

# 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.

### ARTICLE I

#### INTENT

The By-Laws for the government organization shall regulate all ASTCC Student Government functions.

### ARTICLE II

#### MEETINGS

##### Section 1

The rules of parliamentary procedure, as contained in Robert's Rules of Order Newly Revised, shall be a guideline for the ASTCC Senate (from here on referred to as Senate and its members Senators, 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

These rules may be suspended by Article and Section 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 4

- (a) The regular meeting of the Senate shall commence the second week of fall quarter.
- (b) The Senate shall meet on a bi-weekly basis at an appointed time throughout the academic year.
- (c) Special meetings may be called at the request of any ASTCC Executive Officer or by a majority of the current voting Senators.

#### Section 5

- (a) Each speaker shall be formally recognized by the acting Parliamentarian. The Vice President of Legislation & Records shall be the acting Parliamentarian and shall choose an alternate to fulfill duties when required.
- (b) 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.
- (c) Debate shall be extended ten (10) minutes at a time.
- (d) Meetings of the Senate shall be open to the general public. Meetings shall be closed to the public only when personnel matters are being considered.
- (e) 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 for the adoption of the legislation.

#### Section 6

- (a) Items to be lodged on the agenda shall be submitted in writing to the ASTCC Vice President of Legislation of Records at least four (4) instructional days prior to the meeting.
- (b) Additional items of business may be placed on the agenda as a non-action item during a meeting with a two-thirds ( $2/3$ ) vote of the Senate or by any ASTCC Executive Officer.

- (c) The ASTCC Secretary shall provide for the preparation and distribution of the Senate minutes five (5) instructional days prior to each Senate meeting.

### ARTICLE III

#### VOTING

##### Section 1

- (a) Voting privileges are limited to ASTCC Senators.
- (b) The ASTCC Vice President of Finance shall have voting rights.
- (c) The ASTCC Vice President of Legislation of Records can vote only in the event of a tie on ballot votes.
- (d) The ASTCC 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) Quorum shall be required to vote on an action item on the table.
  - i. Quorum is defined as two-thirds (2/3) of Senators present with active voting rights.

### ARTICLE IV

#### NO CONFIDENCE

##### Section 1

- (a) Any member of the Senate with active voting rights has the right to request a vote of no confidence.
- (b) A vote of no confidence applies to Senators and Executive Officers.

- (c) The request for a vote of no confidence must be lodged in an open, regularly scheduled meeting of the Senate.
- (d) The vote of no confidence shall be taken at the next scheduled meeting after the initial request, following the guidelines in Article VII, Sections 1 and 2 of the 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 a removal of office and the loss of voting rights.
- (g) Any new request for a vote of no confidence must have a waiting period of four (4) consecutive, regularly scheduled Senate meetings dating from the meeting after the vote was taken.
- (h) A vote of no confidence is not subject to a presidential veto
- (i) Any person who receives a vote of no confidence has the right to appeal to the Dean of Student Development and Success or their designee within seven instructional days

## Section 2

- (a) The successor to any position vacated by a vote of no confidence will be appointed by a majority of the Senate.
- (b) Any position which has been vacated by a vote of no confidence and filled by the Senate shall be for the remaining period of office in said term.
- (c) Ballots will be used for a vote of no confidence of Executive Officers
- (d) Ballots will be retained by the Advisor for Student Government for one academic year.
- (e) The ballots will be counted by three members of the Senate. The count will be verified by the Advisor for Student Government.

## ARTICLE V

### COMMITTEES

#### Section 1

The By-Laws Committee shall be composed of the Vice President of Legislation and Records, one other Executive Officer, and up to three (3) additional Senators.

#### Section 2

The Budget Committee shall be composed of Vice President of Finance, one other Executive Officer, and up to three (3) additional Senators.

#### Section 3

In the event of a dispute interpretation of the ASTCC Constitution or By-Laws, a Judicial Committee shall be formed to resolve the discrepancy

- (a) The Judicial Committee shall consist of five (5) students who are not members of the Executive Committee or the Senate.
- (b) One (1) representative each from Athletics, Tutoring/SI, Veterans/Human Resources, CASA/MECA, and one representative from Clubs shall serve on the Judicial Committee.
- (c) Appointments shall be reviewed by the Senate.

## ARTICLE VI

### EXECUTIVE CANDIDATE SELECTION COMMITTEE

#### Section 1

The Executive Candidate Selection Committee shall be composed of the President and two (2) Senators. Acting ASTCC Vice Presidents and Secretary shall have the right to be non-voting, advisory members of the Executive Candidate Selection Committee.

#### Section 2

- (a) Prospective candidates must submit an application 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. Phone number
  - vi. Address or building number for further information
  - vii. Requirements for position
- (b) In the event that there are no applications submitted, the ASTCC Executive Committee may extend the application deadline for a position.
- (c) A student may apply for only one position during an election process, but may be nominated for another position by the selection committee.

### 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/information shall remain confidential between the committee and said candidate.
- (b) The committee shall submit the names of no more than three (3) candidates for each position to the Senate.
- (c) All applications will be held for one academic year by the Advisor for Student Government. After said period of time, they may be destroyed.

### Section 4

- (a) Ballots will be used for the election of officers.
- (b) Ballots will be retained by the Advisor for Student Government for one academic year.
- (c) The ballots will be counted by the Vice President of Finance, Vice President of Legislation and Records, and a Senator. The count will be verified by the Advisor for Student Government.

- i. This will exclude any candidate on the ballot during the count. Any vacancy shall be filled by a Senator.
- (d) All candidates must deliver a speech on Election Day. Each candidate will be given five minutes at the Senate meeting for their speech and questions. 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 two-thirds (2/3) vote of Senators present and with active voting rights

## ARTICLE VII

### VACANCIES

#### Section 1

- (a) If the position of President is vacated, another member of the Executive Committee shall fill the position on an interim basis in the following order:
  - i. Vice President of Finance
  - ii. Vice President of Legislation & Records
  - iii. Secretary
- (b) If an Executive Officer position is vacated:
  - i. Before the 5th week of winter quarter, the election process as stated in Article VI of the By-Laws will be followed.
  - ii. After the 5th week of winter quarter, the Executive Committee shall have the authority to decide whether to fill the vacancy by election or to appoint an appropriate person to temporarily fill the position until such time, as is deemed appropriate. The appointment shall be submitted to the Senate for approval.

## ARTICLE VIII

### EXECUTIVE COMMITTEE

#### Section 1

Candidates for the positions of the ASTCC Executive Committee, in addition to being a currently registered student, must meet the following requirements:

- (a) Presidential candidates must have at least 24 credit hours earned at Tacoma Community College prior to applying for the position.
- (b) All other candidates for the Executive Committee must have earned at least 12 credit hours at Tacoma Community College prior to applying for the position.
- (c) All candidates for the Executive Committee must be currently enrolled at TCC for a minimum of 10 credit hours.
- (d) All candidates for the Executive Committee must have a cumulative GPA of 2.5 or higher prior to applying for a position.

#### Section 2

All members of the Executive Committee 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 Officers are not required to maintain a class schedule.

#### Section 3

- (a) Executives that do not maintain a quarterly GPA of 2.5 will be placed on probation 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) Executives whose cumulative GPA falls below 2.5 will be automatically removed from office.

#### Section 4

The ASTCC Executive Committee elections shall be held during the third regular Senate meeting of spring quarter.

#### Section 5

Tenure of ASTCC Executive Officers:

- (a) The expectation of the Executive Officers serving in ASTCC Student Government may extend for a two (2) year commitment.

- i. In the case of a vacancy in which no other candidate is available to fill a position, Executive Officers may serve an additional 2 quarters.
- (b) Executive Officers must re-apply for their position each year.

## ARTICLE IX

### SENATORS

#### Section 1

Any student who is currently registered for credit at TCC, has passed the Parliamentary Procedure test, 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 after their third consecutive Senate meeting.

#### Section 2

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 attended one (1) regularly scheduled Senate meeting.

- (a) Attendance is defined as being present for the full duration of a Senate meeting.
- (b) Attendance shall be recorded by the ASTCC Secretary.
- (c) Verifying documentation or a meeting with the ASTCC Executive Officers is required for two (2) or more unexcused absences.
  - i. An absence shall be deemed excused or unexcused by decision of the Executive Committee based on the specific circumstances.

#### Section 3

Senators shall serve on various committees, as appointed by the ASTCC President.

#### Section 4

Senators have the right to request an excused leave of absence for one (1) quarter without penalty. Senators will need to request the leave of absence before the first Senate meeting of the quarter in question with details of the conflict and submit it to the ASTCC Executive Committee in writing or electronically. Requests must be reviewed by the ASTCC Executive Committee before taking effect.

- (a) An excused leave of absence is allowed for only one (1) consecutive quarter.
- (b) Any Senate meetings missed before the request for a leave of absence will be counted against the Senator's attendance record.
- (c) Senators who miss two (2) consecutive quarters will be required to repeat the steps laid out in Section 1 to be re-granted voting rights.

## ARTICLE X

### CLUBS

#### Section 1

- (a) Definitions:
  - i. Sanction: to ratify, to approve and accept formally, and to endorse formally.
  - ii. Club: an ASTCC sanctioned student group which has organized for a stated purpose.
- (b) Proposed student clubs must submit a request for recognition sanction which includes a statement of purpose and a list of proposed members, advisor(s), and officers to the ASTCC President and the Director of Student Engagement. This process is repeated each year.
- (c) A new club can submit applicable sanction forms up to the last academic day of winter quarter. If approved, the club will receive regular privileges and will be funded per the funding schedule in Article XIII, Section 1 of this document.
- (d) Completed sanction forms shall be filed with the ASTCC Secretary.

## 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 report to the Senate twice quarterly. Failure to attend two regular Senate meetings in the same academic quarter will result in all funds of said club to be automatically frozen until the president of the club meets with the ASTCC Executive Committee and shows good reason to have the funds unfrozen. Failure to set a meeting with the Executive Committee before the next regular Senate meeting shall result in a loss of sanction status.
- (b) Clubs planning to attend an annual event that will require more than the standard S&A allocation shall submit a preliminary report to the ASTCC Senate by the last regular meeting of fall quarter and shall give nonconsecutive, 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) ASTCC Executive Committee 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 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 Service and Activities Fee shall not use money for political or religious purposes.
  - i. Reference RCW 28B.15

## 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.

- (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 ASTCC Senate within three (3) academic weeks.

### Section 5

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.

## ARTICLE XI

### COMMUNITIES

#### Section 1

- (a) Definitions:
  - i. Sanction: to ratify, to approve and accept formally, and to endorse formally.
  - ii. Community: an ASTCC sanctioned student group which has organized for a state purpose.
- (b) Proposed student communities must submit a request for recognition sanction which includes a statement of purpose and a list of proposed members to the ASTCC President and the Director of Student Engagement. This process is repeated each year.
- (c) 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 winter quarter, communities shall receive regular privileges but will be ineligible for funding until the next fiscal year.
- (d) Completed sanction forms shall be filed with the ASTCC Secretary.

#### Section 2

- (a) The Director of Student Engagement, or designee, and the ASTCC Executive Committee shall act as advisors for communities.

### Section 3

- (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.
  - i. Reference RCW 28B.15

### Section 4

- (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.

### Section 5

- (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.
  - i. Ability to access funds is contingent upon ASTCC club account balance when request is processed.
- (b) Communities can submit club sanctioning forms before the last academic day of winter quarter and shall be treated as a new club upon approval.

## ARTICLE XII

### ORGANIZATIONS

#### Section 1

- (a) Definitions:
  - i. Sanction: to ratify, to approve and accept formally, and to endorse formally.
  - ii. Organization: an ASTCC sanctioned student group with a state, national, or international affiliation which has organized for a stated, shared purpose.

- (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
    - a. Membership dues shall be collected following TCC financial guidelines.
  - iii. Require members to maintain a specific credit load.
  - iv. Require members to maintain a minimum GPA.
  - v. Require members to perform community service.
  - vi. Be affiliated with a particular instructional program.
- (c) Proposed student organizations must submit a request for recognition sanction which includes a statement of purpose and a list of proposed members, advisor(s), and officers to the ASTCC President and the Director of Student Engagement. This process is repeated each year.
- (d) A new organization can submit applicable sanction forms up to the last academic day of winter quarter. If approved, the organization will receive regular privileges and will be funded per the funding schedule in Article XIII, Section 1 of this document.
- (e) Completed sanction forms shall be filed with the ASTCC Secretary.

## Section 2

- (a) All organizations that receive Services and Activities funding must have a representative at all regular Senate meetings and shall make a report to the Senate twice quarterly. Failure to attend two regular Senate meetings in the same academic quarter will result in all funds of said organization to be automatically frozen until the president of the organization meets with the ASTCC Executive Committee and shows good reason to have funds unfrozen. Failure to set a meeting with the Executive Committee before the next regular Senate meeting shall result in a loss of sanction status.
- (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 last regular meeting of fall quarter and shall give

nonconsecutive, 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) ASTCC Executive Committee 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 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.
  - i. Reference RCW 28B.15

### Section 4

- (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 ASTCC Senate within three (3) academic weeks.

### Section 5

New organizations may request a maximum of \$250.00 from club funds if applicable sanction forms are submitted by the last academic day of winter quarter. Returning organizations can request a maximum of \$1,000.00.

ARTICLE XIII

S&A ALLOCATION AND MANAGEMENT

Section 1

Services & Activities Fee Allocation:

Clubs and organizations shall be subject to the following allocation schedule:

S&A Allocation Schedule of Returning Clubs and Organizations

Sanction Forms <u>Submitted</u> 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

Budget Overages:

- (a) Managers of budgets that are funded with S&A fees and go over the annual budget annually will be subject to a review hearing by the ASTCC Senate and shall provide sufficient information regarding management of the budget, why the overage happened, and how overages will be avoided in the future.
- (b) Advisors of clubs and organizations shall be subject to the same scrutiny.

ARTICLE XIV

MEMORIAL FUND

Section 1

A Student Memorial Fund is established by the ASTCC Student Government to pay for costs involved in memorializing students following the process and procedures as adopted by the College. The procedure can be found in the TCC Management Manual under number 99 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 XV

### AMENDMENTS

#### Section 1

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 week prior to vote 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