

ASTCC Student Government

ASSOCIATED STUDENTS OF TACOMA COMMUNITY COLLEGE

BY-LAWS

PREAMBLE

All powers herein are granted within the spirit and intent of the Constitution of the Associated Students of Tacoma Community College (ASTCC). Such powers include, but are not limited to, the direction, development, implementation or regulation of all policies and procedures of the ASTCC, and the enactment of measures that enhance the general liberties and welfare of the students at Tacoma Community College.

MISSION STATEMENT

The ASTCC By-laws are responsible for representing the interests and needs of the students at Tacoma Community College. It is the responsibility of the Executive Board, the Student Senate, ASTCC committees, and ASTCC advisors to carry out and implement the ASTCC By-laws with equity, inclusion, diversity, safety, and the greater needs of students in mind.

ARTICLE I

INTENT

The Associated Students of Tacoma Community College By-Laws shall regulate all ASTCC Student Government functions.

ARTICLE II

TERMS & DEFINITIONS

SECTION 1

- (a) As written in the ASTCC Constitution, ASTCC President will be defined throughout this document as: President.
- (b) As written in the ASTCC Constitution, the three (3) ASTCC Vice Presidents (VP) will be defined throughout this document as:
 - i) Vice President of Clubs & Organizations ii) Vice President of Legislation & Records
- (c) As written in the ASTCC Constitution, ASTCC Secretary & Treasurer will be defined throughout this document as:
 - i) Secretary & Treasurer, Treasurer or Secretary.
- (d) Student Senate will be defined throughout this document as the Senate.

SECTION 2

- (a) The following terms are defined to provide clarity and consistency in the interpretation of the ASTCC Student Government By-laws.
- (b) Advisor: A designated staff member of Tacoma Community College who provides support to the ASTCC and is responsible for overseeing official processes.
- (c) Appeal (of No Confidence Vote): A formal request to challenge a vote of no confidence.
- (d) Ballots: Paper or digital forms used to record votes in ASTCC elections and voting processes.
- (e) Majority Vote (Simple Majority): A voting outcome requiring more than half of the present and eligible voting Senators (50% plus one) to vote in favor of a motion.
- (f) Motion: A motion brings new business or the next item on the agenda to the assembly. The pending question/statement/idea is the current main motion under discussion.

- (g) Parliament: Any Senators, Executive Board members, club representatives, advisors, and guests present in a senate meeting.
- (h) Quorum: The minimum number of Senators with active voting rights required to conduct official business. Defined as two-thirds (2/3) of Senators present with voting rights.
- (i) Recusal: The formal act of abstaining from debate or voting due to a conflict of interest or vested interest.
- (j) Removal from Office: The result of a successful vote of no confidence. The individual loses their official position and voting rights.
- (k) Sanction: The official recognition granted by ASTCC that allows a student club, community, or organization to operate, access funding, and participate in student government activities.
- (l) Successor: An individual appointed or elected to fulfill the remaining term of an office.
- (m) Tallies: The numerical count of votes received through ballots or other voting methods.
- (n) Vested Interest: A situation in which a Senator stands to benefit personally or professionally from the outcome of a vote.
- (o) Vote of No Confidence: A formal vote to express that a member of Student Government (Senator, Executive Officer, Committee Member, or Club Leader) is no longer deemed fit to hold office.
- (p) No Confidence Request: A motion initiated by a member of Parliament (Senator, officer, committee member, advisor, or guest) to consider removing an individual from office via a vote of no confidence.

ARTICLE III

MEETINGS

SECTION 1

- (a) The rules of parliamentary procedure, as liberally adapted from Robert's Rules of Order Newly Revised, shall be a guideline for the ASTCC Senate (in all cases to which they are applicable and in which they are not inconsistent with the by-laws or special rules of order of the Senate).

SECTION 2

- (a) These rules may be suspended by a two-thirds (2/3) vote of Senators present and with voting rights. Suspension of rules shall apply only to the meeting during which the vote was taken.

SECTION 3

- (a) The Senate shall begin meetings by the 2nd week of each quarter.
 - a Not required in the Summer Quarter.
- (b) The Senate shall meet every 2 weeks at an appointed time throughout the academic year.
- (c) Additional meetings may be called at the request of any ASTCC Executive Board Member or by a majority of the current voting Senators.
- (d) Meeting times will be agreed upon by the Executive Board with approval by the Senate at the first Senate Meeting of each term.

SECTION 4

- (a) Each speaker shall be formally recognized by the acting the Chair. The Vice President of Legislation & Records shall be the acting Chair and shall choose an alternate to fulfill duties when required.
- (b) The Parliamentarian will be present to ensure parliamentary procedure is followed. The President shall be the acting Parliamentarian and shall choose an alternate to fulfill duties when required.
- (c) All legislation presented to the Senate shall be presented on the floor of the Senate, with the reading of the legislation to be followed by a motion and a second. Only after a motion is moved and seconded by a Senator may debate begin.
- (d) Senators have two (2) minutes to speak per speaking period after debate has begun. No Senator is entitled to speak a second time until all other members who wish to speak for the first time have had the opportunity to do so.
- (e) A Senator may not yield to another member. The Chair assigns who will speak next.
- (f) Senators must confine remarks to the pending question or motion.
- (g) A Senator's motives must not be attacked during debate.
- (h) Senators may not speak directly to each other in debate; all remarks must be addressed to the Chair.

- (i) The Chair should alternate debate between the affirmative and negative positions of the motion.
- (j) The Chair may not participate in debates.
- (k) Debate on each item being considered by the Senate shall be limited to fifteen (15) minutes unless otherwise specified by a motion that is passed by a majority vote.
- (l) Debate shall be extended by ten (10) minutes at a time.
- (m) Meetings of the Senate shall be open to the public. Meetings shall be closed to the public only when personnel matters are being considered.

SECTION 5

- (a) Items to be placed on the Senate's agenda shall be submitted in writing via an Agenda/Speaker Request Form and sent to the Vice President of Legislation & Records at least five (5) instructional days prior to the meeting.
- (b) Items will be logged onto the Senate's agenda as Action Items and Non-Action Items
- (c) Additional items of business may be placed on the agenda during a meeting with a two-thirds (2/3) vote of the Senate or by any ASTCC Executive Board Member.
- (d) Non-Action Item Presentations are limited to five (5) minutes to present, and five (5) minutes for questions and answers from the meeting's attendees.
- (e) Activity Reports and Club Reports shall be submitted to the VP of Clubs & Organization no later than one instructional day before each Senate meeting.
- (f) Activity Reports and Club Reports, are limited to two (2) minutes, unless a prior request was made via Agenda/Speaker Request Form.
- (g) Executive Board Reports & ASTCC Advisor Reports are limited to five (5) minutes.
- (h) The Secretary & Treasurer shall provide for the preparation and distribution of the Senate minutes two (2) instructional days after each senate meeting and shall choose an alternate to fulfill duties when required.
- (i) Presenters (including faculty and staff) cannot request where they will be placed on the agenda, nor can they request what time they would prefer to present.

ARTICLE IV

VOTING

SECTION 1

- (a) Voting privileges are limited to Senators.
- (b) No Executive Board Member shall have voting rights aside from the exemptions below.
- (c) The Vice President of Legislation & Records can vote only in the event of a tie.
- (d) The President has the powers of passage or veto but has no vote in the Senate.
- (e) Senators that have a vested interest in an action item being voted on shall recuse themselves from any such vote and shall not count towards quorum.
- (f) A quorum shall be required to vote on an action item on the table.

ARTICLE V

NO CONFIDENCE

SECTION 1

- (a) Any member of the Parliament; Senators, officers, committee members, club representatives, advisors, and guests have the right to request a vote of no confidence.
- (b) A vote of no confidence applies to Senators, Executive Board Members, Club Leaders and Student led Committee's committee members.
- (c) The request for a vote of no confidence must be made in an open, regularly scheduled meeting of the Senate.
 - a Alternatively, the request may also be submitted through a formal written complaint to the Director of Student Engagement. The Director of Student Engagement shall read the complaint at the next regularly scheduled Senate meeting and will protect the anonymity of the requester. The Director of Student Engagement shall choose an alternate to fulfill duties when required.
- (d) The vote of no confidence shall be taken at the next scheduled meeting after the initial request, following the guidelines in ASTCC Constitution regarding removal of office.

- (e) A two-thirds (2/3) vote of the Senators present and voting shall be necessary to qualify as a vote of no confidence.
- (f) A vote of no confidence shall result in removal from office and the loss of voting rights, if any.
- (g) Any new request for a vote of no confidence must have a waiting period of two (2) consecutive, regularly scheduled Senate meetings dating from the meeting after the vote was taken.
- (h) A vote of no confidence is not subject to Presidential passage or veto.
- (i) Any person who receives a vote of no confidence has the right to appeal.
 - a In the event a vote of no confidence vacates an Executive Member, they appeal through the Dean of Retention and Student Success
 - i If Dean of Retention and Student Success isn't available, go up chain of command.
 - b In the event a vote of no confidence vacates a Club Leader, they appeal through the Program Coordinator for Clubs & Intramurals
 - i If the Program Coordinator for Clubs & Intramurals isn't available, go up chain of command.
 - c In the event a vote of no confidence vacates a Senator or Committee Member, they appeal through the Director of Student Engagement.
 - i If the Director of Student Engagement isn't available, go up chain of command.
- (j) Ballots, tallies and any other forms of voting including but not limited to voting online will be used for a vote of no confidence.
- (k) The Advisor will retain ballots, tallies and other forms of voting including but not limited to voting online for one (1) academic year.

- (l) Ballots will be counted by at least (2) ASTCC advisors.

ARTICLE VI

COMMITTEES

- (a) There must be an odd number of voting members in all committees.
- (b) A quorum shall be required for any voting or decision making regarding the purpose of the committee.

SECTION 1

- (a) The By-Laws Committee at Tacoma Community College is part of the governance structure, specifically associated with the Associated Students of Tacoma Community College. This committee is convened on an "as needed" basis to consider or propose amendments to the By-Laws and standing rules as suggested by the membership. The purpose of such a committee is to ensure that the governing documents of the student body and college administration remain current and effective in guiding the institution's operations and governance practices.
- (b) The By-Laws Committee shall be chaired by the Vice President of Legislation & Records and composed of up to one (1) other Executive Board Member, one (1) to three (3) Senators, and up to three (3) enrolled TCC students who are not Senators. The committee shall have a maximum of five (5) students in total; not including Executive Board Members.
- (c) The By-Laws Committee should have a non-voting advisory writing professional (such as a English professor, librarian, or tutor) to review the language at least once.

SECTION 2

- (a) The Services and Activities (S&A) Committee at Tacoma Community College is a part of the governance structure, specifically associated with the Associated Students of Tacoma

Community College. This committee convenes on a yearly basis to manage the allocation of the S&A fees collected from students. These fees support various student-focused activities, services, student jobs, campus activities, and programs in the college. The S&A Committee invites program managers and members of the TCC community to submit budget proposals for the S&A funds. The committee reviews these proposals and recommends a budget, it is then passed on for approval to the Vice President of Student Affairs, then approved or rejected by the ASTCC Senate and then the Board of Trustees. In the event of a disagreement over the budget, a dispute resolution process is in place (**RCW 28B.15.045**)

- (b) The Services and Activities Fee Committee shall be chaired by the Secretary & Treasurer and composed of up to one (1) other Executive Board Member, one (1) to three (3) additional Senators, and up to three (3) enrolled TCC students who are not Senators. The committee shall have a maximum of five (5) students in total; not including Executive Board Members.

SECTION 3

- (a) The Technology Fee Committee at Tacoma Community College is a part of the governance structure, specifically associated with the Associated Students of Tacoma Community College. This committee convenes on a yearly basis to manage the allocation of the technology fees collected from students. This fee, collected through quarterly tuition, is designated to support technology projects that benefit students, such as computers for student use, classroom technology enhancements, eLearning tools, and specialized equipment available for checkout. The Tech Fee Committee approves or denies these requests, a budget is built for the next year, then the budget is sent to the Student Senate for approval and is approved by the Vice President of Student Affairs.

- i) Reference RCW 28B.15.051

- (b) The Technology Fee Committee shall be composed of the Secretary & Treasurer, up to one (1) other Executive Board Member, one (1) to three (3) additional Senators, and up to three (3) enrolled TCC students who are not Senators. The committee shall have a maximum of five (5) students in total not including Executive Board Members.

- a The Technology Fee Committee should have a non-voting IT advisory person.

SECTION 4

- (a) In the event of a dispute of interpretation of the ASTCC Constitution or By-Laws, a Judicial Committee shall be formed to resolve the discrepancy.
- (b) The Judicial Committee shall consist of five (5) representatives from within Tacoma Community College who are not members of the Executive Board or the Senate. The Committee shall have at least 3 student representatives.
- (c) Five (5) representatives will be appointed. Three (3) representatives selected by the Senate. One (1) representative each selected by the Executive Board Members and ASTCC Advisors. Representatives will have no affiliations with the Senate.
- (d) One non-Voting OSE/ASTCC staff advisor will be present.

SECTION 5

- (a) Any student fee change (increase or decrease) shall be voted on by the Senate.

ARTICLE VII**EXECUTIVE CANDIDATE SELECTION COMMITTEE/ELECTIONS****SECTION 1**

- (a) The Executive Candidate Selection Committee members shall be selected/appointed by the President by the end of 5th week of winter quarter.
 - a. If the President is seeking reelection, then the Executive Candidate Selection Committee shall be selected by Executive Board Members who are not seeking reelection down line of succession.
- (b) If all members are seeking reelection, refer to the ASTCC Constitution.
- (c) The Executive Candidate Selection Committee shall be composed of up to two (2) ASTCC Executive Board Members (if not seeking reelection), one (1) to three (3) Senators, and up to three (3) enrolled TCC students who are not Senators. The committee shall have a maximum of five (5) students in total not including Executive Board Members.

- (d) The Executive Candidate Selection Committee members shall consist of persons whose presence on the committee does not constitute a conflict of interest as decided by the Director of Student Engagement and the ASTCC Executive Board member(s) who are not seeking reelection.
- (e) The Director of Student Engagement is an advisory member of the Executive Candidate Selection Committee.

SECTION 2

- (a) Prospective candidates must apply for consideration by the Executive Candidate Selection Committee by the specified deadline. Notification of Executive position openings is to be provided to all students and shall contain the following:
 - i) Position title.
 - ii) Description of job.
 - iii) Term of office.
 - iv) Deadline for the application.
 - v) Who to contact for further information.
 - vi) Address or building number for further information.
 - vii) Requirements for position.
- (b) If there are no applications submitted, the ASTCC Executive Candidate Selection Committee may extend the application deadline for a position.
- (c) A student may apply for multiple positions during an election process. If they do so they must list their position preferences.
- (d) Candidates may be nominated by the selection committee for a position that differs from their preferred position.

SECTION 3

- (a) Committee members shall consider all applications as private and confidential information during the formal screening process. Discussion of a candidate's personal qualifications and information shall remain confidential between the committee and said candidate.
- (b) The committee shall submit the names of three (3) candidates for each position to the Senate.

- a If there aren't enough candidates, they may submit less than three for each position.
- (c) All applications will be held for one (1) academic year by the Director of the Office of Student Engagement. After the stated period of time, they may be destroyed.
- (d) If any of the Senators and/or Executive Selection Candidate Committee members have any personal conflicts of interest with an Executive Candidate, they shall recuse themselves from the selection/vote process.
- (e) Committee members shall endeavor to remove any personal and non-personal bias regarding the candidates.

SECTION 4

- (a) No later than ten (10) instructional days before the day of elections, a candidate may dispute the decision of the Committee.
- (b) The dispute will be made in writing to the Director of Student Engagement and the Dean of Retention and Student Success.
- (c) The dispute must be visited and reviewed within five (5) instructional days of being received.

SECTION 5

- (a) Ballots, tallies and any other forms of voting including but not limited to voting online will be used for the election of Executive Board Members.
- (b) Ballots, tallies and any other forms of voting including but not limited to voting online will be retained by the ASTCC Advisor (1) academic year.
- (c) The ballots, tallies and any other forms of voting including but not limited to voting online will be counted by the Vice President of Legislation and Records, Secretary & Treasurer, and a Senator. The count will be verified by the Advisor for Student Government.
- (d) Executive Board Member candidates may not be selected for the purpose of a ballot count or tally. Any vacancy shall be filled by a Senator.
- (e) All candidates must deliver a speech on Election Day. Each candidate will be given a maximum of five (5) minutes at the Senate meeting for their speech. A candidate who fails to give a speech on Election Day will be disqualified and removed from the ballot unless the

Senate votes to grant an extension. The vote to extend must pass by majority vote of Senators present and with active voting rights.

ARTICLE VIII

VACANCIES

SECTION 1

- (a) If the position of President is vacated, another member of the Executive Board shall fill the position on an interim basis in the following order:
 - i) Vice President of Clubs & Organizations.
 - ii) Vice President of Legislation & Records.
 - iii) Secretary & Treasurer.
- (b) Executive Board Members shall have the right of refusal. In the event of an Executive Board Member's refusal, the vacated position will be filled according to the order presented above.
- (c) If an Executive Board Member position is vacated:
 - i) Before the 5th week of Winter Quarter (1st half of the academic year), the election process as stated in Article VII of the By-Laws will be followed.
 - ii) After the 5th week of the Winter Quarter, the Senate shall appoint an appropriate person.

SECTION 2

- (a) A majority of the Senate will appoint the successor.
 - a. If brought by a vote of no confidence, the Senate will appoint the successor after waiting for the appeal process to complete.
- (b) Any position filled by the Senate, shall be for the remaining period of office in said term.
- (c) Ballots, tallies and any other forms of voting including but not limited to voting online will be used for a vote of no confidence.
- (d) The Advisor will retain ballots, tallies and other forms of voting including but not limited to voting online for one (1) academic year.
- (e) Ballots will be counted by at least two (2) ASTCC advisors.

ARTICLE IX

EXECUTIVE BOARD MEMBERS

SECTION 1

- (a) Candidates for the positions of the ASTCC Executive Board, in addition to being a currently registered student, must meet the following requirements:
- (b) Presidential candidates must have at least 24 credit hours earned at Tacoma Community College prior to applying for the position.
- (c) All other candidates for the Executive Board must have earned at least 12 credit hours at Tacoma Community College prior to applying for the position.
- (d) All candidates for the Executive Board must be currently enrolled at TCC with a minimum of 10 credit hours.
- (e) All candidates for the Executive Board must have a GPA of 2.5 or higher in the last 24 credits to apply for a position unless approved by the Director of Student Engagement.
- (f) A member of the Executive Selection Hiring Committee may petition the Senate to vote to approve a candidate to move forward in the hiring process if they do not meet the qualifications as stated in Article IX Section 1 (a)-(e).

SECTION 2

- (a) All members of the Executive Board must complete at least 10 credit hours of course work each quarter to maintain their position. Incumbents must also maintain at least a 2.5 cumulative GPA and a quarterly GPA of 2.5, excluding Summer Quarter when Executive Board Members are not required to maintain a class schedule.

SECTION 3

- (a) Executive Board Members that do not maintain a quarterly GPA of 2.5 will be placed on probation in the following quarter. If they do not receive a minimum GPA of 2.5 in the quarter of probation, they will automatically be removed from office.
- (b) Executive Committee Members whose cumulative GPA falls below 2.5 will be automatically removed from their office.

SECTION 4

- (a) During the first regular Senate meeting of Spring Quarter, the Senators shall decide when the Executive Elections shall be held.
- (b) The Executive Selection Committee must publicly announce that they are accepting applications for the Executive Board four (4) weeks before the decided election date.

SECTION 5

- (a) Tenure of Executive Board Members:
 - i) The expectation of the Executive Board Members serving in ASTCC Student Government may extend for a four (4) year commitment.
- (b) In the case of a vacancy in which no other candidate is available to fill a position, Executive Board Members may serve an additional two (2) quarters.
- (c) Executive Board Members must re-apply for their position each year.

SECTION 6

- (a) Executive Board Members, with the exception of the Vice President of Clubs & Organizations, may be officers of an ASTCC club, community, and/or organization,
 - a) If being an officer of an ASTCC club, community, and/or organization is distracting an Executive Board Member from their duties to ASTCC, they must step down as an officer in said ASTCC club, community, and/or organization.

SECTION 7

- (a) Job Descriptions may be edited by Executive Board Members upon their completion of term as necessary and will be reviewed by their supervisor/advisor.

ARTICLE X

SENATOR

SECTION 1

- (a) Any student who is currently registered for credit at Tacoma Community College, has passed the Senator Training Requirement Assessment, and has attended and signed in as a guest on the Senate Meeting Guest Sign-In Sheet for two (2) consecutive Senate Meetings will be granted voting rights.
- a All Student Senators must complete mandatory training prior to assuming voting responsibilities. This training ensures senators understand their legal and procedural obligations, including but not limited to:
 - i Robert's Rules of Order,
 - ii Service & Activities Fee regulations (RCW 28B.15.041–28B.15.045),
 - iii The Killian Guidelines, and
 - iv ASTCC Financial Guidelines.
 - b The Vice President of Legislation & Records, with approval from the Executive Committee, is responsible for designing, updating, and delivering this training. The VP has full discretion over the format, structure, and instructional methods used.
 - c Training Accessibility Requirements:
 - i A digital version of the training must be available and accessible to students 24/7 (e.g., video, online module, or equivalent format).
 - ii A physical, in-person training session must be offered at least once per quarter.
 - iii Reasonable accommodations will be provided upon request.
 - d Completion Requirement: To be recognized as a fully trained senator, students must successfully complete the Senator Training Requirement Assessment.
- (b) Members of the Executive Board may not simultaneously hold both Executive and Senator positions.

SECTION 2

- (a) Any Senator who misses two (2) regularly scheduled Senate meetings per quarter will have all rights and privileges, including voting, automatically suspended. All rights and privileges will be re-instated after the student has repeated the steps in Section 1(a) of this Article.
- (b) Attendance is defined as being present during three/fourths (3/4) of the meeting.
- (c) Attendance shall be recorded by the Secretary & Treasurer.
- (d) An excused absence from a Senate meeting does not affect a Senator's attendance.
- (e) For an absence to be excused notify the Vice President of Legislation & Records within 48 hours before or after said Senate meeting, if you will not be in attendance during the roll call or late.

SECTION 3

- (a) Senators shall serve on various committees, as appointed by the President.

SECTION 4

- (a) Senators have the right to request an excused leave of absence for one (1) quarter without penalty. Senators will need to request a leave of absence in the event of unforeseen circumstances or class conflict and submit it to the Vice President of Legislation & Records in writing or electronically. Requests must be reviewed by the Vice President of Legislation & Records before taking effect.
- (b) An excused leave of absence is allowed for only one (1) consecutive quarter without penalty within the academic year.
- (c) Any Senate meetings missed before the request for a leave of absence will be counted against the Senator's attendance record.
- (d) Senators who miss two (2) consecutive quarters within the academic year will be required to repeat the steps laid out in Section 1(a) of this Article to be granted voting rights.
- (e) Senators who are on leave of absence will not be able to vote for said quarter and will not be counted towards quorum.

ARTICLE XI

CLUBS

SECTION 1

- (a) Proposed student clubs must submit a request for recognized sanction to the Vice President of Clubs & Organizations which must include the following information:
 - i) Name of proposed club.
 - ii) Mission statement or objective of proposed club.
 - iii) List of required number of interested students who currently attend Tacoma Community College in accordance with the Clubs & Organizations Handbook.
 - iv) Required Club Advisor/s.
 - v) After the review process, the request will then be sent to the Program Coordinator for Clubs and Intramurals for final approval. This process is repeated each year.
- (b) Review Club & Organization Handbook for last applicable day to apply for sanction. If approved, the club will receive regular privileges and will be funded per the funding schedule in Article XIII, Section 1 of this document.
- (c) Completed sanction forms shall be filed with the Vice President of Clubs & Organizations, in collaboration with the Secretary & Treasurer.

SECTION 2

- (a) All clubs that receive Services and Activities funding must have a representative at all regular Senate meetings and shall make a detailed five (5) minute Yearly Club Report with supporting visuals (ex: presentation, paper documents) to the Senate yearly, and one (1) up to two (2) minute reports consisting of meeting times, place, and upcoming activities to the Senate once a quarter. Failure to attend two (2) regular Senate meetings in the same academic quarter will result in all Services and Activities funds of said club to be automatically frozen until the Club President and Club Advisor meets with the Vice President of Clubs & Organizations and the Program Coordinator for Clubs and Intramurals and shows good reason to have the funds unfrozen. Failure to set a meeting with the Vice

President of Clubs & Organizations and the Program Coordinator for Clubs and Intramurals before the next regular Senate meeting shall result in a loss of sanction status.

- (b) Funding Requests can be considered as a Quarterly Club Report if they add additional details including meeting times and plans.
- (c) Clubs planning to attend an annual event that requires more than the standard S&A allocation shall submit a preliminary report to the Senate by the second regular meeting of the Winter Quarter and shall give non-consecutive, bi-quarterly updates to the Senate regarding progress, planning, and fundraising.
 - i) Post-event reports shall be presented to the Senate within the quarter when the event occurred.
- (d) The ASTCC Executive Board may suspend or revoke a club or organization sanction and rescind access to any S&A fee allocation for failure to update the quarterly membership/officer list and/or follow guidelines set out in the ASTCC By-Laws, applicable sanction packet, club handbook, and other relevant documents.

SECTION 3

- (a) Following sanctioning, additional funding requests may be submitted to the Senate for approval by majority vote.
- (b) Additional funding requests must be submitted via Agenda/Speaker Request Form, sent to the Vice President of Legislation of Records at least five (5) instructional days prior to said Senate meeting.
- (c) All clubs, communities, and organizations funded by the Services and Activities Fee shall not use money for political or religious purposes except as outlined in the Killian Guidelines for Washington State.

SECTION 4

- (a) If it becomes apparent that any sanctioned club is failing to fulfill its stated objectives or obligations, a two-thirds (2/3) majority vote of the Senate present and voting shall revoke the funding of said clubs. This process is also applicable to the revocation of the club's sanctioned status.

- (b) If any club requests money and does not use the entire allotment, said money shall be revoked and returned to its original source.
- (c) In the event of mismanagement of funds, the club advisor and officers responsible shall be required to have a review hearing with the Program Coordinator for Clubs & Intramural, Director of Student Engagements, and VP of Clubs & Organizations
 - a The results from said hearing will be reported at the next regular scheduled Senate meeting.

SECTION 5

- (a) New clubs may request a maximum of \$250.00 from club funds if sanction forms are submitted by the last academic day of Winter Quarter. Returning clubs can request a maximum of \$1,000.00.
 - i) Ability to access funds is contingent upon ASTCC club account balance when request is processed.
- (b) To be recognized as a returning club, the club must of sanctioned by the last day of Winter Quarter the previous academic year.

SECTION 6

- (a) Clubs can receive an additional \$100 if they end the Spring Quarter with elected club officers, and those same officers return for the sanctioning of said club in Fall Quarter.

ARTICLE XII

COMMUNITIES

SECTION 1

- (a) New communities may use a maximum of \$200.00 from club funds if applicable sanction forms are submitted by the last academic day of Winter Quarter and the sanctioning is approved.
- (b) Ability to access funds is contingent upon ASTCC community account balance when request is processed.
- (c) Communities can submit club sanctioning forms before the last academic day of Winter Quarter and shall be treated as a new club upon approval.

SECTION 2

- (a) Proposed student communities must submit a request for recognized sanction to the Vice President of Clubs & Organizations, which must include the following information:
 - i) Name of proposed community.
 - ii) Mission statement or objective of proposed community.
 - iii) List of interested students who currently attend Tacoma Community College in accordance with the Clubs & Organizations Handbook.
 - iv) After the review process, the forms will then be sent to the Program Coordinator for Clubs and Intramurals for final approval. This process is repeated each academic year.
- (b) A new community can submit applicable sanction forms up to the third week of Spring Quarter. If sanction forms are submitted after the last academic day of the Winter Quarter, communities shall receive regular privileges but will be ineligible for funding until the next fiscal year.
- (c) Completed sanction forms shall be filed with the Vice President of Clubs & Organizations, in collaboration with the Secretary & Treasurer.
- (d) The Director of Student Engagement, or their designee, or an ASTCC Executive Board Member shall as needed act as advisor/s for communities.

SECTION 3

- (a) All communities that receive Services and Activities funding shall make a detailed five (5) minute report with supporting visuals (ex: presentation, paper documents) to the Senate yearly by the end of Spring Quarter

SECTION 4

- (a) All clubs, communities, and organizations funded by the Services and Activities Fee shall not use money for political or religious purposes except as outlined in the Killian Guidelines for Washington State.

SECTION 5

- (a) If it becomes apparent that any sanctioned community is failing to fulfill its stated objectives or obligations, a two-thirds (2/3) majority vote of the Senate present and voting shall revoke the funding of said community.
- (b) If any community requests money and does not use the entire allotment, said money shall be revoked and returned to its original source.

ARTICLE XIII

ORGANIZATIONS

SECTION 1

- (a) New organizations may use a maximum of \$200.00 from club funds if applicable sanction forms are submitted by the last academic day of Winter Quarter and the sanctioning is approved.
 - i) Ability to access funds is contingent upon ASTCC organization account balance when request is processed.

SECTION 2

- (a) Proposed student organizations must submit a request for recognized sanction to the Vice President of Clubs & Organizations, which must include the following information:
 - i) Name of proposed organization.
 - ii) Mission statement or objective of proposed organization.
 - iii) List of interested students who currently attend Tacoma Community College in accordance with the Clubs & Organizations Handbook.
 - iv) After the review process, the forms will then be sent to the Program Coordinator for Clubs and Intramurals for final approval. This process is repeated each year.
- (b) Organizations must also have one or more of the following as a requirement only if mandated by a state, national, or international affiliate:
 - i) A citizen in good standing in their home country.
 - ii) Collect membership dues.
 - iii) Membership dues shall be collected following TCC financial guidelines.
 - iv) Require members to maintain a specific credit load.
 - v) Require members to maintain a minimum GPA.
 - vi) Require members to perform community service.
 - vii) Be affiliated with a particular instructional program.
- (c) A new organization can submit applicable sanction forms up to the last academic day of the Winter Quarter. If approved, the organization will receive regular privileges and will be funded according to the funding schedule in Article XIV, Section 1 of this document.
- (d) Completed sanction forms shall be filed with the Vice President of Clubs & Organizations, in collaboration with the Secretary & Treasurer.

SECTION 3

- (a) All organizations that receive Services and Activities funding must have a representative at all regular Senate meetings and shall make a detailed five (5) minute report with supporting visuals (ex: presentation, paper documents) to the Senate yearly, and one (1) up to two (2) minute reports consisting of meeting times, place, and upcoming activities to the Senate

twice a quarter. Failure to attend two (2) regular Senate meetings in the same academic quarter will result in all funds of said organizations to be automatically frozen until the president of the organization meets with the Vice President of Clubs & Organizations and the Program Coordinator for Clubs and Intramurals and shows good reason to have the funds unfrozen. Failure to set a meeting with the Vice President of Clubs & Organizations and the Program Coordinator for Clubs and Intramurals before the next regular Senate meeting shall result in a loss of sanction status.

- i) Funding Requests can be considered as a quarterly club report if they add additional details including meeting times and plans.
- (b) Organizations planning to attend an annual event that will require more than standard S&A allocation shall submit a preliminary report to the ASTCC Senate by the second Senate meeting of Winter Quarter and shall give non-consecutive, bi-quarterly updates to the Senate regarding progress, planning, and fundraising.
 - i) Post-event reports shall be presented to the Senate within three (3) academic weeks following completion of the event.
- (c) The ASTCC Executive Board may suspend or revoke a club or organization sanction and rescind access to any S&A fee allocation for failure to update the quarterly membership/officer list and/or follow guidelines set out in the ASTCC By-Laws, applicable sanction packet, club handbook, and other relevant documents.

SECTION 4

- (a) Following recognition sanction, additional funding requests may be submitted to the Senate for approval by majority vote.
- (b) All clubs, communities, and organizations funded by the Services and Activities Fee shall not use money for political or religious purposes except as outlined in the Killian Guidelines for Washington State.

SECTION 5

- (a) If it becomes apparent that any sanctioned organization is failing to fulfill its stated objectives or obligations, a two-thirds (2/3) majority vote of the Senate present and voting shall revoke the funding of said organization.

- (b) If any organization requests money and does not use the entire allotment, said money shall be revoked and returned to its original source.
- (c) In the event of mismanagement of funds, the organization advisor and officers responsible shall be required to have a review hearing with the Senate within three (3) academic weeks.
- (d) Ability to access funds is contingent upon ASTCC organization account balance when request is processed.
- (e) To be recognized as a returning Organization, the Organization must of sanctioned by the last day of Winter Quarter the previous academic year.

ARTICLE XIV

S&A ALLOCATION AND MANAGEMENT

SECTION 1

- (a) Clubs and organizations shall be subject to the following allocation schedule:

S&A Allocation Schedule of Returning Clubs and Organizations

Sanction forms Submitted by:	Eligible S&A Allocation
Last business day of November	\$1,000.00
Last business day of December	\$750.00
Last business day of January	\$500.00
Last business day of February	\$250.00
Last academic day of Winter Quarter	\$125.00
Last business day of March	\$0.00

SECTION 2

- (a) Managers of budgets that are funded with S&A fees and go over the annual budget will be subject to a review hearing by the Program Coordinator of Clubs & Intramural and Director of Student Engagement and shall provide sufficient information regarding management of the budget, why the overage happened, and how overages will be avoided in the future.
 - a The result of said hearing will be reported at the next regular Senate meeting.
- (b) Advisors of clubs and organizations shall be subject to the same scrutiny.

ARTICLE XV

MEMORIAL FUND

SECTION 1

- (a) A Student Memorial Fund is established by the ASTCC Student Government to pay for costs involved in memorializing students following the process and procedures adopted by the College. The procedure can be found in the TCC Management Manual at number 95-007. The purpose is to memorialize Tacoma Community College students who die while currently enrolled in courses leading to a degree or certificate.

ARTICLE XVI

AMENDMENTS

SECTION 1

- (a) Proposed amendments to these laws shall become effective upon ratification by a two-thirds (2/3) vote of Senators present and voting. Senators must be notified of any proposed amendment to these By-Laws at least one (1) week prior to voting on any said amendment.

Revised 2/9/94; 5/18/94; 6/07/95; 5/29/96; 10/2/96; 5/2/99; 6/6/01; 2/5/14; 5/28/14 2/11/15;
5/10/17; 6/1/22; 6/3/2022; 10/16/2024; 5/21/25; 5/27/26.