



Constitution & By-Laws

Associated Students of Clover Park Technical College

Approved April 27, 2015

THE CONSTITUTION

Of the Associated Students of Clover Park Technical College

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THE CONSTITUTION

Of the Associated Students of Clover Park Technical College

Preamble

We, the students of Clover Park Technical College, unite in association and establish this constitution for the purpose of directing and financing student affairs, organizing and represent the student body, and making meaningful contributions to the administrative process.

Article I - Recognition

The name of this student body shall be the Associated Students of Clover Park Technical College, also referred to as the Associated Students. The recognized governing body of the Associated Students shall be known as the Student Council.

Article II - Authority

The Student Council shall have the authority as granted by the Board of Trustees of Clover Park Technical College, to legislate, promote and regulate the affairs of the Associated Students. In acceptance of this authority, the Student Council recognizes its responsibility to administer its programs and funds in compliance with rules and regulations prescribed by the College and the laws of the State of Washington.

Article III - Membership

Any student registered at Clover Park Technical College and who has paid the Services & Activities fee shall automatically be a member of the Associated Students.

Membership shall grant specific rights, including the right to vote in all special elections and other rights and privileges stated herein.

Article IV - Student Council Members

The selected officers of the Associated Students shall be known as the President, Vice President, Clubs & Organizations Officer, Legislative Officer and Administrative Officer.

The duties of the members of the Student Council shall be defined and stated in the By-laws. The selection process for the Student Council shall be enumerated within the By-laws of this Constitution.

If any of the Student Council positions are vacated during the year, the positions will be filled by the process as enumerated in the By-laws.

The Director of Student Involvement, or designee, shall be an ex-officio member of the Student Council without voting privileges for the purpose of acting as the advisor.

These officials, and no others, shall hereinafter be known as the Student Council.

Article V - Revenues

The Associated Students shall have the authority to generate revenue through the collection of Services & Activities fees, admission charges, fund raising programs, and other means deemed beneficial by the Student Council, and regulate the same.

Once collected, the Student Council shall assume authority and initial responsibility for the development and approval of Services & Activities Fees and associated budgets. Final budget approval lies with the Board of Trustees or designee.

Article VI - Clubs & Organizations

Any members of the Associated Students desiring to organize a sanctioned club or organization on campus must seek charter approval from Student Council. Procedures on obtaining a charter shall be set forth in the By-Laws.

Article VII - Judicial Review Committee

The Judicial Review Committee shall hear all cases and/or controversies of the interpretation from this Constitution and the By-laws. Judicial Review Committee decisions shall be applied to all persons, and the Student Council (as applicable). Details of Judicial Review Committee operations are to be enumerated in the By-Laws.

Article VIII - Initiative

Members of the Associated Students shall have the right to initiate and implement legislation. This shall take form through a fair process of voting as enumerated in the By-Laws and conducted in a timely manner.

Article IX - Amendments

Amendments to this document shall be initiated by Student Council action, by initiative or by administrative action in collaboration with the Student Council.

THE BY-LAWS

Of the Associated Students of Clover Park Technical College

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THE BY-LAWS

Of the Associated Students of Clover Park Technical College

ARTICLE I - STUDENT COUNCIL

Section 1: Purpose

The purpose of the Student Council is to manage, direct, and monitor all of the activities, policies, procedures and act as a voice for the Associated Students of Clover Park Technical College. (ASCPTC)

Section 2: Authority

As defined in the Constitution, all legislative powers herein granted shall be vested in the Student Council. Such powers include the direction and regulation of all activities, policies, procedures and enactment of measures for the general welfare of the Associated Students. As delegated by the Board of Trustees, the Student Council expends the Services & Activities Fees, has the ability to sanction or cancel student organizations and assess additional student fees.

Section 3: Membership

As defined in Article IV of the Constitution, the Student Council is comprised of these members:

1. President
2. Vice President
3. Legislative Officer
4. Clubs & Organizations Officer
5. Administrative Officer

The Director of Student Involvement or designee shall serve as advisor to the council, non-voting.

Section 4: Term of Office

Term of office shall be July of the year selected, through the day of Clover Park Technical College Commencement Ceremony in June of the following year unless specified otherwise by the Director of Student Involvement.

Section 5: Assumption of Duties

The Student Council assumes their full responsibilities and duties on the first day of training as determined by the Director of Student Involvement and/or designee.

Section 6: Condition of Council Member Tenure

1. Each member of the Student Council is responsible for fulfilling that job description.
2. A signed "*Student Involvement Terms of Appointment*" must be on file at the time the council member takes office.
3. To remain in office, all members shall maintain successful progress towards their academic goals by completing at least one (1) credit per quarter, and maintaining a quarterly GPA of at least 2.50.

4. Selected officers may serve a maximum of 2 consecutive terms. Time served as an appointed officer filling a vacancy is not included in this term limit.

Section 7: Meetings

Regular meetings of the Student Council shall be held bi-weekly during fall, winter, and spring quarters.

1. Special meetings may be called as necessary, provided that there is at least 24 hour notification to all members. Special meetings may only be called by the chair.
2. The Student Council reserves the privilege of executive session when deemed appropriate by the chair, and in accordance with Open Public Meetings Act, Revised Code of Washington RCW 42.32.020.
3. Each member of the Student Council, except the chair, shall exercise one vote. The chair shall cast a vote in the event of a tie.
4. No proxy votes shall be accepted.
5. Quorum shall consist of 2/3 of filled council positions, excluding the President.

Robert's Rules of Order, current edition, shall be the rules of the day.

Section 8: Compensation

Student Council members receive an hourly wage as outlined in the Services & Activities Fees Budget.

Section 9: General Duties of Council Members

1. Promote the goals and objectives of the Student Council.
2. Serve as conduits of information and expression of concerns or problems between the college administration, the Student Council, and students.
3. Attend all Student Council meetings as a voting member, with the exception of the President who only votes in the event of a tie.
4. Attend mandatory training and leadership development sessions and overnight retreats.
5. Serve, when appointed, on applicable standing, ad hoc, and College committees as assigned.
6. Adhere to all State laws and College policies, procedures, and departmental guidelines
7. Be willing to work with the institution's internal procedures to voice concerns and resolve conflicts, should a conflict arise.
8. Communicate well through spoken, written, and electronic means of communication.
9. Attend and represent the Student Council at College events as assigned.
10. Post and maintain regular office hours.
11. Maintain records, reports, and documents of business on file.

Section 10: Responsibilities of Council Members

The Student Council President shall:

1. Serve as the liaison to the College Administration and attend all Board of Trustees meetings as the student representative.
2. Serve as the chair of the Student Council.
3. Serve as a voting member of the Services & Activities Budget Committee.
4. Ensure involvement of the student body in the formation of college policies.

5. Create committees when deemed necessary by the Student Council and appoint the chair of said committees.
6. Implement action on motions passed by the Student Council.
7. Meet as needed with the Vice President of Student Services and the college President.
8. Serve on the College Assembly

The Student Council Vice President shall:

1. Assist the President in matters related to Student Council.
2. Appoint students to all college, standing, tenure and ad hoc committees.
3. Serve as Chair of the Services & Activities Budget Committee.
4. In the event of vacancy in the office of President, the Vice President of Student Council shall assume responsibilities of interim President in accordance with (Article 6) of these By-Laws.
5. Draft Initiative recommendations as needed.
6. Serve on the College Assembly

The Clubs & Organizations Officer shall:

1. Be responsible for student advocacy.
2. Relay student concerns to the Student Council and College Administration.
3. Develop student surveys and gather student input on issues affecting the ASCPTC.
4. Chair of the monthly Clubs Council Meeting.
5. Chair of the Student Spaces Committee.
6. Serve on the Student Legislative Action Committee.
7. Serve as the student representative to the students of South Hill Campus.
8. Work as an advocate for student funded organizations, initiatives and co-curricular programs.
9. Provide the Student Council with monthly reports on club activities.
10. Assist in the quarterly Involvement Fairs alongside the Campus Activities Board.
11. Co-chair the annual Spring Fest in collaboration with the Campus Activities Board.

The Legislative Officer shall:

1. Coordinate on-campus voter registration and information.
2. Represent the Associated Students at legislative functions such as testifying in Olympia.
3. Chair the Student Legislative Action Committee.
4. Serve on the College Assembly.
5. Serve as the student representative on all legislative committees.
6. Coordinate on-campus Affordable Care Act registrations and information.
7. Serve as the Washington State Community and Technical College Student Association (WACTCSA) representative for Clover Park Technical College and the Associated Students.
8. Draft Student Council position statements as needed.
9. Attend the annual Legislative Academy and Voice Academy.
10. Meet as needed with the Chief of Staff.

Administrative Officer shall:

1. Distribute Student Council meeting agendas and supporting materials at least two (2) business days in advance of the meeting.
2. Keep an accurate record of attendance, motions and voting of all Student Council meetings.
3. Record minutes of Student Council meetings, Club Council, Constitution and By-Laws Review Committee and the Services & Activities Budget Committee.
4. Be responsible for recording, filing, posting and/or distributing the meeting minutes within three (3) business days to all meeting attendees.
5. Coordinate office hours for Student Council and Campus Activities Board and post office hours during the first week of each quarter.
6. Preserve all records, reports, and documents of the Student Council in an organized and permanent file to be kept in the Office of Student Involvement.
7. Initiate requests to Student Involvement Staff for the purchase of office supplies and materials needed for the Student Council.
8. Serve as Chair of the Selections Committee.

ARTICLE II - CAMPUS ACTIVITIES BOARD

The positions comprising the five-member Campus Activities Board are as follows:

1. Special Events & Engagement Programmer
2. Health & Wellness Programmer
3. Family & Friends Programmer
4. Music Showcase Programmer
5. Off Campus Programmer

The Campus Activities Board shall be maintained to provide educational, social, cultural and recreational programs for the Associated Students and the campus community.

The Campus Activities Board shall abide by and prepare the Campus Activities Board By-Laws for its operation. The By-Laws must be approved by the Student Council. The Campus Activities Board will utilize the selection and appointments, vacancies and discipline procedures set forth in the Student Council by-laws as stated hereafter.

Amendments to the Campus Activities Board by-laws shall be initiated by a majority vote of the board and must be ratified by a two-thirds affirmative vote of the Student Council.

ARTICLE III - COMMITTEES

Section 1: Initiating

Special committees may be created as deemed necessary by the Student Council. The appointment of the committee chair shall be the responsibility of the President. The appointment of the committee members will be the responsibility of the Committee Chair in collaboration with advisors.

Section 2: Standing Committees

A. Services & Activities (S&A) Budget Committee

i. Membership:

- a. Vice President of Student Council, Chair
- b. Student Council President
- c. Administrative Officer
- d. One (1) Campus Activities Board member
- e. One (1) Office of Student Involvement Student Staff member
- f. Two (2) students-at-large
- g. ASG Advisors – ex-officio members

ii. Responsibilities:

- a. Develop and recommend the annual Services & Activities budget for approval by the CPTC Board of Trustees.
- b. The Administrative Officer will record minutes during the entire S&A budget process.
- c. The S&A Budget Committee is responsible for the review of all submitted paperwork, viewing presentations, and deliberating on budget items.
- d. The chair shall hold, at least, one budget training taught by an Advisor or their designee to inform all interested parties of the budget request process.

iii. Timeline:

- a. The committee shall be organized within the first month of winter quarter.
- b. Budget request packets will be disbursed during the month of February.
- c. Budget request presentations will be held no later than the month of April with at least two (2) weeks of notice given for scheduling to all those submitting requests.
- d. The committee shall submit a final budget ready for approval by Student Council, Vice President of Student Services, and College President on or before June 1st.
- e. Any appeals shall be submitted to the S&A Budget Committee chair within two (2) weeks of being notified of the final S&A budget. Appeals shall be scheduled within one (1) week of the appeal deadline, with all appeals to be heard within two (2) weeks of the appeal deadline.

iv. Authority:

- a. The Financial Code of the Associated Students of Clover Park Technical College shall be the official policies, procedures and timeline manual for this committee.

B. Clubs Council

i. Membership:

- a. Clubs & Organizations Officer, Chair
- b. Administrative Officer as Student Council representative and meeting recorder
- c. One (1) representative from each chartered student organization

- ii. *Responsibilities:*
 - a. Create a forum for campus clubs to maintain a working relationship with the college and participate in training workshops.
 - b. Meet monthly during the fall, winter and spring academic quarters.
 - c. The Clubs & Organizations Handbook shall be the official policies and procedures manual for the Clubs Council.

C. Selections Committee

The method, selection, group membership, voting, timeline and committee responsibilities shall be outlined in Article 5 – Selections & Appointments. This shall be the official policies and procedures for the spring selections committee.

Section 3: Ad Hoc Committees

A. Services & Activities Contingency Fund Request

- i. *Membership:*
 - a. Vice President of Student Council, Chair
 - b. Student Council President
 - c. Administrative Officer
 - d. Two (2) students-at-large
 - e. ASG Advisors – ex-officio members
- ii. *Responsibilities:*
 - a. Meet as needed throughout the year to hear budget requests from student organizations and/or campus departments requesting S&A funding.
 - b. Recruit, hire and train two students to serve on the committee each fall quarter.
- iii. *Timeline:*
 - a. The committee shall be organized within the first month of fall quarter.
 - b. The committee shall meet every two weeks, unless otherwise stated.
- iv. *Authority:*
 - a. The Financial Code of the Associated Students of Clover Park Technical College shall be the official policies and procedures manual for this committee.

B. Constitution and By-laws Review Committee

- i. *Membership*
 - a. Vice President of Student Council, Chair
 - b. Student Council President
 - c. One (1) additional council member
 - d. One (1) student-at-large
 - e. One (1) member of the Campus Activities Board
 - f. Director of Student Involvement or his/her appointee, non-voting

ii. Responsibilities:

- a. Review and propose possible changes of the Constitution and By-Laws.
- b. Proposed changes must be submitted to Student Council no later than the beginning of spring quarter.
- c. Meet as deemed necessary by the committee chair or the Student Council.

C. Budget Dispute Resolution Committee

This committee meets only in the instance that a dispute regarding the S&A fee budget arises between the College Administration and budget committee, according to the procedures set forth in the Financial Code.

i. Membership:

- a. Three (3) representatives appointed by the CPTC Board of Trustees, voting members.
- b. Two (2) representatives appointed by the college administration, non-voting, advisory.
- c. Three (3) Services & Activities Budget Committee members, appointed by the S&A Budget Committee chair, voting members.
- d. One (1) S&A Budget Committee member will chair the dispute resolution committee, appointed by the S&A Budget Committee chair, non-voting.

ii. Responsibilities:

- a. The chair of the Services & Activities Committee shall convene the dispute resolution committee within fourteen (14) days of dispute
- b. In the event of a dispute or disputes involving the S&A Fee Budget Committee recommendation, the college administration shall meet with the committee in a good faith effort to resolve such dispute or disputes prior to submittal of final recommendations to the Board as provided by RCW 28B.15.045.
- c. Resolve any disputes, by vote, which might exist between the S&A Budget Committee and the College Administration, relative to the Services & Activities Fee Budget. The findings of the committee are forwarded to the Board of Trustees for final action.
- d. Meet only in the instance that a dispute regarding the Services & Activities Fee budget arises, according to the procedures set forth in the Financial Code.

Article IV - CLUBS & ORGANIZATIONS

Section 1: Chartering Requirements

The Clubs & Organizations Handbook shall be the official policies and procedures manual for all chartering requirements.

Section 2: Purpose of Clubs and Organizations

The purpose shall be to give students the opportunity to organize as a sanctioned club or organization and offer a wider variety for student involvement opportunities for the associated students. Approved clubs may receive start-up funding support to begin accomplishing objectives.

Section 3: Recognition

To become a recognized campus club, all organizations must submit a registration packet to the Office of Student Involvement and be approved by the Student Council. The necessary components of a charter packet can be found in the Clubs & Organizations Handbook.

Section 4: Membership

Membership in any sanctioned campus organization must be open to all association members who pay the Services & Activities fees without regard to gender, ethnic background, economic status, sexual orientation, age, ability, cultural, religious background, or professional/technical program.

Section 5: Conditions

All organizations must be fully recognized by the Student Council if they are to:

- A. Use the name of the college
- B. Use the facilities of the college
- C. Administer services, programs or activities

Section 6: Funding

Newly sanctioned campus organizations are eligible to receive start-up funds, subject to budget constraints. Campus organizations are eligible to apply for annual funding through the S&A Fee Budget process. All campus organizations are encouraged to seek additional funding through fundraising, grants or requesting additional funds through Student Council. The Clubs and Organization Handbook shall set forth the funding guidelines for sanctioned campus organizations.

Section 7: Advisors

The role and responsibilities of an advisor to a campus organization shall be set forth in the Clubs & Organization Handbook.

Section 8: Rights and Responsibilities and Discipline of Clubs

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

Section 9: Training

Annually, a club representative shall attend and complete a representative training workshop and orientation conducted by the Office of Student Involvement Staff.

ARTICLE V - SELECTIONS & APPOINTMENTS

All selections and appointments to the Student Council or Campus Activities Board (ASG Members) are made by a majority vote of the Selection Committee and are final upon acceptance of the appointment.

Section 1: Standard Candidate Filing Process

- A. A fully completed candidate application submitted to the Office of Student Involvement.
- B. A copy of the candidate's current Clover Park Technical College transcript (unofficial). Transcript must include all quarters completed prior to the application deadline.

- C. Students may apply for more than one position at a time.

Section 2: General Requirements

The general requirements for candidates applying for any position with the Student Council or Campus Activities Board are as follows:

- A. Be currently enrolled in one (1) credit or more at Clover Park Technical College (CPTC).
- B. Possess a minimum 2.5 cumulative grade point average at CPTC.
- C. Must have completed the previous quarter with a minimum GPA of 2.5.
- D. Must be a student in good standing with the college and community.
- E. Any student wishing to appeal the qualification requirements set forth in these By-Laws must submit a letter of appeal attached to your candidate application and submit it before the deadline. If the appeal is granted, the student will be on a probationary period for one academic quarter.

Section 3: Committee Membership & Responsibilities

A. Membership:

- i. Administrative Officer, Chair
- ii. Two (2) Student Council members
- iii. Two (2) Campus Activities Board
- iv. Two (2) student-at-large
- v. Advisors, ex-officio

The Administrative Officer will serve as the chair of the Selections Committee unless that position is vacant. If the position is vacant the President shall appoint the chair of the Selections Committee, and is subject to approval by the Student Council. In the event that the office of the President is vacant, or the current President is a candidate for re-election, the council advisor shall select a chair from the council members, and is subject to approval by the Student Council.

Once the committee holds its first scheduled meeting, members of the Selection Committee may not apply for any position being selected.

B. Responsibilities:

- i. The committee is responsible for the interview process to include, but not limited to; advertising positions, reviewing the applications, scheduling and conducting the interviews, developing a list of questions for the position(s), and making the final decisions for selection.
- ii. All Selections Committee members must be present at all interviews, the entire deliberation and voting in order to have a final vote on the candidate(s) to be chosen.
- iii. Each member of the committee must sign a letter of confidentiality.
- iv. Appointments of all Student Council positions must be completed by the last business day before Graduation in June.

Section 4: Voting

All decisions made by the Selections Committee will require a majority vote.

Section 5: Timeline

The Selection Committee shall be organized by the last (3) three weeks of the winter quarter for the formation of next year's Student Council and Campus Activities Board. All selections must be completed by the last business day in May.

Section 6: Appointments to Committees

Appointments of student positions on campus committees and tenure review committees shall be made by the Vice President no later than the fourth (4th) week of fall quarter.

- A. The Vice President shall announce openings for student representation on all applicable campus and tenure review committees by the first (1st) week of fall quarter.
- B. If within seven (7) calendar days, no student committee applications are received concerning a posted committee opening, the Vice President shall actively recruit a potential committee member by the third (3rd) week of the quarter.
- C. Candidates for campus tenure committees must attend a training session conducted by the college administration. The college administration reserves the right to deny a student membership on a campus committee.
- D. All appointments to campus committees shall be reported to the Student Council by the Vice President. Names shall then be forwarded to the College administrators as appropriate and Office of Student Involvement.
- E. In the event of a vacancy on a committee, the Vice President shall actively recruit a potential committee member by the end of the second (2nd) week of vacancy.

ARTICLE VI - VACANCIES

Section 1: Vacancies on the Student Council or Campus Activities Board

The Student Council and Campus Activities Board shall fill vacancies occurring in the academic year through a collaborative appointment process. The make-up and chair of the committee depends on which organization has the current vacancy.

- A. **Membership:**
 - i. Administrative Officer, chair
 - ii. Two (2) members from the organization with current vacancy
 - iii. One (1) member from the other organization
 - iv. Advisors, ex-officio
- B. **Responsibilities:**
 - i. The committee is responsible for the interview process to include, but not limited to, advertising positions, reviewing the applications, scheduling and conducting the interviews, developing a list of questions for the position(s), and making the final decisions for selection.
 - ii. Applications for filling a vacancy shall be accepted by the Office of Student Involvement for two (2) calendar weeks after the date a vacancy has been announced.
 - iii. In the event a vacancy occurs during a break in the academic quarter, the vacancy shall be announced and posted the first day of the following quarter.

- iv. All committee members must be present at all interviews, the entire deliberation and voting process in order to have a final vote on the candidate(s) to be chosen.
- v. Each member of the committee must sign a letter of confidentiality.

Section 2: Temporary Appointments to the Campus Activities Board

Should the Campus Activities Board need to fill a position for a term not to exceed one academic quarter between fall, winter and spring quarters, the advisor in collaboration with the Director of Student Involvement shall make an internal appointment. The ability to make temporary appointments to the Campus Activities Board will ensure continuity of programming and consistency of student funded programs and initiatives.

ARTICLE VII - SERVICES & ACTIVITIES FEES

Section 1: Source of Funds

The ASG shall be funded by Services & Activities Fees collected from students as part of their tuition and fees.

Section 2: Authority

The Student Council has the sole authority to develop and recommend the annual S&A Budget to be submitted through the College President to the Board of Trustees. The allocation and expenditure of student S&A funds shall be subject to the provisions outlined in the ASCPTC Financial Code in accordance with (RCW 28B.15.041).

Section 3: Funding Guidelines

Funding guidelines are to conform to the Financial Code for Associated Students of Clover Park Technical College as well as all Washington Administrative Codes and (RCW) guidelines for Community and Technical Colleges. Detailed guidelines of the S&A Budget process and copies of the Financial Code will be retained in good order with the Office of Student Involvement.

Section 4: Budgeting Procedure

The procedure for developing the annual budgets of the various student funded programs and organizations shall be vested with the S&A Budget Committee and is outlined in the Financial Code of the Associated Students of Clover Park Technical College.

ARTICLE VIII - ASG MEMBER EXPECTATIONS, TERMS AND CONDITIONS

Section 1: Performance Standards

- A. Each year, during training, the ASG Members shall generate a formal set of expectations, based on CPTC values, for a standard of performance. If any ASG Member does not meet the group's expectations, they may be subject to disciplinary review. Each student leader will be provided a copy of the expectations or one can be requested from the Office of Student Involvement.
- B. Comply with college rules and regulations and uphold the Constitution & By-Laws.
- C. Act as a CPTC ambassador both on and off campus.
- D. Be a contributing member of the team and work toward accomplishing its goals and missions.

- E. Obtain written/verbal exemption from advisor(s) prior to missing any meetings, training, retreats, activity or event in which the ASG Member has agreed to and/or is obligated to attend.
- F. Conduct oneself professionally and in a manner consistent with the student Code of Conduct set forth by the college. A copy of this code is available in the Student Handbook.
- G. If at any time any ASG Member falls below the minimum general requirements pursuant to Article 1 of these By-Laws, and/or duties and responsibilities of the ASG Member's position, or engage in any behavior unacceptable to the workplace according to the Human Resources department of CPTC, disciplinary action will follow.

Section 2: Attendance Policy

ASG Members will be subject to the removal process of Article X if they:

- A. Miss one (1) or more meetings in any one (1) quarter without a written/verbal exemption from the Advisor(s).
- B. Abandon their position by being absent and out of communication for more than three (3) consecutive business days.

ARTICLE IX - ASG MEMBER DISCIPLINE POLICY

Section 1: Policy of Discipline

The term discipline, as used in this policy, describes a process for actions that holds ASG Members to the standards of performance and recognized standards of conduct at Clover Park Technical College.

Section 2: Corrective Disciplinary Action

Any allegation/student concern brought to the attention of the advisor shall start an investigation into the situation. It is expected that all corrective disciplinary actions have ongoing communication between the ASG Member and the advisor in an effort to correct the situation.

Section 3: Oral Warning/Verbal Counseling

A meeting shall be convened by the advisor(s) to investigate allegations brought against any ASG Member(s). The terms of the meeting shall be defined in writing by the advisor(s). If the ASG Member's performance or behavior does not improve within a specified period, corrective disciplinary action will proceed. Except when necessary, this counseling shall be kept confidential.

Section 4: Reprimands

Reprimands shall be initiated in writing by the advisor(s) and kept in the ASG Member's file.

Section 5: Probation

If a written reprimand is not effective, or if the seriousness of the offense warrants immediate probation, the advisor must review all disciplinary action regarding a recommendation of probation prior to taking this action. A probationary timeline will be set by the advisor. If the ASG Member has not improved within this timeline, further action will take place.

ARTICLE X - REMOVAL FROM OFFICE

Section 1: Grounds for Dismissal

Any ASG Member may be dismissed from the office for the following:

- A. Failure to maintain the responsibilities, duties, and/or minimum qualifications of office.
- B. Failure to follow policies and procedures outlined in any governing documents.
- C. Abuse of power of office.
- D. Found by the Vice President of Student Services or his/her designee to have committed a violation of the Clover Park Technical College Student Code of Student Conduct.

Section 2: Involuntary Dismissal or Removal by Advisor(s)

Involuntary dismissal or removal may occur if all other disciplinary actions are exhausted and no improvement of performance/behavior is recognized, providing that the ASG Member has been placed on probation status by advisor(s) and/or employment was terminated. The Student Council President may be consulted by the advisor(s) prior to final action. The advisor(s) shall provide a written explanation to the Student Council outlining the reasons for involuntary dismissal or removal. If the actions of the ASG Member are deemed serious or dangerous, the advisor(s) have the option to terminate the ASG Member immediately.

Section 3: Dismissal by Student Council

If no improvement of performance/behavior is recognized, impeachment by a majority vote of the Student Council may occur. The council shall provide a written explanation outlining the reasons for removal.

Section 4: Judicial Review Committee

A. Membership:

- i. Vice President of Student Services or designee, Chair.
- ii. Five (5) students-at-large, voting members, selected by the Vice President of Student Service and confirmed by the Student Council, who shall have little or no knowledge and no bias for or against the grievance, as determined by the Vice President of Student Services.

The committee shall meet only upon the receipt of an officially filed grievance.

The Judicial Review Committee quorum shall be 100% of all Judicial Review Committee members. All votes taken by the committee will need a majority vote of all members to pass. The chair will vote only if it changes the outcome of the vote.

All Judicial Review issues and discussions are confidential until the Judicial Review Committee has reached an official decision.

B. Responsibilities:

- i. Review upon request and modify, if necessary, any action taken against a Student Council member, or candidate for office.

- ii. Review upon request, and modify if necessary, any action taken against a student representative on any campus committee.
- iii. Evaluate appeals pertaining to the interpretation of these Constitution and By-Laws after the President and Student Council have evaluated said appeals.
- iv. Review appeals of selection results.

ARTICLE XI - INITIATIVE

Any member of the Association may initiate an article of legislation by:

- A. Presenting to the Student Council a petition containing the signatures of students that exceed the numerical value of 5% of the Associated Students for the quarter.
- B. Petitions will be researched for feasibility, appropriateness and accuracy by the Student Council Vice President who shall draft a preliminary recommendation and submit it simultaneously to the Student Council and student petitioner.
- C. Upon receipt of a valid petition, the Student Council shall call an election of the Associated Students no less than two (2) instructional weeks and not more than four (4) instructional weeks after presentation of the petition to the Student Council at a regularly scheduled meeting.
- D. Notice of the initiative voting process shall be posted at various locations on campus and on the website for at least one (1) instructional week prior to an election.
- E. An initiative shall become policy upon receiving a majority of the votes cast in the affirmative. The total number of ballots cast must exceed the numerical value of 5% of the current enrollment of the Associated Students for that quarter to have a valid election.

ARTICLE XII - REFERENDUM

The Student Council reserves the right to initiate a referendum.

- A. Such action shall pass out of the Student Council by a two-thirds (2/3) affirmative vote.
- B. Referenda must be ratified by an election no sooner than two (2) weeks and no later than four (4) weeks after Student Council approval. Referenda shall be posted at various locations on campus and on the website for at least one (1) week prior to an election.
- C. Referenda shall become policy upon receiving a majority of the votes cast in the affirmative. The total number of ballots cast must exceed the numerical value of 5% of the current enrollment of the Associated Students for that quarter to have a valid election.

ARTICLE XIII - POSITION STATEMENT

Section 1: Establishing Positions & Opinions

The Student Council reserves the right to clarify and interpret documents and policies, answer complaints and establish Student Council positions on issues.

Section 2: Process

The Student Council may issue a position statement when:

- A. A member of the Associated Students makes a written request for clarification of any document, policy or procedure relating to student governance.
- B. The Student Council, through the passage of a motion, desires to take a position on an issue of importance to the Associated Students or for clarification necessary for the maintenance of internal affairs.

Section 3: Procedure

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

- A. The Vice President shall research the situation in depth and draft a preliminary recommendation.
- B. Not more than two (2) weeks shall lapse during this drafting. The preliminary draft shall be presented no later than the first Student Council meeting following the conclusion of the two (2) week draft period.

Section 4: Approval

Approval of a position statement shall require a majority vote of the Student Council.

ARTICLE XIV - AMMENDMENTS

Section 1: Grammar Spelling and Punctuation

Grammar, spelling, and punctuation changes may be independently initiated and approved by a majority vote of Student Council.

Section 2: Housekeeping Revisions

Minor revisions to the By-Laws, which do not substantially change the overall intent of the By-Laws or any of its articles may be recommended by the Constitution & By-Laws Review Committee and be approved by a majority vote of the Student Council. The Student Council may independently initiate and approve any Housekeeping revisions that do not substantially change the overall intent with a majority vote.

Section 3: Amendments

Amendments to the Constitution & By-Laws, which substantially change the overall intent of the By-Laws or any of its articles will be recommended by the Constitution & By-Laws Review Committee, and approved by a majority vote of the Student Council and approved by the Director of Student Involvement and the Vice President of Student Services.

Any such amendment must be well publicized with written notice for fifteen (15) business days before ratification takes effect. Students may appeal the amendment by submitting a petition to Student Council in accordance with Article XI: Initiative of these By-Laws before ratification can take effect.

In the event a proposed amendment is approved by the Student Council, but is declined by the Director of Student Involvement and the Vice President of Student Services, all parties shall meet in a good faith effort to resolve such dispute or disputes prior to the proposed amendment being eligible to be ratified by the Associated Students through the initiation of a Referendum.

ARTICLE XV - OTHER REGULATORY DOCUMENTS

Section 1: Clubs & Organizations Handbook

The Club Handbook is a document for clubs. It includes information on the chartering process, funding information, and helpful hints for running an effective organization. It is reviewed annually by the Vice President of Student Council and Student Involvement Staff. Amendments to this document must be approved by a majority vote of the Student Council.

Section 2: Associated Students of Clover Park Technical College Financial Code

The Financial Code governs the use of collected student fees and other public funds allotted by the Board of Trustees to the Associated Students and those revenues generated by the organizations administered by the Student Council. The Director of Student Involvement is responsible to the College for the administration and compliance of the Financial Code. The Financial Code may be amended as needed. Following review and favorable recommendation by the Student Council and the Vice President of Student Services, the proposed amendment will then be forwarded for approval to the Board of Trustees.

Section 3: Services & Activities Fee Budget Book

This worksheet is the document resulting from the Services & Activities Fee Budget process each academic year. The budget as proposed by the by the S&A Budget Committee will be submitted to the Student Council for ratification and forwarded onto the Vice President of Student Services for review in preparation for presentation to the College President and adoption by the Board of Trustees. Details of the budgeting process shall be detailed in the Financial Code for the Associated Students of Clover Park Technical College

Non-Discrimination Statement

CLOVER PARK TECHNICAL COLLEGE PROVIDES EQUAL OPPORTUNITY AND ACCESS IN EDUCATION AND EMPLOYMENT AND DOES NOT EXCLUDE, DENY BENEFITS TO, OR OTHERWISE DISCRIMINATE AGAINST ANY PERSON ON THE BASIS OF RACE, ETHNICITY, CREED, COLOR, SEX, GENDER, CITIZENSHIP STATUS, NATIONAL ORIGIN, AGE, MARITAL STATUS, RELIGIOUS PREFERENCE, THE PRESENCE OF ANY SENSORY, MENTAL OR PHYSICAL DISABILITY, RELIANCE ON PUBLIC ASSISTANCE, SEXUAL ORIENTATION, VETERAN STATUS, POLITICAL OPINIONS OR AFFILIATIONS, OR GENETIC INFORMATION UNDER ANY OF ITS PROGRAMS, ACTIVITIES OR SERVICES. CPTC COMPLIES WITH ALL WASHINGTON STATE ANTI-DISCRIMINATION LAWS (RCW 49.60) AND THE FOLLOWING FEDERAL LAWS RELATING TO EQUAL OPPORTUNITY: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973, THE AGE OF DISCRIMINATION ACT OF 1975, AND THE AMERICANS WITH DISABILITIES ACT (ADA) OF 1990.

THE FOLLOWING OFFICE HAS BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING NON-DISCRIMINATION, EQUAL OPPORTUNITY, AFFIRMATIVE ACTION OR THE ADA POLICIES FOR TITLE IX/504 COMPLIANCE ISSUES:

HUMAN RESOURCES AND LEGAL AFFAIRS
4500 STEILACOOM BLVD. SW
LAKEWOOD, WA 98499
253-589-5533

ARTICLE XVI - DEFINITION OF TERMS

Associated Students: S&A Fee paying students of Clover Park Technical College.

Board of Trustees: The governing body of the institution, they are appointed by the governor and serve the educational needs of the community college district.

Services & Activities (S&A) Fees: Monies paid by students, with tuition, that are set aside for services and activities to benefit the student body. The allocation and expenditure of these funds shall be subject to the provisions outlined in the ASCPTC Financial Code in accordance with (RCW 28B.15.041).

Chair: A person who is designated to preside over a meeting and/or committee

Quorum: The minimum number of members that must be present at any of the meetings to make the proceedings of that meeting valid.

Robert's Rules of Order: A book of rules for presiding over a meeting; written by Henry M. Martin in 1876 and subsequently updated through many editions.

Ex-Officio: An individual who becomes a member due to the power, or influence, of one's office; not through the regular appointment process. Ex-Officio members have no voting authority.

Fiscal: Of or related to government expenditures, revenues, or debt.

Initiative: The right and procedure by which ASCPTC Students can propose an article of legislation by petition and ensure its submission to the electorate.

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

Approval: Official permission or approval for an action.

Charter: A governing document.

Amendment: A change made to a motion, bill, or constitution by correction, addition, or deletion.

Referendum: The submission of a proposed public measure to a direct popular voice.

Ad-Hoc: Committee that is formed as needed.

ASG: Associated Student Government

Majority: More than half of a voting body