action

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

Section 6 - Oral Warning / Verbal Counseling

A meeting shall be convened by the Executive Board Advisor to investigate on campus allegations brought against ASWCC senator, PDB, or Executive Board member. 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 and Advisor or 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 Advisor. 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 Advisor.

ARTICLE VIII - Removal From Office

Section 1 - Dismissal

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

- Failure to preserve the responsibilities, duties, and/or minimum qualifications of their office.
- Failure to follow policies and procedures outlined in ASWCC documents.
- Abuse of power of office.
- Found by the Office of Community Standard to have a responsibility of the Whatcom Community College Student Code of Conduct.

Section 2 - Involuntary Dismissal or Removal

If no improvement of performance/behavior is implemented by ASWCC Senate, impeachment by a 2/3 vote of all voting members may occur. The Executive Board shall provide written explanation outlining their decision for, or against removal and post in a public place for no less than two weeks. If the action(s) of the member is deemed dangerous, the Director for Student Life and Development as the Advisor has the option to terminate the member immediately.

Section 3 - Suspension

The Executive Board will, based upon a recommendation by the Executive Board Advisor, vote to suspend without pay, an officer, PDB, 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 9).

ARTICLE IX - Resignation

Section 1 - Guideline

Any member of the Executive Board, Senate, or PDB who wishes to resign from their position shall submit to the ASWCC President and Executive Board Advisor a signed letter of resignation. Membership tenure will end immediately upon submission of the letter of resignation.

ARTICLE X- Vacancies

Section 1 - Vacancies on the Executive Board

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

Membership:

- The ASWCC President will serve as the Chair of the Appointment Committee.
- at least (3) three WCC students-at-large (non-biased), voting members
- Two (2) current Executive Board members, voting members
- One (1) member of the Programming and Diversity Board, voting member
- The Executive Board Advisor, voting member

Responsibilities:

- Each member of the committee must sign a letter of confidentiality
- The committee is responsible for the interview process to include, but not limited to, establishing a timeline, advertising 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.
- Applications for filling a vacancy on the Executive Board shall be accepted by the Office of Student Life and Development for a minimum of two (2) calendar weeks after the date a vacancy has been announced.
- In the event 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 voting process; in order to cast a vote.
- The Candidates' Handbook shall be the official procedures manual for the ASWCC Selections/Appointments Committee.

Section 2 - Vacancies on Campus and Tenure Review Committee

Vacancies during the quarter shall be announced no later than one (1) week after the vacancy occurs. Vacancies shall be filled within two (2) weeks 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 Financial Code, in addition to those 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, and 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 Student Senate upon submission of a petition to the Executive Board, clearly stating the issue and signed by at least 300 currently enrolled students.

Such petitions may be submitted to the Executive Board at any regularly scheduled meeting. Approved initiative measures must be publicly posted for a period of two (2) weeks to the election in which it shall be voted on.

Section 2 – Referenda

Referenda may be put to vote of the general student senate upon a simple majority vote of the Executive Board. Approved referenda must be publicly posted for a period of two (2) weeks to the election in which it shall 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 for clarification of 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.

Not more than two (2) weeks shall elapse during this drafting. No later than the first Executive Board meeting following the conclusion of the two (2) week draft period, the preliminary draft shall be presented.

Section 4 - Approval

Approval of a position statement shall require a 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 Constitution and Bylaws Review Committee and a simple majority vote of the Executive Board. The Executive Board may independently initiate and approve grammar, spelling, and punctuation with a simple majority vote.

Section 2 - House Keeping Revisions

Minor revisions to the bylaws, which do not substantially change the overall intent of the bylaws or any of its articles, may be recommended by the ASWCC Constitution and Bylaws 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, which substantially change the overall intent of the bylaws or any of its articles must be recommended by the ASWCC Constitution and Bylaws Review Committee, approved by a majority vote of the Executive Board, and approved by the Executive Board Advisor.
- 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 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 student senate.
- In the event a proposed amendment is approved by the Executive Board, but is declined by the Advisor to the Executive Board 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 Student Senate, provided written notice of such an amendment has been published for a period of two (2) weeks prior. A petition of two-hundred (200) current students can override the senate vote.
- Each time the Constitution or Bylaws 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 a document for clubs that includes information on the certification/recognition process, funding information, and helpful hints for running an effective organization. It is reviewed annually by the ASWCC Director of Clubs and Organizations and Advisor to the Executive Board.

Amendments to this document must be approved by a majority vote of the Executive Board.

Section 2 - ASWCC Financial Code

The Financial Code governs the use of collected student fees and other public funds allotted by the Board of Trustees to the Associated Students and those revenues generated by the organizations administered by the Executive Board. The Advisor to the Executive Board is responsible to the College for the administration and compliance of the Financial Code. The Financial Code may be revised as needed. Changes/additions must be submitted to the Advisor to the Executive Board. All changes to the Financial Code must be reviewed by the Vice President for Student Services or their designee, The Vice President for Administrative Services, the Business Office Manager and submitted to the Presidents' 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, the budget is then approved by the Executive Cabinet of Whatcom Community College and the Whatcom Community College Board of Trustees.

ARTICLE XVI – Definition of Terms

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

Associated Students - The student body of Whatcom Community College (ASWCC)

Board of Trustees - The governing body of the institution, they are appointed by the governor and serve 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 members of a larger group.

College Facilities - Any or all real and personal property owned or operated by the College including all buildings and appurtenances affixed thereon or attached thereto.

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

Impeachment – Removal of a member via 2/3's of vote from the voting body.

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.

PDB- Programming and Diversity Board.

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.

