

By-laws of the Student Body of Shoreline Community College

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PREAMBLE TO THE BY-LAWS

The purpose of the By-laws is to set forth guidelines for the implementation of legislative action taken by the Associated Student Government on behalf of the students. Execution of, and amendments to, these By-laws shall be done in the spirit of the Preamble to the Associated Students of Shoreline Community College Constitution. The By-laws of the Constitution shall be the lawful means by which the provisions of this Constitution shall be implemented. These By-laws may establish separate procedures and protocols subordinate to the Association Constitution and By-laws. The By-laws shall not be construed to override the authority of this Constitution, College Policy, or any federal, state or local laws, and in case of any such conflict, that portion of the By-laws shall be void.

100: Student Government

101. Mission Statement

The Associated Student Government (ASG) strives to provide equitable representation in order to meet the needs and well-being of all students and the college community. The ASG is dedicated to creating opportunities for student engagement that foster inclusivity and support multicultural awareness and social justice. Overall, the mission of the ASG is to affirm the College's Mission Statement and Strategic Plan by implementing policies that coincide with the College's core themes.

102. Membership

102.1. The short forms of "Associated Student Government" or "ASG" may be used in publications when context clearly indicates that it refers to the Associated Student Government of Shoreline Community College. Letterheads, documents, logos, business cards, and e-mail signatures should always use the full form.

102.2. A student is any person who is taking, or has taken, at least one course at or through Shoreline Community College in the current quarter. This includes students taking for-credit and non-credit courses; students taking courses on-campus; students taking online courses; students who have taken distance learning classes during the current quarter; students taking classes at the College through a third party that has an established partnership with the College; students who are on academic probation who have taken courses the previous quarter and would be taking courses during the current quarter; and students who have dropped their classes and received a "W" or other notation on their transcript. This definition does not include students of other colleges who are not taking any classes at or through the College during the quarter; alumni or former students who are not taking classes at or through the College; or staff or faculty who are taking job-related training and do not otherwise qualify for membership as a student under the above definition.

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200: Student Government: Representatives and Officers

201. Associated Student Government

The Associated Student Government of Shoreline Community College shall consist of one representative body: The Associated Student Government, hereafter referred to as ASG.

202. Associated Student Government Responsibilities

- 202.1. Members of ASG shall promote the goals, objectives, and best interests of students.
- 202.2. Members of ASG shall make their position and its responsibilities their top priority after academic coursework.
- 202.3. Members of ASG shall communicate effectively and appropriately with students, staff, faculty, and administrators through spoken, written, and electronic means.
- 202.4. Members of ASG shall attend all ASG Board Meetings. Members should notify all other members and the Director of Student Life in advance if they are not able to attend.
- 202.5. Members of ASG shall attend mandatory training and leadership development sessions, as outlined in **Section 205**.
- 202.6. Members of ASG shall attend and represent the Associated Students Government at college events, when possible.
- 202.7. Members of ASG shall maintain records, reports, and documents of business. Documents that are not of a confidential nature shall be filed with the ASG Technological Affairs Officer.
- 202.8. Members of ASG shall maintain portfolios of their work, including quarterly reports, to be passed on to their successors.
- 202.9. While each member of ASG has duties specific to their position, the ASG may choose to reallocate duties between themselves to balance workloads. Decisions about such reallocation shall be made during open public meetings of the ASG and reflected in the meeting minutes, though it is not necessary to alter the By-laws for this purpose.
- 202.10. Members of ASG shall participate in a minimum of 2 College committees.

203. Duties of the Associated Student Government Positions

203.1. ASG President (elected)

- 203.1.2. Chair ASG Board meetings.
- 203.1.3. Serve as liaison between the ASG, College President, College Administration, and the Board of Trustees.
 - 203.1.3.1 Required to attend all Board of Trustees meetings.
- 203.1.4. Shall sit on no less than two more College committees aside from the College Council. It is the responsibility of the President to find another student to take on these responsibilities for the duration of the quarter if their class schedule is unable to accommodate these committees.
- 203.1.5. Work in conjunction with the Vice President and Director of Student Life to allocate additional committee responsibilities to members of ASG.
- 203.1.6. Work in conjunction with the Vice President and Director of Student Life to organize training for Student Representatives.
- 203.1.7. Collaborate with the Governmental Affairs Officer to coordinate with WACTCSA.
- 203.1.8. Speak at events on behalf of the ASG.

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203.1.9. Work on no less than two term-long projects unless one project is too time consuming to accommodate a second project.

203.2. ASG Vice President (hired)

203.2.1. Serve as a facilitator of effective communication within the Office of Student Life including ASG, A&E, and Student Representatives.

203.2.2. Substitute for the President when the President is unavailable to chair ASG Board meetings.

203.2.3. Substitute for the President when the President is unavailable to speak at events.

203.2.4. Submit written reports to the President to be presented to the Board of Trustee on a monthly basis.

203.2.5. Compile weekly report from ASG and Student Representatives to be presented on the ASG Board meetings.

203.2.6. Responsible for assigning clerical duties to Student Representatives.

203.2.7. Assign committee allocations and chair the hiring committee as needed.

203.3 ASG Communications Officer (hired)

203.3.1. Build communication platform between the ASG and AS-SCC through both electronic and physical channels.

203.3.2. Maintain good relationships with the College's Communications & Marketing Office, Arts & Entertainment Board and the Ebbtide to collaborate in projects, marketing and communication.

203.3.2.1 Work with the College's Communications & Marketing Office to send out press releases on a regular basis via social media, Shoreline Today, and Shoreline Calendar and if necessary, student email.

203.3.2.2 Collaborate with the Arts & Entertainment Board to maintain and update Student Life bulletin boards on a regular basis.

203.3.2.3 Collaborate with the Arts & Entertainment Board to promote events, activities and programs.

203.3.2.4 Collaborate with the Ebbtide to gather information and input/feedback from students.

203.3.3. Have basic knowledge of accessing diverse sources of information such as the internet, texts, databases and student constituents.

203.3.4. Coordinate and oversee the Student Life Communications Committee meeting.

203.3.5. Support the promotion of Athletic and Recognized Student Organizations (RSO) events.

203.4. ASG Technological Affairs Officer (hired)

203.4.1. Maintain and update the ASG website.

203.4.2. Oversee expenditures from the Student Technology Fee fund.

203.4.3. Maintain contact between the ASG and Technology Support Services (TSS) and place Student Technology Fee issues on the ASG Board meeting agendas when necessary.

203.4.4. Advocate for technology support and training for all students.

203.4.5. Develop training sessions with the support of TSS for students on new technology.

203.4.6. Enforce transparency in the ASG by ensuring that all public records are easily accessible to all members of the community.

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203.6.7. Work with the Club Affairs Officer to maintain student software.

203.5. ASG Governmental Affairs Officer (hired)

203.5.1. Act as a liaison between the ASG and state government officials.

203.5.2. Oversee and facilitate the elections and Presidential open forum each spring.

203.5.3. Participate in all interviewing committees for ASG positions in an impartial manner, with no vote, and report recommendations for appointment of new members to the ASG.

203.5.4. Chair all interviewing committees for the Student Representative positions in an impartial manner, with no vote, and report recommendations for appointment of new members to the ASG.

203.5.4.1 Option to delegate position as the Hiring Chair to Vice President.

203.5.5. Serve as delegate for the Washington Community and Technical College Student Association (WACTCSA) and attend Region 3 Consortium meetings.

203.5.6. Coordinate ASG attendance of CUSP Fall Legislative Academy as well as Spring Voice academy.

203.5.7. Organize Shoreline for Winter Rally with other WACTCSA representatives and arrange a meeting with district legislative representatives to discuss support for higher education.

203.5.8. Organize Civics Week in a manner conforming with the Secretary of State's elections calendar, which takes place during winter quarter.

203.5.9. Run voter registration drives during civics events, and during county, state, and national elections to ensure students are civically engaged on and off campus.

203.6. ASG Budget and Finance Officer (hired)

203.6.1. Chair the Services and Activities (S&A) Committee and oversee the annual budget allocation process.

203.6.2. Create annual S&A timeline, cover letter, and update the S&A application.

203.6.3. Maintain complete records of expenditures, revenue and current balances for the ASG Contingency Fund, the Pagoda Union Building (PUB) Fee, Sustainability and Commuter Option Fee (SCOF), and the Student Technology Fee.

203.6.4. Provide overall direction of S&A Mini-Grant process including maintaining the Mini-Grant application on the ASG website and evaluating incoming Mini-Grant requests.

203.6.5. Provide input and assist the Director of Student Life with annual S&A budget request for the Office of Student Life.

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- 203.6.6. Provide reports to the ASG on the status of the Student Life budget when necessary.
- 203.6.7. Maintain communication between Administration, the College Budget Office, and the S&A Fee Budget Committee regarding all budget issues.
- 203.6.8. Serve as liaison between Recognized Student Organizations (RSO) and ASG regarding budget matters.
- 203.6.9. Present annual S&A Budget to the Board of Trustees.
- 203.6.10. Develop and distribute surveys and forums to obtain students' input and feedback on the S&A budget.

203.7. ASG Social Justice Officer (hired)

- 203.7.1. Promote and educate the campus community about the advocacy role of the Social Justice Officer.
- 203.7.2. up to date with the College policies and institutional procedures in order to facilitate the grievance process.
- 203.7.3. Maintain confidential records of all student complaints, and related documents.
- 203.7.4. Advocate and facilitate the development and success of co-curricular, service learning, multicultural, and volunteer programs and workshops.
- 203.7.5. Develop and distribute surveys to gather student input on equity and social justice-related issues.
- 203.7.6. Promote and encourage multicultural awareness, environmental responsibility, and civic engagement among students.
- 203.7.7. When necessary, petition the College in the best interests of the students, pending a simple majority vote by the ASG.
- 203.7.8. Recruit students to participate in campus events and conferences addressing diversity, inclusivity & social justice.

203.8. ASG Club Affairs Officer (hired)

- 203.8.1. Assist students in the creation and renewal of student clubs.
- 203.8.2. Coordinate and chair United Club Council (UCC) meetings with support from the Student Life Program Manager.
 - 1.8.2.1 Enforce rules of regular club attendance to UCC in accordance with section 504.1 of the bylaws.
- 203.8.3. Provide report to the ASG regarding number of student clubs created and renewed.
- 203.8.4. Consult with the Student Life Program Manager to create and implement student club Constitutions.
- 203.8.5. Act as a liaison between clubs and Student Life staff including Associated Student Government and the Arts and Entertainment Board.
- 203.8.6. Follow up on the implementation of student club projects funded by ASG Mini-Grants.

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- 203.8.6.1 Provide access, assistance and education regarding the necessary forms.
- 203.8.6.2 May seek assistance from the ASG Budget and Finance Officer to help with implementation related to expenditures.
- 203.8.7. Attend at least one of each student club meetings during the academic year.
- 203.8.8. Support RSO advisors and work with the Student Life Program Manager to coordinate advisor trainings.
- 203.8.9. Advise RSOs on how to effectively plan events.

203.9. ASG Sustainability Officer (hired)

- 203.9.1. Serve as a liaison between current administrative sustainability groups or committees and ASG. This includes direct environmental sustainability and may also relate to projects included within the Strategic Planning and Budget Council.
- 203.9.2. Chair the Sustainability and Commuter Option Fee (SCOF) Committee and lead the annual budget allocation process.
- 203.9.3. Promote awareness and education of sustainability related issues and solutions to SCC and the surrounding community.
- 203.9.4. Act as the student contact for Earth Week projects.
 - 203.9.4.1 Earth week shall take place annually during the week of April 22nd, and planning should begin no later than the preceding January.
- 203.9.5. Coordinate research efforts related to sustainability and/or commuter options.
- 203.9.6. Provide educational opportunities related to sustainability for students, faculty, and staff. This can include lecture or workshop events, community campaigns, advertisements about pre-existing sustainability, clean energy, and environmental studies programs on and off campus.
- 203.9.7. Lead and support efforts towards reducing the College's carbon footprint.
- 203.9.8. Organize and promote the SCOF mini-grant form. This should be completed at least once quarterly with grants awarded from SCOF to projects chosen through an evaluation process conducted by the SCOF committee.

204. Positions Requirements

- 204.1. Must be committed to working in this position for up to 16.5 hours a week from July 1st through June 30th.
- 204.2. Must be enrolled in at least 10 credits at Shoreline CC every quarter except summer.
- 204.3. Must maintain a cumulative 3.0 GPA and have completed 25 credits at the College by July 1st in order to hold office during the following year.
- 204.4. Must provide evidence of English proficiency by successfully completing English 101.
- 204.5. Must possess strong time management skills, including the ability to manage stress associated with a challenging work environment and with the responsibilities of a student, family, and community member.
- 204.6. Must demonstrate competency in using Microsoft Office Suite and/or other word processing and spreadsheet software.
- 204.7. If a member of ASG fails to meet these requirements, the Director of Student Life shall inform the individual in writing of their probationary status.

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204.8. ASG members may vote to waive the academic eligibility requirements due to medical or family emergencies during a regular or special meeting that is closed to the public. Motions are carried by a simple majority.

204.9. A one-year term shall be defined as any service during an academic year. Service in multiple positions within ASG in one academic year is considered a single term.

205. Training

205.1. All Members of ASG shall receive leadership and operational training.

205.2. Newly recruited ASG members are required to complete all leadership trainings, or previously approved equivalents, which may include Spring Legacy Retreats and other Student Leadership Institutes provided or required by the Office of Student Life.

205.3. Job shadowing shall be part of the training, where each of the outgoing ASG members shall arrange meetings with the newly recruited ASG members in order to further prepare them in their specified job before the end of the outgoing member's term.

205.4. The leadership training shall focus on preparing incoming ASG members to be better leaders and representatives of the college, in order for them to perform the responsibilities of their specific positions.

205.5. The leadership training shall be conducted in an appropriate and timely manner; in addition, all members of ASG shall be notified of the objective and schedules of the training.

205.6. It is each of the ASG members' duty to maintain notes of information they receive during the leadership training.

205.7. No student shall hold office who refuses to participate in leadership training.

205.7.1. In the event that any members of ASG have an urgent and/or a strong reason why they will miss any part of the leadership training, he/she shall make arrangements with the Director of Student Life to make up the missed training.

205.7.2. In certain circumstances where it is imperative for an ASG member to miss part of the leadership training, it is their responsibility to complete any tasks specified in their job description stated in the by-laws, either before they leave or while they are away.

205.7.3. Any member who misses any of the leadership training without giving any apparent reason may be released from their position.

206. Office Hours

206.1. ASG members are required to schedule a minimum of four office hours per week, in which they shall be available in the Student Life Office to engage with and assist students.

206.2. Office hour schedules shall be clearly posted in the Student Life Office and on the website.

206.3. Changes in office hours need to be communicated to the Director of Student Life at least 24 hours in advance.

207. ASG Board Meeting

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- 207.1. ASG board meetings shall be scheduled on the first and third Mondays during regular classes in Fall, Winter, and Spring quarters. In the event of holidays, meetings may be rescheduled on alternative Mondays. Meetings shall convene at 3PM.
- 207.2. The ASG may convene additional board meetings as determined necessary.
- 207.3. The President shall serve as Chair of ASG board meetings. They shall preside over the meeting in an impartial matter, facilitating discussion between all other ASG members without inserting personal bias.
- 207.4. On the occasion that the President cannot attend a board meeting, they may delegate the responsibility to another member in a written note or e-mail to the ASG membership.
- 207.5. Agenda item requests shall be made through the ASG Vice President by noon on the business day before a regular board meeting.
- 207.5.1. Additional items may be added to the agenda, pending approval by the ASG members.
- 207.5.2. Additions will be considered on the basis of relevance, time allotted for more urgent business, and the requester's ability to attend.
- 207.5.3. Any person may request the addition of agenda items, pending approval of the item by the ASG members.
- 207.6. Each ASG member shall vote, except the Chair. In the event of a tie, the Chair shall vote.
- 207.7. In accordance with the Open Public Meeting Act (Revised Code of Washington 42.30), all ASG board meetings shall be open to the public. The ASG Tech Affairs Officer shall post an up-to-date meeting agenda, including the date, time, and location of the meeting. Such notice should be at least 24 hours before the scheduled call to order of any board meeting.
- 207.8. The Chair of the board meeting (or any committee or subcommittee thereof) shall become familiar with the responsibilities outlined in the Open Public Meeting Act.
- 207.9. No motion or Acts of Legislation may take place without the presence of quorum, defined as two thirds of the voting ASG members. If no quorum is present, an informal discussion may take place.
- 207.10. Meetings shall be conducted in accordance with Robert's Rules of Order.
- 207.10.1. The Chair may conduct meetings using any variation of Robert's Rules of Order deemed appropriate.
- 207.10.2. Robert's Rules of Order may be suspended at any time with the approval of two-thirds of the voting ASG members in attendance.
- 207.11. All approved meeting agendas and minutes shall become public record, according to RCW 42.32.030.
- 207.11.1. Public records shall be defined by RCW 42.56.10 "Public record" includes any writing containing information relating to the conduct of government or the performance of any government or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.
- 207.11.2. Public records shall be maintained in accordance with Washington Administrative Code 132G-276. The Minister of Records shall become familiar with the responsibilities outlined in this WAC and implement its provisions in the

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work of the ASG, as well as the public records officer defined in section 060 of this WAC.

207.12. The ASG Tech Affairs Officer shall maintain accurate and up-to-date records of all approved board meeting agendas and minutes on the Student Life website.

207.13. Meeting minutes shall be drafted with accuracy, accessibility, and clarity.

207.13.1. The designated minute-taker of any meeting of the ASG shall record the names and titles of any speaker to which a comment is attributed.

207.13.2. Discussions may be summarized, as long as the intent and key points are clearly preserved, and that the speakers are cited.

207.13.3. The grammar, spelling, and punctuation of meeting minutes may be revised outside of the normal proceedings of the board meeting, even after they have been officially approved, so long as revisions do not exceed minor rewording for the purpose of clarity. In such cases, copies of the unrevised minutes shall be kept as an attachment.

207.14. Meeting minutes, agendas, Acts of Legislation, election results, and any other public documents deemed of an interest to the campus community shall be made available on the Student Life website in an accessible format, such as HTML, PDF, or RTF. Documents created using file extensions not universally supported shall be included only as a supplement to the aforementioned file formats.

207.14.1. Public documents may not be destroyed. Once made available on the Student Life website, public documents may not be removed.

207.14.2. The Tech Affairs Officer and the Director of Student Life shall maintain electronic copies of all public documents.

207.14.3. The Tech Affairs Officer shall maintain accurate and up-to-date records of all Acts of Legislation, including all Position Papers, Supporting Documents, Dissenting Opinions, and Minority Reports. These shall be catalogued by number and made available to any member of the public upon demand. All Acts of Legislation shall be easily accessible on the Student Life website.

207.15. The Governmental Affairs Officer shall provide the Tech Affairs Officer with all election results, which shall be catalogued according to date of election and become public record in perpetuity. All election results shall be made available to any member of the public upon demand. Election results shall also be easily accessible on the Student Life website.

207.16. Once election results have been approved by ASG, the results shall be immediately posted on the Student Life bulletin board and on the Student Life website.

208. Legislation

208.1. ASG shall have the right to pass legislation. Motions that require executive action must be approved by a majority of the voting ASG members in an open board meeting, unless otherwise stated in the Constitution. Such an approved motion shall be called a Directive and shall be numbered based upon the academic year and order of passage.

208.2. A majority shall have been reached when the number of affirmative votes is greater than the number of negative votes. Abstaining votes shall not otherwise affect the outcome of a majority vote.

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208.2.1. Unless otherwise indicated, any portion of these By-laws requiring action or approval by ASG shall be enacted by means of a Directive.

208.2.2. Numbering of legislation shall follow the format of the academic year followed by a hyphen and a three-digit number indicating the order of passage for the year. For example, a piece of legislation numbered 201314-012 would indicate the twelfth piece of legislation passed during the 2013-2014 academic year.

208.3. Any motions proposing changes to the By-laws shall require a consensus of all ASG members, including the Chair, in an open board meeting for approval. Such a motion shall be considered a Directive, and shall be numbered accordingly.

208.3.1. Consensus shall have been achieved if a majority of the ASG members shall have voted in, and no ASG member has voted in the negative. Abstaining votes, unless in the majority, shall not override a consensus.

208.3.2. The Governmental Affairs Officer shall collaborate with the Director of Student Life to determine whether the proposed changes merit review by the Human Resources and legal affairs prior to review and passage by ASG.

208.3.3. Any changes to these By-laws shall be immediately updated on the Student Life website upon ratification by ASG.

208.3.4. Changes to these By-laws shall be final once passed by ASG.

208.3.5. ASG shall have the right to place Referenda before the general student population for a vote in Student Elections. Placement of Referenda on a ballot must be approved by a majority of the voting ASG members in an open board meeting. Placement of a Referendum on a ballot shall be considered a Directive, and shall be numbered accordingly.

208.4. ASG may submit any piece of legislation to a vote of the membership, even if such action is not required, if they believe the legislation warrants the broad support of the Association.

208.5. No Referendum shall be placed on a ballot until the full text has been published in its entirety in a widely circulated publication for at least one week prior to an election. The full text of a Referendum shall be placed in its entirety on the ballot.

208.6. Publication of the full text of a Referendum may be done in the student newspaper, in a special pamphlet promoted by the Minister of Communications, and/or as an all-student e-mail.

208.7. Passage of Referenda must be approved by a majority vote of students voting in an election. Each Referendum shall be numbered based upon the academic year and order as it appeared on the ballot.

208.8. A majority vote of the students shall have been reached if 50 percent of the students voting, plus one vote, shall have voted in the affirmative.

208.9. Any motions proposing changes to the Constitution must be approved by Referendum. No changes to this Constitution may be made retroactive. Amendments to the Constitution cannot authorize any action that takes place prior to its activation.

208.10. Non-binding Resolutions

208.10.1. ASG shall have the right to pass non-binding Resolutions in order to state its official positions on issues as matters of record. Non-binding Resolutions may include the censure of a Member of ASG or a College employee, or a vote of no confidence in the College administration. A Resolution must be approved by a majority

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of the voting Members of ASG in an open meeting of the ASG. Each Resolution shall be numbered based upon the academic year and order of passage.

208.10.2. The Communications Officer shall publicize all Resolutions passed by ASG, including submitting the full text to the student newspaper and other campus publications, posting the full text on the Student Life bulletin board, and posting the full text prominently on the Student Life web site.

208.10.3. The ASG President shall provide copies of all Resolutions to the College President and the Board of Trustees.

208.11. Votes on censure and no-confidence should be reserved for extreme circumstances where there has been demonstrated and well-documented wrongdoing by those individuals or institutions, and where all earnest attempts by the ASG to seek resolution to address student concerns have been ineffective and exhausted.

208.12. Students have the right to initiate legislation through the petition process. Any petition including the full names, student identification numbers, and signatures of a minimum number of students, in accordance with the By-laws, shall be treated as an Act of Legislation. The Governmental Affairs Officer has the right to verify that the petition is not fraudulent.

208.12.1. A petition shall be deemed valid if 1500 students shall have signed it and provided their student identification numbers, and that the text of the petition appears on every page of signatures.

208.12.2. Upon receipt of a petition, the Governmental Affairs Officer shall determine whether the signatories to the petition are currently enrolled students.

208.12.3. Upon receipt of a petition, the Minister of Constitutional Affairs shall determine whether it is in accordance with the Association Constitution and By-laws, College Policy, and federal, state and local laws.

208.12.4. The Governmental Affairs Officer and the Minister of Constitutional Affairs shall report the validity of the petition to the ASG at the next regular meeting. If both have found the petition to be valid, the ASG shall determine whether the petition should be categorized as a Directive, Resolution, or Initiative. In the case of a Directive or Resolution, the ASG shall immediately vote on the text of the petition as if a motion were made. In the case of an Initiative, the ASG shall place the text of the petition on a ballot in a regular or special election of the Association.

208.12.5. If a petition is received that fails to provide the signatures of 1500 students, the ASG may still vote on the text of the petition if they so choose.

208.13. In the event that legislation initiated by petition requires a Referendum, the legislation shall be called an Initiative and placed on the ballot of the next election. The ASG may not reject such an Initiative unless it is found that such legislation would be illegal or contrary to College Policy. Each Initiative shall be numbered based upon the academic year and order as it appeared on the ballot.

208.14. The ASG may submit the text of any valid petition to a vote of the Student Body as an Initiative, even if such action is not required, if they believe the petition to warrant the broad support of the Student Body.

208.15. Motions relating to parliamentary procedures, such as approving agendas, excusing absences, and adjourning meetings shall not constitute Acts of Legislation.

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208.16. No record shall be necessary of parliamentary procedures other than their accurate representation in the meeting minutes.

208.17. All Directives, Referenda, Resolutions, Initiatives, and Constitutional Opinions shall constitute Acts of Legislation, and shall become public record in perpetuity.

208.18. The Minister of Records shall maintain paper copies of all Acts of Legislation passed during the current session of Parliament in the Student Life Officer, and maintain a page on the Student Life web site containing electronic copies of all Acts of Legislation.

208.19. A Position Paper shall be attached to any non-emergency Act of Legislation that has required research or familiarity of the issue from Members of ASG. Individual Members of ASG have the right to add Supporting Documents to any Act of Legislation. Such documents shall become public record and shall remain attached to the legislation in perpetuity.

208.20. The purpose of a Position Paper is to explain the details of an Act of Legislation in a manner that could be understood to those unfamiliar with a specific issue, and explain why the ASG decided to take such action. It may include citations.

208.21. Supporting Documents may be helpful documents detailing data related to an Act of Legislation or further clarifications from individual Members of ASG not included in a Position Paper.

208.22. Individual Members of ASG have the right to attach a Dissenting Opinion to any Act of Legislation, and blocs of dissenting Members of ASG have the right to attach a Minority Report to any Act of Legislation. Such documents shall become public record and shall remain attached to the legislation in perpetuity.

208.23. The purpose of a Minority Report or a Dissenting Opinion is to explain the reason for dissenting votes on an Act of Legislation that has passed in a manner that could be understood to those unfamiliar with a specific issue.

208.24. Acts of Legislation shall become effective immediately, unless otherwise stated in the legislation.

209. Student Representatives

209.1. Students may be appointed and/or hired by the ASG to serve on committees.

209.2. Admitted personnel will bring various student perspectives and voices at the College Governance and Advisory Committees.

209.3. Student Representatives will be supervised by the Director of the Student Life Office, shall be mentored by ASG officers and other committee members, and will receive a compensation for their work hours.

209.4. Essential functions and duties:

209.4.1. Attend committee meetings and participate in discussions on behalf of the students.

209.4.2. Attend supervisory meeting with advisor.

209.4.3. Attend Student Representative trainings.

209.4.4. Collaborate with the ASG officers on projects.

209.4.5. Participate in subcommittees as required.

209.4.6. Understand written agendas and minutes prior to meetings.

209.4.7. Publish written reports on the Student Software committee's page.

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209.5. Eligibility:

209.5.1. Student must have completed 15 credits at the College by July 1st, enrolled for at least 10 credits per quarter, and maintain a quarterly GPA of 2.75 to remain eligible.

209.5.2. Students who fail to maintain the minimum academic requirements listed above will be placed on academic probation for one quarter and will be allowed to participate in campus wide committees. If the student fails to achieve the academic requirements during their probationary quarter, they will be notified that they are no longer eligible for office.

209.5.3. Staff will verify grade and credits each quarter, and confidential letters notifying students of academic probation will be written by him/her when necessary.

209.5.4. Differently-abled students taking less than the credit requirement specified for their office, whom are certified by Student Accessibility Services as working at full capacity towards their degree, shall be eligible to hold office, provide they meet the other eligibility requirements for the office.

209.6. Employment conditions

209.6.1. Absences that exceed more than two meetings during any quarter will result in the automatic removal of students from the committees, unless a written request for medical hardship or family emergency is submitted to the Director of Student Life for review and approval.

209.6.2. In order to maintain the employment status, all students who serve on committees are required to post written reports on the Student Software committee's page, and meet with the represented ASG Officers at least once in two weeks.

300: Elections and Hiring Parliament

301. Hiring Committee and Elections Committee

301.1. Purpose

301.1.1 The purpose of the hiring committee is to conduct hiring and interviews for all hired positions.

301.1.2 The purpose of the elections committee is to conduct and supervise all elections, campaigns, and open forums for the President position.

301.2. Composition

301.2.1 By default, the chair of each committee shall be the ASG Governmental Affairs Officer, unless the position is delegated to another ASG member.

301.2.2 Both the hiring and elections committee will have 3-5 members. This will include the committee chair, 1-2 members of the ASG appointed by the committee chair, and/or the Director of Student Life.

301.2.3 The committees will be formed before the application process opens.

301.3. Member's Eligibility

301.3.1 No candidates for office, incumbents, members of a candidate's campaign committee, or applicants may serve in the hiring or election committee.

301.3.2 Members of the hiring committee must read and abide by the hiring rules.

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- 301.3.3 Committee members must be available either throughout the election or hiring process. This includes the planning up to the release of the results and hearings if there are any.
- 301.3.4 Any committee member that has been removed due to ineligibility or has resigned may not be re-appointed to the hiring committee.
- 301.4. Duties of the Committee Chair
 - 301.4.1 Create hiring and election timelines including the campaigning period.
 - 301.4.2 Form the hiring and election committees before the application process opens.
 - 301.4.3 Work in conjunction with the Director of Student Life to verify the eligibility of each applicant and candidate.
 - 301.4.4 Ensure that all questions and issues related the applications, interviews, open forums, and ballots are decided by the majority vote of the related committee.
- 301.5. Duties of the Hiring Committee
 - 301.5.1 Create and revise application questions for the hired positions.
 - 301.5.2 Publicize the job openings of all 10 positions during winter quarter to SCC students.
 - 301.5.3 Review all the applications received and select which applicants to interview.
 - 301.5.4 Screen and interview applicants for all the hired positions.
- 301.6. Duties of the Election Committee
 - 301.6.1 Create applications for elected positions.
 - 301.6.2 Publicize the job openings of all 10 positions during winter quarter to SCC students.
 - 301.6.3 Determine limit to campaign expenses and voting period.
 - 301.6.4 Brief election candidates on election rules.
 - 301.6.5 Notify ASG members and candidates of any changes or updates that may occur during the election process such as the: timeline, election rules, election outcome, violations and/or protests, and voting equipment.
 - 301.6.6 Supervise campaigns and enforce election rules.
 - 301.6.7 Prepare questions, location, and other logistics for the open forum(s).
 - 301.6.8 Determine the location and the opening and closing times for each polling area.
 - 301.6.9 Appoint ASG members or student volunteers to be poll workers.
 - 301.6.10 Responsible for conducting the tallying process of the votes.
 - 301.6.11 Review and evaluate any protests, appeals, or challenges brought up by students or candidates to be presented to the ASG Board.
- 301.7. Poll Workers
 - 301.7.1 Poll workers are not allowed to mention the candidates' names, their platforms, or their affiliations while working in the polling areas.
 - 301.7.2 Poll workers may encourage students to vote in the elections, explain what the elections are for, share voting guides and rules, and generally promote student interest in the student government.
 - 301.7.3 No candidates for office, incumbents, members of a candidate's campaign committee, or applicants may serve as a poll worker.

302. Eligibility

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- 302.1. Must be a current student at Shoreline Community College as defined in section 102.2.
- 302.2. If hired, students must be committed to work up to 17 hours a week from July 1st through June 30th of the following year.
- 302.3. Must be enrolled in at least 10 credits at Shoreline Community College every quarter except summer.
- 302.4. Must maintain a cumulative GPA of 3.00 and have completed 25 credits at the College by July 1st in order to hold office. Students who do not receive numbered grades must still be enrolled for at least 10 credits per quarter and have completed 25 credits at the College
- 302.5. Must provide evidence of English proficiency by successful completion of English 101 by the end of summer quarter.
- 302.6. Applicants who have conditions that affect their academic eligibility may petition the ASG to request a waiver of the academic eligibility requirements.
- 302.7. The Governmental Affairs Officer or Student Life staff shall verify the eligibility of all the candidates and applicants.
- 302.8. Members of the ASG Board are not eligible to re-run or re-apply once they have held office for three one-year terms. A one-year term shall be defined as any service during an academic year. Service in multiple positions in the ASG Board during one academic year shall be considered a single term of service

303. Application Process

- 303.1. Applications for both elected and hired positions shall open in winter quarter.
 - 303.1.1. Elected positions are the ASG President and Club Affairs Officer.
 - 303.1.2. Hired positions are the ASG Vice President, Communications Officer, Governmental Affairs Officer, Policy and Procedure Officer, Budget and Finance Officer, Sustainability Officer, Social Justice Officer, and the Technological Affairs Officer.
- 303.2. Students may not apply for more than one elected position and no more than two hired positions. Students who win the election are ineligible for the hired positions.
- 303.3. Applications are opened for at least 2 weeks.
- 303.4. Applications received after the deadline will not be accepted.
- 303.5. Applicants and candidates wishing to withdraw may do so by turning in a written request via e-mail to the hiring chair.
- 303.6. Open forums and elections shall take place first followed by the interviews for the other positions.

304. Election Rules

- 304.1. Students may not apply for more than one elected position.
- 304.2. Requirements for elected positions are outlined in section 302. All SCC students who have met the academic and application requirements are eligible to run for elected positions.
- 304.3. Candidates must obtain signatures of no less than 50 eligible student voters (including their names, student email, and last 4 digits of their student ID) who support the candidate. Signatures must be submitted prior to the application deadline.
 - 304.3.1. Student's signature that overlaps between other candidates is permissible.
 - 304.3.2. Signature falsification is not permitted.

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- 304.4. Candidates are strongly encouraged to participate in the open forums related to their position that are conducted by the election committee in the Spring term.
- 304.5. Candidates must attend a mandatory candidate meeting with the election committee to learn about election rules. The election committee will provide clarification regarding challenges as well as interpretation and enforcement of the election rules.
- 304.6. Candidates are expected to comply with College policies and procedures. It is the candidate's responsibility to inquire about any College policies and procedures that may govern their behavior in the election. Candidates who willfully or inadvertently disobey College policies and procedures to gain an advantage in the election may be subject to disqualification.
- 304.7. No candidates will be denied access to the election rules, by-laws, constitution, or changes to the election process.
- 304.8. Conduct of Candidates
- 304.8.1. Funding
- 304.8.1.1 Any funding is at the expense of the candidates. They may choose to spend personal money for their campaign and/or seek funding from private donations or grants, etc. NO funding will be provided by the ASG, the Office of Student Life (including the Student Clubs), or from SCC.
- 304.8.1.2 Student Clubs may endorse candidates by joining or personally sponsoring the candidates' campaigns, but are not allowed to financially assist the candidates using any Student Club baseline budgets or requesting mini- grants.
- 304.8.1.3 The election committee will determine limit for campaign expenses.
- 304.8.2. Campaigning for Votes
- 304.8.2.1. Candidates are encouraged to discuss the issues of their candidacy with individual students, and in classes or groups of students on campus, during the campaigning period.
- 304.8.2.2. Candidates are encouraged to cooperate with the Ebbitide newspaper to promote their campaign.
- 304.8.3. Campaign Posters, Printed Material, and Electronic Campaigning
- 304.8.3.1. The election committee will determine the start of the campaign period. During the campaigning period, materials such as poster, flyers, videos, t-shirts, etc. may be distributed to the students and online campaign is permitted. Campaigning before the campaigning period (e.g. distributing flyers and creating campaign Facebook page) may be grounds for disqualification and will be reviewed by the elections committee.
- 304.8.3.2. All candidates will be provided with a maximum of ten large posters and a maximum of fifty flyers by the Office of Student Life.
- 304.8.3.3. Candidates may post their campaign posters on any of the black Student Life bulletin boards on campus except in the PUB 9000 building. Yard signs must be approved through the Office of Student Life following the guidelines established by the Director of Facilities Planning and Operations. Slides for the Digital Signage System TV screens (DSS) must be approved by the Arts and Entertainment Board.
- 304.8.3.4. Campaign posters may not be posted on woodwork, doors (including bathroom stalls), or covering glass.

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- 304.8.3.5. If candidates choose to pay for advertisements in campus publications (for example: Ebbside), all ads must include the words “paid advertising”.
- 304.8.3.6. Candidates must actively inquire into and observe all college rules pertaining to the use of school equipment. Use of Student Life provided materials for campaigning purposes other than posters, flyers, DSS, and yard signs is strictly prohibited.
- 304.8.3.7. Candidates and members of their campaign committees are not allowed to intentionally remove, cover, sabotage, or destroy other candidates’ campaign materials. The election committee shall review any violation of this rule.
- 304.8.4. Polls
 - 304.8.4.1. Candidates are required to avoid polling areas on election days except for academic purposes or to cast their own individual votes.
 - 304.8.4.2. No campaigning will be permitted by any candidates, or anyone who campaigns on behalf of the candidates, within the polling areas during election days, but is permitted within a certain distance from the polling areas. Campaigning in the polling areas includes loitering, discussing issues or candidates, displaying posters, buttons, T-shirts or printed materials regarding the election, or escorting voters to the polling area.
 - 304.8.4.3. Candidates may not speak with anyone who is casting or about to cast their votes and must stay out of close proximity of those who are casting their votes.
 - 304.8.4.4. Candidates and members of their campaign committees are not allowed to influence or coerce students in the process of voting. They may not use their personal electronic devices as a means for others to vote.
 - 304.8.4.5. Candidates may not offer any kind of incentives including food or drinks, money, academic assistance, or any other services or materials in exchange for votes.
- 304.9 Incumbents who are planning to run for election will have restrictions in accessing information regarding the elections and candidates. They will not be granted any access to information regarding vote counts until the day the results are announced.
- 304.10 Incumbents shall exclude themselves during election discussions and will not participate in any decision-making concerning election rules.
- 304.11 Candidates and other people who campaign on behalf of the candidates are expected to comply with all existing rules and regulations of the College as outlined in the Student Conduct and Discipline policy #5030. Violation of these policies and election rules by any of the above listed people could be grounds for disqualification at the discretion of the ASG Board.
- 305. Election Process, Voting, and Results
 - 305.1. Election and Open Forums
 - 305.1.1. Elections and open forums shall happen in the beginning of spring quarter, but not in the first week after school start.
 - 305.1.2. The election committee will determine voting period.
 - 305.1.3. Candidate’s names will be listed on the ballot randomly.
 - 305.2. Voting
 - 305.2.1. All current students of SCC are eligible to vote, including those who run for elected positions or applied for hired positions.
 - 305.2.2. No student may vote more than once in any election.
 - 305.3. Election Results

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- 305.3.1. A simple majority of 50 percent plus one is required for election candidates to win or a runoff election will be required.
- 305.3.2. Any runoff election shall take place within two weeks after the voting period ends. It will be between the two candidates who received the most votes in the first ballot. An instant runoff may be used to avoid a runoff election as mentioned in by-laws Vacancies section.
- 305.3.3. The election chair will ensure that election results and records are secured until the election is validated by the ASG.
- 305.3.4. The election chair will make a full report of the election results that includes the total number of votes received by each registered candidate, any rules violations observed or suspected, and any complaints received. The results shall be reported during an ASG Board meeting and clearly posted in the Student Life office, bulletin boards, ASG websites, and ASG social media accounts.
- 305.3.5. Complete election results released by the election chair will be considered final unless the ASG Board initiates an investigation within 48 hours after the election results are announced/posted.
306. Disqualification, Contest, Appeal, and Hearing
- 306.1 Disqualification
- 306.1.1 Any candidate found to be in violation of the election rules may be disqualified by a unanimous vote of the ASG Board with advice and counsel from the election chair.
- 306.1.2 A full ASG report will be presented to any disqualified candidate.
- 306.2 Appeal and contest
- 306.2.1 Candidates and students have the right to request an appeal if they feel that they have been wrongly disqualified or if they witness electoral misconduct committed by another candidate. The deadline for ASG to accept appeals is 48 hours after the election results are published or when candidate is disqualified.
- 306.2.2 All appeals must be submitted to the election chair via e-mail.
- 306.2.3 In the event of reported misconduct, candidates or students are responsible for providing reliable evidence and reports from witnesses for the hiring committee to review.
- 306.2.4 Candidates may only file an appeal once in the election season.
- 306.3 Hearing
- 306.3.1 Election chair will notify candidates and witnesses at least 24 hours in advance when the hiring committee schedules a hearing regarding possible violations of the election rules. Hearings shall be done within 5 business days after the appeal is submitted.
- 306.3.2 Hearings will be done in an Executive Session of an ASG Board meeting with:
- The election chair serving as the chair of the session whom shall be abstaining from votes
 - All members of the election committee
 - All ASG Board members
 - The complaining party

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- Witnesses from the party
- The accused candidate or the candidate in question,
- Members of the candidate's campaign committee who may be associated with the misconduct
- Other witnesses
- The ASG advisors.

306.3.3 The ASG Board will use a preponderance of evidence as a standard in determining whether or not the accused candidate has committed a violation. Hearing decisions are final.

Results of any ASG hearing regarding an election protest or violation will be publicly announced by the election chair within 5 business days of the hearing.

307. Removal from Office

- 307.1. The impeachment process shall be initiated when a Member of ASG is believed to have committed any leadership misconduct, with legitimate evidence, that violates against the Constitution and By-laws.
- 307.2. ASG will be the only body that shall the initiate impeachment process for any Member of ASG.
- 307.3. Matters involving impeachment shall comply with all requirements outlined in the Student Conduct and Discipline Policy (5030).
- 307.4. The Impeachment committee shall submit a copy of the Position Paper and the petition to be archived by the Minister of Records, regardless of the outcome. The Minister of Records shall then document the final result made in the ASG meeting regarding the impeachment process, as a reference for when another charge is introduced.
- 307.5. It shall be the responsibility of the individual or individuals bringing impeachment charges to provide complete disclosure in writing of all information supporting the charges, including the date, time, location, and nature of all alleged offenses; the names and addresses of all witnesses; and copies of any other supporting documents or physical evidence that will be presented at a hearing on the charges. This information shall be provided to the Impeachment committee, which shall distribute this to ASG members.
- 307.6. An Impeachment committee shall be formed regarding a particular impeachment charge. The committee shall ideally be comprised of three people who are not charged and/or implicated by the charges. This committee shall have the power to weigh the evidence and determine whether the charge is sufficient and just.
- 307.7. A legitimate charge that passes the first screening by the impeachment committee shall be addressed by the committee at the next ASG meeting in an Executive session in accordance with RCW Chapter 42.30.110.
- 307.8. ASG shall have a discussion of which sanctions shall be made in the Executive session and shall have the power to determine whether the charged Member is guilty or not guilty.
- 307.9. The Minister of Records shall verify that the Member of ASG is not being charged twice for the same offense.
- 307.10. Impeachment proceedings and hearings on impeachment charges shall be conducted as follows:

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- 307.10.1.* In an executive session, the Impeachment committee shall present the charges made against the Member of ASG that correspond to the grounds for impeachment listed above. If the ASG determines that the charges warrant further action, he or she may address the matter through the process as outlined in Student Conduct and Discipline (College Policy 5030).
308. Vacancies
- 308.1.* If a position is vacant then, if deemed appropriate by the other ASG members, a new hiring process will occur.
- 308.2.* If the President seat is vacant then a member of ASG can be nominated or appointed through majority vote of ASG members.
- 308.3.* An emergency is defined as an urgent and/or unexpected situation requiring immediate action; something that it would adversely affect the performance of ASG.
- 308.4.* An expedited hiring process is defined as a hiring process in which a decision shall be reached in less than three weeks from the event where a specified position is vacated. The decision to initiate expedited hiring process shall be reached by a majority vote of the ASG.
- 308.5.* The Governmental Affairs Officer shall move to make a temporary elimination and/or changes from the hiring process as stated in Bylaws to the ASG, where they have the authority to approve in order to expedite the hiring process. Elimination and/or changes that ideally shall be done are:
- 308.5.1.* Move the application deadline to less than two weeks.
- 308.5.2.* Eliminate or minimize the questions from the application.
- 308.5.3.* Do the hiring process with only two members in the Hiring Committee, including the Governmental Affairs Officer.
- 308.5.4.* Remove the Open Forum event for the elected position.
- 308.6.* Members of ASG shall appoint any other Member of ASG to temporarily replace a vacant position until a successor is appointed in order for them to attempt to resolve the emergency situation.
- 308.7.* Any members of ASG shall recommend a student, in which they believe fulfills the requirements to temporarily or permanently be in the vacant position, in which this appointed person shall agree to ideally submit a resume and do an open interview with the ASG. Members of ASG who recommend and/or have affiliations with this appointed candidate shall be ineligible to vote on hiring this person.
- 308.8.* Students who do not receive numbered grades must be enrolled in an equivalent of 10 credit hours per quarter, and must have completed an equivalent of 15 credit hours at Shoreline Community College, and must submit two letters of recommendation from College faculty or staff in order to hold office.
- 308.9.* The student applying for a position in the ASG shall be responsible for providing the Governmental Affairs Officer with two letters of recommendation. The Governmental Affairs Officer may choose to verify the equivalency requirements of the applicant with that student's department head, instructors, or academic advisor. If the Governmental Affairs Officer cannot prove ineligibility, it shall be implied that it has been satisfied.
- 308.10.* Students with disabilities taking fewer than 10 credits, who are certified by Student Accessibility Services as working at full capacity toward a degree, shall be eligible to hold

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office, provided they meet all other eligibility requirements. The Governmental Affairs Officer may choose to verify the equivalency requirements of the applicant with Student Accessibility Services.

- 308.11.* Members of ASG who fail to maintain the minimum academic requirements will be given a probationary period of one quarter, during which they may continue to participate in full capacity as a Member of ASG . Failure in a second consecutive quarter to maintain the minimum academic requirements shall result in the termination of the Member of ASG.
- 308.12.* The Director of Student Life shall inform the Member of ASG in writing of their probation.
- 308.13.* Members of ASG who have substantial medical or family emergencies that affect their academic eligibility for office may petition the ASG, but may not be necessarily granted, a temporary waiver of the academic eligibility requirements at least three weeks before the end of the second possible quarter of academic probation.
- 308.14.* The ASG may waive the academic eligibility requirements of a Member of ASG during a regular or special meeting of the ASG. Any discussion during this period shall take place during an executive session, closed to the public. A motion shall carry with a simple majority, and shall not be considered an Act of Legislation.
- 308.15.* No Member of ASG shall hold office for more than three one-year terms. A one-year term shall be defined as any service during an academic year. Service in multiple positions in the ASG during one academic year shall be considered a single term of service.
- 309.* Executive Special Appointments of the ASG President
- 309.1.* When suddenly under-staffed, the Executive Board is authorized to recommend and approve a special appointment recommendation by the ASG President. This person shall be referred to as the ASG Executive Officer.
- 309.2.* This appointment will be done by the ASG President in partnership with the Director of Student Life.
- 309.3.* Four members of the executive board must call upon the ASG President to make such an appointment.
- 309.4.* Approval of the appointment must occur through a public vote of Executive Board members.
- 309.5.* This appointment will take effect immediately following the vote of the Executive Board.
- 309.6.* This appointment is only effective for one month following the vote of the Executive Board unless a longer term is requested by the ASG President.
- 309.7.* The length of term may be extended for the remainder of the academic year following the previously agreed timeline through a vote of the Executive Board.
- 309.8.* The length of the term must be determined prior to the Executive Board vote.
- 309.9.* The candidate for appointment must be a current Associated Student Government employee. If there are no suitable candidates the Executive Board must agree by majority through an internal balloting process to open up the appointment process to students outside of the ASG.
- 309.10.* Should the ASG President not bring forward a candidate which is approved by the Associated Student Government, then Vice President will have the opportunity to put

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forward an appointment recommendation. If neither the President nor the Vice President (unfinished)

309.11. In the contract there is the option to request periodic review of the contract.

310. Responsibilities of the ASG Executive Officer

310.1. It is the responsibility of the ASG President, the Director of Student Life and the incoming ASG Executive Officer to define job responsibilities and define these responsibilities in a contract.

310.2. These job responsibilities must be published within one week of being enacted.

310.3. The ASG Executive Officer is permitted to work up to 69.5 hours in one month, or two pay periods. The number of hours the ASG Executive Officer can work is also subject to change based on availability of S&A funds within the Associated Student Government.

400: Committees

401. Establishment of Student Committees

401.1. The ASG may form standing committees and subcommittees as needed.

401.2. The formation of student committees or sub-committees shall be approved by means of 2/3 vote of the ASG.

401.3. Chairs and committees membership shall be appointed by the ASG, and may include any desired combination of students and/or college employees.

401.4. Any committee or sub-committee not defined by the Association Constitution may be dissolved by means of the ASG, or by a sunset clause in the ASG that establishes a temporary committee or sub-committee.

402. Student Committees

402.1. The Technology Review Committee

402.1.1. The Technology Review Committee shall be chaired by the Technological Affairs Officer, and include as members the Minister of Records, two student representatives, and two college employees appointed by the ASG from nominations by the Director of Technology Support Services.

402.1.2. The committee shall meet on a regular basis chosen by members during the first month starting Fall Quarter until allocations of Technology Fee resources are ready for approval by the ASG .

402.1.3. The committee is responsible for the allocation of surplus technology.

402.1.4. The committee also functions as an advisory committee to the Technology Committee.

402.2. Student Services and Activities Fee Allocation Committee

402.2.1. The Chair of the Student Services and Activities Fee Allocation Committee shall be selected, from the ASG members of the committee, by members of that committee.

402.2.2. The committee shall include as voting members the President, Budget and Finance Officer, and two college employees appointed by the ASG, representing faculty and classified staff respectively.

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- 402.2.3. The budget director of the College shall be a non-voting, ex-officio member of the committee.
- 402.2.4. Non-voting, non-ASG student members and non-voting staff and faculty members may also sit on the committee.
- 402.2.5. The committee shall meet on a regular basis starting in the beginning of Fall quarter until a complete budget is ready for approval by the ASG and the college Board of Trustees.
- 402.2.6. The Student Services and Activities Funding Request packet shall be distributed to all student-funded organizations.
- 402.2.7. The committee shall accept requests for Mini-Grants until a deadline set by the committee.
- 402.2.8. The committee shall determine a recommended level for the baseline budgets of Student Clubs.
- 402.2.9. The Budget and Finance Officer shall conduct the Student Services and Activities Fee Annual Budget Process starting Fall Quarter each academic year, in accordance with the By-laws.
- 402.2.10. After the decisions of the ASG, Budget and Finance Officer shall present the Budget and Finance Committee, as well as the ASG approved budget to the Board of Trustees.
- 402.3. Sustainable Commuter Option Fee
- 402.3.1. The purpose of this committee is to act as a fiduciary over the expense and revenue of the Sustainable Commuter Option Fee (SCOF).
- 402.3.2. The committee will meet with the purpose of making recommendations to ASG that fit within the Killian Outline, Washington Administrative Code and the Revised Codes of Washington.
- 402.3.3. The committee is responsible for making recommendations to ASG that are for the purpose of maintaining, supporting and promoting the use of all modes of transportation which accommodate and better serve the student body.
- 402.3.4. The purpose of the recommendations to ASG are to provide equitable access to all transportation options on campus which include: Orca Passes, Bike Racks, and Shuttle Service.
- 402.3.5. The goal of the committee is to develop new infrastructure measures like sidewalks, facility upgrades or options that benefit the study body and promote better accessibility and ADA compliance and present to ASG.
- 402.3.6. The committee is responsible for conducting student surveys to better understand and facilitate the needs and wants of the current student body.
- 402.3.7. The committee should be familiar with the long-term development goals of the college to ensure that funds are being spent effectively and that they coincide with the college's core themes and strategic action plan.
- 402.3.8. The SCOF Committee will be chaired by the Sustainability Officer or a designee chosen by either the student body or ASG.
- 402.3.9. The committee must consist of a majority (a minimum of 4) of ASG Members or Student Representatives to any other constituencies from the approved list. (Classified Staff Member, Representative from Budget/Financial Services Office Director of Student Life)

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- 402.3.10. Any proposed infrastructure projects, bus pass purchases, commuter option initiatives or any items outlined in the objectives section for potential use of funds must be voted on by the committee.
- 402.3.11. Any monetary exchange of goods and services must pass a vote of ASG and must be within the voluntary student fee guidelines, Killian Outline and in compliance with current RCWs.
- 402.3.12. Any monetary exchange between Administration, Programs or any Student Groups and their budgets must pass a vote of ASG and must be within the voluntary student fee guidelines, Killian Outline and in compliance with current RCWs.
- 402.4. Policy and Procedure Review Committee (P&P)
- 402.4.1. The Policy and Procedure Review Committee shall be chaired by the Policy and Procedure Officer and it is recommended that it include the members: President, VP and Governmental Affairs Officer. A Vice-Chair shall be voted on in the first P&P meeting of the year. Membership is left to the discretion of the Policy and Procedure Officer and the ASG President.
- 402.4.1.1 The Chair of the Policy and Procedure Review Committee shall be responsible for chairing meetings and providing agendas one week prior to the Policy and Procedure Review Committee meetings. These agendas must be posted on the ASG website.
- 402.4.1.2 The Vice-Chair of the Policy and Procedure Review Committee shall be responsible for chairing meetings in the absence of the chair and is responsible for taking minutes of the meeting. These minutes must be posted on the ASG website no later than one week following the meeting.
- 402.4.1.3 The Vice-Chair will be formally elected at the first Policy and Procedure Review committee of the year.
- 402.4.2. The committee shall meet biweekly to review the Associated Student Government Bylaws and other college policies given to the ASG to review.
- 402.4.3. The committee shall review two sections of the bylaws per year, spanning across a 4- year interval for a complete renewal of the bylaws. During the first year, policies 100-200 shall be reviewed, then 300-400, then 500-600, then 700-800. Once this has been completed, review of policies 100-200 shall begin again.
- 402.4.4. The committee shall also review policy 402.4 yearly by the start of Spring quarter. Changes to this policy must be enacted by the last ASG Executive Board meeting of the school year (June).
- 402.4.5. The committee shall draft legislation for the executive board to review and vote on, and shall present said legislation no less than one week prior to the executive board meeting on which the vote will take place. It shall do so in accordance with Section 208 of the ASG Bylaws.
- 402.4.6. If a student or group of students disagrees with the Policy and Procedure Review Committee's review of their proposed policy changes, then they may appeal to the ASG Executive Board for a vote, by submitting a Constitution and Bylaws Recommendation Form to the Policy and Procedure Officer.
- 402.4.6.1 If a student or group of students disagrees with the Policy and Procedure Review Committee's review of their proposed policy changes, then

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they may appeal to the ASG Executive Board for a vote, by submitting a Declaration of Appeal to Augment Policy to the Policy and Procedure Officer.

402.4.6.1.1 The Declaration of Appeal to Augment Policy must also include the current policy and the proposed changes to policy.

402.4.6.1.2 The Declaration of Appeal to Augment Policy must be submitted one full working week prior to the parliament meeting in which the vote will take place.

402.4.6.1.3 The Declaration of Appeal to Augment Policy must be submitted electronically through email. It must include names of no less than 10 students and their respective Student Identification numbers. These will be referred to as Electronic signatures and will serve to indicate the authorized use of that student's name and ID by said student.

403. Campus Committees

403.1. Campus Diversity Action Committee

Purpose: To further the college's work related to the Diversity, Equity and Access focus area in the SCC Strategic Plan.

403.2. Curriculum Committee

Review course proposals or course revisions as they are forwarded from the Division Planning Councils or Dean Team members and recommend approval or disapproval, raise questions, etc. to the VP for Academic and Student Affairs.

403.3. Safety Committee

403.3.1. Create a forum intended to be used by students, faculty, and staff to communicate safety and health issues they would like to see brought forward.

403.3.2. Create a Safety and Health website link to post safety committee minutes and other safety and health information.

403.3.3. Be proactive and responsive to the campus community about safety and health issues.

403.3.4. Use a communication strategy that communicates to the campus community and other committees working on the same or similar safety and health issues, especially the Wellness Committee, Sustainability Committee, and ADA Committee.

403.4. ADA Committee

Explore, discuss, and make recommendations regarding issues related to compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and State of Washington Laws of 1994, Ch. 105.

403.5. Technology Committee

403.5.1. The purpose of the Technology Committee is to develop and implement the strategic technology plan for the college.

403.5.2. The plan includes the long-term instructional and administrative technology needs for college leadership initiatives and the college-wide strategic plan.

403.5.3. The strategic technology plan aligns with the work of the Strategic Planning Budget Council and coordinates with the student technology plan.

403.5.4. The strategic technology plan's scope is a two-year cycle and is reviewed and adjusted semi-annually, or as necessary.

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403.5.5. Working with the Strategic Planning Budget Council, the Technology Committee will make prioritized budget allocation recommendations to the college to implement the strategic technology plan, including the use of unallocated funds from the college technology fee.

403.6. Wellness Committee

403.6.1. To help all members of the campus community function better in their personal and work lives by providing comprehensive wellness programs, such as Wellness Fairs, that address issues related to physical, mental and emotional health.

403.6.2. This committee also makes recommendations regarding the provision of necessary information to the campus community regarding substance abuse, sexually transmitted diseases and other self-destructive behaviors.

403.7. College Council

403.7.1. The College Council, composed of equal numbers of students, classified staff, faculty and administrators, will play an important role in the governance structure of the College.

403.7.2. One major intent of the Council is to provide opportunities for all segments of the campus to have input into the decision-making process and to improve communication in all directions.

403.8. The Strategic Planning/Budget Council

403.8.1. The Strategic Planning/Budget Council is charged with developing and updating the college's Strategic Plan, advising the president on processes for implementing the plan, and reviewing the college's progress toward achieving the goals of the plan.

403.8.2. The Council assesses the allocation of funding resources for relevance to and support of the strategic plan as well as development of and compliance with criteria for the use of college funds.

403.8.3. The Council provides feedback to the college leadership and communicates its findings with respect to the evaluation of the college's progress and compliance with criteria to the campus community.

500: Student Groups

501. Definition

Student Clubs are a group of Shoreline CC students dedicated to a particular interest or activity to support for students' academic and personal success.

502. Establishment

502.1. In order to become a Recognized Student Club, founder(s) shall present the Minister of Constitutional Affairs (MOCA) with a Club constitution and the forms with the full names of ten students and an advisor interested in joining the Club, their Shoreline CC emails, student/employee identification numbers, and signatures.

502.2. Receive the registration forms from the MOCA and proceed to identify ten or more SCC students as members of the student organization and a Faculty or Staff member to be the student organization advisor. Determine the student organization name, purpose and representative.

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502.3. The representative for the student organization shall receive a Constitution template file through their Shoreline email. Consult with the Minister of Constitutional Affairs (MOCA) for assistance. The student organization will make revisions on the student organization constitution as requested by the MOCA.

502.4. New student organization will be assigned a budget number and receive a baseline allocation of funds.

502.5. Student Clubs will attend an ASG Board Meeting, in which the student organization must present the organization's purpose.

502.6. The new student organization will be registered on the Student Software directory by the MOCA.

503. Maintenance

503.1. Students Clubs need to be reactivated every year.

503.2. For reactivating a Student Club, a constituent of the Club must meet with the Minister of Constitutional Affairs to receive the necessary re-registration forms, proceed to respectively identify or maintain at least 5 members, determine an advisor, and revise or remake the Club constitution. These will be reviewed by the MOCA for the student organization to be reactivated.

503.2. Student Clubs registered during Summer or Fall Quarter shall receive the full baseline budget determined in the Association budget for the fiscal year. Student Clubs registered during Winter Quarter shall receive two-thirds of the baseline budget amount, and Student Clubs registered during Spring Quarter shall receive one-third of the baseline budget amount.

503.3. Student Clubs shall remain active if its members can submit a completed a Quarterly Evaluation Form in the end of each quarter, Student Clubs that fail to do so shall become inactive.

503.4. At least one Student Club member must attend all UCC meetings.

503.5. No current Shoreline Community College student shall be denied membership in any Student Club.

503.6. A club reserves the right to remove a student from their membership if the student is deemed to be disruptive or if they perform inappropriate behavior that is not conducive to the club's functions and mission.

503.6.1. The decision process to terminate a student's membership shall be established through a majority vote of all its members with or without the consent of the club advisor.

503.6.2. Upon removal from membership of the club, the terminated student shall not attend any more present or future meetings for a period of 3 months without the consent of the majority of the club.

503.6.3. After the 3-month period, an extension may be put on the student's membership termination by the majority vote of all its members if the student is deemed to still be disruptive to the club.

504. United Club Council

504.1. The United Club Council (UCC) is a regular meeting of Student Club representatives for the purpose of collaboration, information, advocacy, and representation in the ASG.

504.2. The Minister of Student Engagement shall act as an advocate in meetings of the ASG for interests of Student Clubs, preside as a co-chair in unison with the Minister of Constitutional Affairs, and act as a liaison between Student Clubs and the ASG.

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505. Student Club Advisor

505.1. Advisor Selection

505.1.1. All Student Clubs must have staff and/or faculty advisors.

505.1.2. Before official recognition is granted to any Student Club by the ASG, the potential Student Club members shall decide among themselves who their advisor will be.

505.1.3. The proposed advisor must be an employee of SCC and may not be a student.

505.1.4. The students concerned will determine the Level of advisement they shall receive from the SCC employee.

505.1.5. No level three and level two advisors are allowed to advise more than one student organization. Level one advisors are only allowed to advise up to two Student Clubs at a time. Advisor stipends are outlined on section 505.4.4

505.2. Student Club Advisor Responsibilities.

505.2.1. Staff and faculty advisors shall enrich the experience of students by always putting the student's interests first, nurturing each student's pursuit of knowledge, imparting wisdom whilst preserving the independent spirit of Student Clubs, and fostering a culture of humanity, compassion, and mutual respect within Student Clubs.

505.2.2. Advisors must act in support of student-driven organizations, and should never use Student Clubs to serve ulterior purposes.

505.2.3. Advisors should always be available to guide Student Club members through the college bureaucracy, and advisors who are unavailable to do so should assist Student Clubs in finding a replacement advisor.

505.2.4. Advisors shall be knowledgeable of the rights entitled to students in their constitutions and in College Policy, and shall also be knowledgeable of the procedures for which Student Clubs are responsible, including but not limited to, spending money, requesting funds, and holding events.

505.2.5. Student Club advisors shall be responsible for reading and understanding portions of the SBA Constitution, Student Activities Manual, College Policy, and Revised Code of Washington relating to student RSOs and the expenditure of state funds. Information shall be made available to Student Club members and Club advisors in the Office of Student Life.

505.2.6. Advisors shall not make any decisions or take any actions on behalf of a Student Club or organization to which they are advisory, unless first approved by the student members of the Student Club through a process determined by their constitution or by-laws.

505.3. Removal of Advisor

505.3.1. ASG reserves the right to remove a Club advisor from their position as a result of either:

- 1) Not meeting the Club advisor expectations as outlined in the guidelines and the contract.
- 2) Inappropriate behavior that is not conducive to student development and learning.

505.3.2. Student Clubs that wish to end their association with a club advisor shall determine to do so in accordance with their Club constitutions or by a majority vote of their members if no process exists therein. Upon doing so, a Student Club officer shall notify to the MSE of their intent to do so.

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505.3.3. Upon receipt of a request to terminate the services of an advisor, the MSE shall present in an open meeting of the ASG. Any discussion regarding the job performance of an advisor shall take place in an executive session.

505.3.4. Student Clubs who have ended their contract with an advisor may choose to begin a contract with another advisor.

505.4. Advisor Stipends

505.4.1. If it is decided that the advisor is to be paid, the students in consultation with the proposed advisor shall use the Guidelines for Advisor Stipends to determine the level of responsibilities and stipend to be contracted, in accordance with College Policy 5222.

505.4.2. A contract, which may be renewed at the beginning of spring quarter for the following academic year by the Student Club members, shall stipulate a job description and a classification level, as well as any additional revisions required by Student Club members.

505.4.3. The contract shall be signed by a Club representative and the Club Advisor. The ASG Board shall review the recommendation and take final action to approve or not approve the contract.

505.4.4. No one may receive more than one Club advisor stipend at a time. If there is more than one advisor, the approved advisors have the option to divide the stipend. However, ASG will allocate only one (1) Club Advisor stipend per Student Club.

505.4.5. A Club Advisor who is overtime-eligible will be paid. All paid Advisors shall, in consultation with the Club members, determine the appropriate level of responsibilities and stipend consistent with the guidelines for Advisor Stipends.

506. The ASG Advisor

506.1. The ASG shall have the right to a full-time staff advisor and/or a faculty advisor, in accordance with the By-laws.

506.2. The Associated Student Government allocates an annual salary to fill a full-time staff position for the purpose of providing the Associated Student Government with the necessary resources to foster and promote independent student leadership and activities on campus.

506.3. If the ASG determines that they are not receiving adequate support from their full-time staff advisor, and earnest and exhaustive attempts to work with their full-time staff advisor to address the concerns regarding their job performance have failed, they may choose to enact a non-binding vote of no confidence in their advisor as a Resolution in an open meeting of the ASG. Discussion of their advisor's job duties shall take place during an executive session.

506.4. Once the full-time staff advisor of the ASG loses a vote of no confidence, the President and/or PM shall lead the Associated Student Government in working with the College to secure replacement for their advisor.

600: Programs

601. Definition

Programs must offer a service to the campus beyond just the involvement of the members, thus differentiating it from a Student Club. Alongside the differences in operations and services, programs can hire student employees, and must have a supervisor. In order to avoid conflicts of interest, programs must not provide a service that should be provided

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by the college. Lastly, programs must have a mission statement that they adhere to and can be held accountable for.

602. Creation

602.1. In order to create a program, a two – thirds majority vote of the ASG is required.

602.2. The budget proposal created must also be approved the Services and Activities (S&A) committee for the following academic year.

603. Budgets

603.1. Every academic year, programs must apply to be funded the following year by following the S&A committee procedures which can be found on the ASG website under the S&A section.

603.2. All expenditures must adhere to the Killian Outline, which can also be found on the ASG website.

604. Operations

604.1. Programs have the autonomy to operate how they best see fit in order to complete their goals.

604.2. Deans will supervise their respective programs based on the supervisors contract in order to ensure that there is adequate oversight.

605. Assessment

605.1. Every quarter, each program must submit a quarterly report detailing what they have accomplished, and how many students they have impacted.

605.2. This report will be given to the S&A committee.

605.3. Programs are encouraged to provide any data that they believe would be beneficial to report to the students, or the Board of Trustees.

606. Supervisors

606.1. Every program must have a supervisor in order to maintain operations, and ensure that the program is functioning well.

606.2. Each supervisor receives a stipend, which will be paid for by either the college or the student body.

700: Finances

701. The Budget & Finance Officer shall present recommendations to the ASG regarding any allocation of funds controlled by the ASG. A motion to approve the allocation of money controlled by the ASG shall require a majority of the voting Members of ASG in an open meeting of the ASG for approval. Such a motion shall be considered a Directive, and shall be numbered accordingly.

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702. Any Directive approving the allocation of money controlled by the ASG shall include.
- 702.1. The name of the budget into which the funds shall be transferred.
 - 702.2. The exact amount of money to be transferred.
 - 702.3. A description of the goods and/or services for which the money is being approved.
 - 702.4. Signature of Budget & Finance Officer and Director of Student life.
703. The S&A Mini-Grant
- 703.1. The Budget & Finance Officer shall review, analyze and process the S&A Mini-Grant.
 - 703.2. Student Clubs and Student Programs at Shoreline Community College are eligible to submit applications for supplement funds in addition to their baseline budgets in that fiscal year based on needed basis.
 - 703.3. Students of Shoreline Community College who do not belong to Student Clubs or Programs are also eligible to submit their application for funding projects or events that fulfill academic learning outcomes of classroom.
 - 703.4. Once the Mini-Grant application is submitted, the Budget & Finance Officer shall review and evaluate the request.
 - 703.5. Once the Mini-Grant request is approved by the Budget & Finance Officer, the Budget & Finance Officer shall request the Vice President to put the Mini-Grant item in the ASG meeting agenda for final approval.
 - 703.6. The Mini-Grant request must be acknowledged by advisor or supervisor and be submitted at least one week prior to the ASG meeting.
 - 703.7. The final approval of the Mini-Grant request requires fifty percent plus one vote from the ASG members.
 - 703.8. The Budget & Finance Officer shall present the process of Mini-Grant application process at the United Club Council and to advisors, supervisors, and students when needed.
704. Student Clubs on Baseline Budget and Advisors' Stipend
- 704.1. The Budget & Finance Officer shall assist Student Clubs on baseline budget and advisors' stipend as approved by the Club Affairs Officer.
 - 704.2. The Budget & Finance Officer has authority to transfer budget from Club funding budget to Student Club budget by the final approval of the Director of Student Life and the Budget Office.
 - 704.3. The Budget & Finance Officer shall assist active Student Clubs, whom have been approved by the Club Affairs Officer in that fiscal year, with a one-time baseline budget for that fiscal year.
 - 704.4. Student Clubs baseline budget is base on the time when a Student Club is recognized or reactivated.
 - 704.5. Any Student Club that is recognized or reactivated in fall quarter shall receive a full baseline budget for that fiscal year. Any Student Club that is recognized or reactivated in winter quarter shall receive a two-third of the baseline budget for that fiscal year. Any Student Club that is recognized or reactivated in spring quarter shall receive a one-third of the baseline budget for that fiscal year.
 - 704.6. The Budget & Finance Officer shall assist oversee Student Club advisors' stipends for the fiscal year according to the level of advisor and type of employment for the benefit purpose.

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800: Interpretation of and Amendments to the Constitution and Bylaws

801. Constitution and Bylaws interpretation

- 801.1.* The Governmental Affairs Officer shall interpret the Constitution and Bylaws and hold the ASG in accordance with these documents.
- 801.2.* The Governmental Affairs Officer has the right to issue a constitutional opinion, as defined in Policy 801.3 at any time.
- 801.3.* The Governmental Affairs Officer serves as the sole interpreter of the Constitution and Bylaws. Interpretations of the Constitution and Bylaws will come in the form of Constitutional Opinions, which are declarations of the Governmental Affairs Officer's interpretation of the documents.
 - 801.3.1* Any recommendations or criticisms of the Governmental Affairs Officer's interpretations are to be brought to either the Governmental Affairs Officer or Director of Student Life following the interpretation. Reversal of Governmental Affairs Officer's stance is left at the discretion of the Governmental Affairs Officer and the Director of Student Life, and will be recognized publicly at the next subsequent parliament meeting.
 - 801.3.2* Constitutional Opinions must be upheld by the majority of ASG's voting members at the time the Constitutional Opinion is issued. The majority opinion will be respected, and can be revisited in the same manner as section 801.3.1.
 - 801.3.3* Where there is concern of infringement on the Constitution and its Bylaws, a Constitutional Opinion may be issued by the Governmental Affairs Officer to guide the opinion and decisions of the Associated Student Government.
- 801.4.* The Policy and Procedure Committee is charged with ensuring the bylaws are in accordance with the ASG Constitution. The committee does not have the jurisdiction to hold the ASG accountable to follow the policies set forth by the Bylaws. See Policy 801.1.

802. Amendments to the Constitution and By-laws

- 802.1.* Amendments to the Constitution and Bylaws must be proposed to the Policy and Procedure Review Committee in accordance with Section 402.4.
- 802.2.* Changes to this Constitution may be proposed as an Initiative through the petition process, in accordance with Section 208.14 of the By-laws.
- 802.3.* Changes to the Constitution as proposed by Initiative must be in accordance with Section 208.14 of the By-laws.
- 802.4.* Existing references in the Constitution to specific portions of the By-laws, College Policy, and laws having jurisdiction over the Constitution, and of the names of institutions, shall be kept up-to-date for the sake of referential integrity. Such proposed changes shall be brought before the ASG and voted on as a Directive; no Referendum shall be required for such action.
- 802.5.* The purpose of this section is to ensure that references made in the Constitution and By-laws are consistent with College policy. These changes and designations should not be structural changes or changes in College policy.
- 802.6.* The Governmental Affairs Officer shall update the language in these documents.

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802.7. The Constitution shall not be construed to override the authority of the Board of Trustees, any College Policy or any federal, state or local laws, and in case of any such conflict, that portion of the Constitution shall be void. Any such language may be brought before the Board of Trustees, who shall have the authority to remove portions of the Constitution that conflict with College Policy or law; no Referendum shall be required for such action.