



# **Bylaws of the Associated Student Government of Bellevue College**

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## **Mission Statement**

The Associated Student Government of Bellevue College (ASGBC) is responsible for representing the interests and needs of the students of Bellevue College. The ASGBC accomplishes this by (I) ensuring a welcoming, safe, and inclusive environment, (II) Representing the student community by providing input and collaborating on initiatives with other administrative branches of Bellevue College (BC) and the Bellevue College Governance (BCG) concerning the well-being of the student community, (III) Initiating and coordinating student activities, and (IV) Providing recognition and funding for student-led organizations. Additionally, the Board of Directors oversees the Services & Activities Fee (S&A Fee), the Student Environmental Sustainability Fee (SESF), the Student Technology Fee (STF), and the Student Senate.

## Article I: Board of Directors

### Section 1: Officers and Duties of the Board of Directors

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#### 1.1 Officers of the Board of Directors

- A. The ASGBC Board of Directors shall consist of the following positions, each being held by one (1) student:
  - a. President
    - i. The ASGBC President shall be an executive member of the Board of Directors.
  - b. Vice President
    - i. The ASGBC Vice President shall be an executive member of the Board of Directors.
  - c. Chief of Administration
    - i. The Chief of Administration shall be an executive member of the Board of Directors.
  - d. Director of Finance
  - e. Director of Sustainability and Civic Engagement
  - f. Director of Events and Programs
  - g. Director of Public Relations
  - h. Internal Affairs Director
  - i. External Affairs Director

#### 1.2 The President

The President shall:

- A. Serve as the Chair of the Board of Directors and have the power to vote.
- B. Provide leadership and oversee the management and direction of the Board of Directors, and the Associated Student Government of Bellevue College (ASGBC).
- C. Serve as a member of the Student Technology Fee (STF) Committee, Student Environmental Sustainability Fee Committee (SESF), Services & Activities Fee Committee (S&A), Electoral Committee, and the Judicial Oversight Committee, and all other committees of the ASGBC.
  - a. The President shall have the authority to delegate committee responsibilities, if necessary.
- D. Attend all mandatory training sessions, meetings, and retreats.
- E. Stay updated on the activity of all standing ASGBC committees, task forces, and other bodies.
- F. Coordinate with the Vice President and the Chief of Administration on internal operations & functions.
- G. Serve as the official spokesperson for the ASGBC .
- H. Be the signatory authority of the ASGBC .
- I. Delegate any duties that are deemed necessary to accomplish ASGBC goals and objectives.
- J. Distribute tasks and/or projects to members of the Board of Directors, and all other employees of the ASGBC as deemed necessary.
- K. Ensure effective student participation in college decision making by appointing all at-large student representatives to college councils, committees, boards, and task forces. In the event that the ASGBC President may have a conflict of interest with the committee in question, the Board of Directors will appoint an officer to oversee the appointment process. Councils, committees, boards, and task forces may include, but are not limited to:
  - a. Tenure Review Committee
  - b. Citation Review Committee
  - c. Student Conduct Committee
  - d. Student Academic Grievance Committee
- L. Ensure that all officers are fulfilling their job responsibilities and meeting expectations.

- M. Oversee the legislative advocacy efforts of the ASGBC, in conjunction with the Director of Sustainability and Civic Engagement, and advocate for students at the local, state, and federal levels. At the state level, this may include providing public testimony to the House and Senate Committees.
- N. Develop a working knowledge, and adhere to the ASGBC Constitution, ASGBC Bylaws, and ASGBC Financial Code, and all other official documents of the ASGBC.
- O. Attempt to the best of their ability to implement all matters and responsibilities derived from ASGBC legislation which has been approved by the Student Senate.
- P. Shall meet regularly with and provide a constituent report to the Bellevue College President and the Board of Trustees.
- Q. Shall meet regularly with the Bellevue College President, Provost and Vice President of Academic Affairs, Vice President of Student Affairs, the Dean of Student Life and Leadership, the Director of Student Engagement, staff, faculty, and constituents.
- R. Serve as the student representative on College Assembly.
- S. Hold a one-on-one meeting with each Board of Directors member during the academic quarter at least once.
- T. Hold regular meetings with Student Senate leadership and attend Student Senate meetings to the best of their ability.
- U. Ensure student concerns are heard and will refer student grievances to the appropriate processes.
- V. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, Washington State laws, and Federal laws.
- W. Be accountable for nineteen hours of work per week. During this period, the President may hold office hours, attend and schedule meetings, complete and work on projects, and otherwise guide the work of the ASGBC.
- X. Hold regular meetings with the ASGBC Advisor(s).
- Y. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- Z. Exercise authorities granted by the ASGBC Constitution, ASGBC Bylaws, and the ASGBC Financial Code.
- AA. Complete weekly, and quarterly reports as directed by the Chief of Administration.

### 1.3 Vice President

The Vice President shall:

- A. Serve as a voting member of the Board of Directors.
- B. Serve as the Speaker of the Senate.
- C. Fulfill the duties of the President in the event of the President's absence, resignation, or forfeiture of office.
- D. Attend all mandatory training sessions, meetings, and retreats.
- E. Chair the Student Commencement Speaker Selection Committee.
- F. Meet regularly with the ASGBC President to provide them updates regarding internal ASGBC operations pertaining to the Board of Directors and the Student Senate.
- G. Complete projects and tasks assigned by the ASGBC President.
- H. Serve as the ASGBC President's proxy on ASGBC standing committees when directed by the ASGBC President.
- I. Work with the Chief of Administration to maintain attendance, performance and membership records for the Board of Directors, Student Senate, ASGBC Office of Civic Engagement, ASGBC Office of Events and Community Relations, and committees of the ASGBC.
- J. Work with the Senate Vice Speaker and the Senate Clerk to maintain records of the Student Senate, especially records pertaining to legislation, agendas, minutes, attendance, and

membership.

- K. Hold a one-on-one meeting with each ASGBC Student Senator at least once during each academic quarter.
- L. Work with the Chief of Administration to facilitate the organization of ASGBC office hours and meetings.
- M. Ensure student concerns are heard and will refer student grievances to the appropriate processes.
- N. Develop a working knowledge, and adhere to the ASGBC Constitution, ASGBC Bylaws, and ASGBC Financial Code, and all other official documents of the ASGBC.
- O. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, Washington State laws, and Federal laws.
- P. Be accountable for nineteen hours of work per week. During this period, the Vice President may hold office hours, attend and schedule meetings, complete and work on projects, and otherwise perform duties and tasks as assigned by the ASGBC President.
- Q. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- R. Exercise authorities granted by the ASGBC Constitution, ASGBC Bylaws, and the ASGBC Financial Code.
- S. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- T. Perform related duties and tasks as assigned by the President.

#### 1.4 Chief of Administration

The Chief of Administration shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Serve on all committees as assigned.
- D. Be responsible for overseeing and directing the record-keeping practices of the ASGBC; including the Board of Directors, Student Senate, ASGBC Offices, ASGBC Committees, and other entities subject to the Open Public Meetings Act.
- E. Be responsible for maintaining attendance, performance and membership records for the Board of Directors, Student Senate, ASGBC Offices, ASGBC Committees, ASGBC Task Forces, and all other entities of the ASGBC.
- F. Oversee all hiring processes and procedures of the ASGBC.
- G. Serve as the Chair of the Judicial Oversight Committee.
- H. Ensure that the minutes of Board of Directors meetings are recorded, and publicly posted in accordance with the policies contained in these bylaws, and the Open Public Meetings Act.
- I. Work with the Vice President to maintain an ongoing calendar of all official ASGBC meetings.
- J. Meet regularly with the ASGBC President to provide them updates regarding internal ASGBC operations pertaining to the Board of Directors, and all other ASGBC personnel and entities.
- K. Ensure that all official ASGBC business is recorded, maintained, and archived.
- L. Complete an annual digital and physical archive of the current year's activities, projects, events, staff, and official meeting materials, in conjunction with the Internal Affairs Director.
- M. Ensure the Board of Directors, Student Senate, ASGBC Offices, ASGBC Committees, and all ASGBC student organizations comply with the ASGBC Constitution, ASGBC Bylaws, ASGBC Financial Code, Bellevue College policies, Washington State laws, and Federal laws, and all other official documents of the ASGBC.
- N. Head internal ASGBC investigations, and investigations of ASGBC student organizations through the Judicial Oversight Committee.

- O. Maintain proficiency of newly instituted laws and policies that affect the operations of the ASGBC.
- P. Conduct an annual review of all ASGBC governing documents and other official rules adopted by the Board of Directors.
- Q. Serve as Chief Parliamentarian for the Board of Directors, and other ASGBC bodies upon request.
- R. Serve as interpreter and enforcer of Roberts Rules of Order, in conjunction with the President.
- S. Facilitate the collection of weekly and quarterly reports from members of the Board of Directors, and other ASGBC personnel as deemed necessary.
- T. Ensure that the job descriptions of all ASGBC personnel are up to date and being adhered to in conjunction with the Vice President.
- U. Attend at least one Student Senate meeting per academic quarter.
- V. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- W. Be accountable for nineteen hours of work per week. During this period, the Chief of Administration may hold office hours, attend and schedule meetings, complete and work on projects, oversee the association's internal operations, record keeping, judicial proceedings and otherwise perform duties and tasks as assigned by the ASGBC President.
- X. Develop a working knowledge, and adhere to the ASGBC Constitution, ASGBC Bylaws, and ASGBC Financial Code, and all other official documents of the ASGBC.
- Y. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- Z. Exercise authorities granted by the ASGBC Constitution, ASGBC Bylaws, and the ASGBC Financial Code.
- AA. Perform related duties and tasks as assigned by the President.
- BB. Complete weekly, and quarterly reports.

### 1.5 Director of Finance

The Director of Finance shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Be responsible for the overall administration of the ASGBC budgets and expenditures.
- D. Monitor and track all ASGBC budget appropriations and expenditures including those of the Board of Directors, Office of Civic Engagement, and the Office of Events and Community Relations.
- E. Chair the Services & Activities Fee Committee.
- F. Chair the Student Voluntary Fee Oversight Committee.
- G. Serve on all committees as assigned.
- H. Oversee the training of ASGBC personnel on matters concerning funding and budget processes, as deemed necessary.
- I. Hold regular meetings with and serve as the liaison between ASGBC and the Student Engagement Financial Program Manager.
- J. Continuously promote compliance, and report known violations of the ASGBC Financial Code, the Washington Administrative Code (WAC), the Revised Code of Washington (RCW), and the regulations of the Office of Financial Management.
- K. Work with the Dean of Student Life and Leadership, Director of Student Engagement, , and the Student Engagement Financial Program Manager in coordinating the Services & Activities Fee process.

- L. Review funding requests and assist ASGBC student organizations in the ASGBC funding request process.
- M. Provide weekly reports to the ASGBC on the status of the ASGBC budget and monitor ASGBC student organization budgets and spending.
- N. Attend at least one Student Senate meeting per academic quarter.
- O. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washington State and Federal laws.
- P. Be accountable for nineteen hours of work per week. During this period, the Director of Finance may hold office hours, attend and schedule meetings, complete and work on projects, oversee the association's budget and otherwise perform duties and tasks as assigned by the ASGBC President.
- Q. Develop a working knowledge, and adhere to the ASGBC Constitution, ASGBC Bylaws, ASGBC Financial Code, and all other official documents of the ASGBC.
- R. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- S. Exercise authorities granted by the ASGBC Constitution, ASGBC Bylaws, and the ASGBC Financial Code.
- T. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- U. Perform related duties and tasks as assigned by the ASGBC President.

## **1.6 Director of Sustainability and Civic Engagement**

The Director of Sustainability and Civic Engagement shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Serve on all committees as assigned.
- D. Oversee and direct all operations and personnel of the ASGBC Office of Civic Engagement, in conjunction with the ASGBC executives.
- E. Organize and implement legislative events (i.e. voter registration drives, student lobby and empowerment days, hosting government officials on campus, letter writing campaigns, legislative information forums for students, etc).
- F. Coordinate with the Board of Directors and Student Senate to develop the student legislative agenda.
- G. Serve as the legislative liaison for state and federal matters by regularly meeting, corresponding, and building relationships with local and state representatives.
- H. Organize and facilitate regular campus outreach events to ensure direct communication about civic engagement with students regarding issues and concerns through surveys, student town hall meetings and other initiatives.
- I. Coordinate lobbying trips to Olympia.
- J. Schedule and attend meetings with external legislative partners.
- K. Serve as the representative for the ASGBC in the Washington Community and Technical College Student Association (WACTCSA).
- L. Serve as the representative for the ASGBC in the Washington Student Association, in conjunction with the ASGBC President.
- M. Chair the Student Environmental Sustainability Fee (SESF) Committee.
- N. Oversee and direct all student-led sustainability efforts.
- O. Coordinate events and programs promoting social responsibility awareness to ensure direct communication with students regarding campus sustainability initiatives, and other initiatives related to social stewardship.

- P. Serve as the liaison between the ASGBC and the Office of Sustainability.
- Q. Create one campus-wide, long term sustainability initiative or project and/or take part in current sustainability initiatives on campus.
- R. Serve as the liaison between the ASGBC and the Office of Diversity, Equity, and Inclusion including the Social Justice Center & Title IX office.
- S. Serve as the liaison between the ASGBC and the Affinity Coordinators.
- T. Oversee and direct all legislative efforts of the ASGBC.
- U. Attend at least one Student Senate meeting per academic quarter.
- V. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- W. Be accountable for nineteen hours of work per week. During this period, the Director of Sustainability and Civic Engagement may hold office hours, attend and schedule meetings, complete and work on projects, oversee the association's legislative affairs, and otherwise perform duties and tasks as assigned by the ASGBC President.
- X. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- Y. Develop a working knowledge, and adhere to the ASGBC Constitution, ASGBC Bylaws, ASGBC Financial Code, ASGBC Office of Civic Engagement Policies and Procedures Manual, and all other official documents of the ASGBC.
- Z. Exercise authorities granted by the ASGBC Constitution, ASGBC Bylaws, and the ASGBC Financial Code.
- AA. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- BB. Perform related duties and tasks as assigned by the President.

### **1.7 Director of Events and Programs**

The Director of Events and Programs shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Serve on all committees as assigned.
- D. Oversee and direct all operations and personnel of the ASGBC Office of Events and Community Relations, in conjunction with the Director of Public Relations, and the ASGBC executives.
- E. Oversee and direct all ASGBC events, and activities.
- F. Be responsible for overseeing all established ASGBC Programs, such as the ASGBC Laptop Loan Program, ASGBC Cap and Gown Loan Program, ASGBC Student Shuttle Service Program and others as outlined in the ASGBC Program Manual.
- G. Chair the Electoral Committee and be responsible for ensuring that elections are held in adherence to the policies set forth by the ASGBC Constitution, and ASGBC Bylaws.
- H. Chair the Student Exemplary Achievement and Nobility Award Selection Committee.
- I. Assist the ASGBC student organizations with developing and planning events and activities on campus.
- J. Serve as the liaison between the ASGBC and the Events Office, Bellevue College Foundation, and the Office of Institutional Advancement when necessary to complete ASGBC objectives, tasks and goals.
- K. Serve as the liaison between the ASGBC and the Campus Activities Board.
- L. Coordinate with the Vice President and the Chief of Administration to establish an event schedule for each academic quarter.
- M. Lead and direct the annual ASGBC Gala, in collaboration with the Office of Events and Community Relations, and the Board of Directors.

- N. Create and distribute on-campus and digital promotion, and advertising in collaboration with the Director of Public Relations.
- O. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- P. Be accountable for nineteen hours of work per week. During this period, the Director of Events and Programs may hold office hours, attend and schedule meetings, complete and work on projects, oversee the association's programming efforts, and otherwise perform duties and tasks as assigned by the ASGBC President.
- Q. Develop a working knowledge, and adhere to the ASGBC Constitution, ASGBC Bylaws, ASGBC Financial Code, ASGBC Office of Events and Community Relations Policies and Procedures Manual, ASGBC Programs Manual, and all other official documents of the ASGBC.
- R. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- S. Exercise authorities granted by the ASGBC Constitution, ASGBC Bylaws, and the ASGBC Financial Code.
- T. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- U. Perform related duties and tasks as assigned by the President.

### **1.8 ASGBC Director of Public Relations**

The Director of Public Relations shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Serve on all committees as assigned.
- D. Oversee and direct all operations and personnel of the ASGBC Office of Events and Community Relations, in conjunction with the Director of Events and Programs, and the ASGBC executives.
- E. Assist all ASGBC bodies, committees, and offices in the promotion and publicization of their events, activities, services, goals, projects, etc.
- F. Chair the Student Technology Fee (STF) Committee.
- G. Ensure the ASGBC website is up to date, both with content and design, in conjunction with the Chief of Administration.
- H. Serve as the liaison between the ASGBC and the Student Engagement Web & Social Media Specialist, and the Vice President of Information Technology Services.
- I. Serve as an advocate for technological needs and support for students.
- J. Organize and facilitate regular campus outreach events to ensure direct communication between ASGBC and the general student regarding issues and concerns about technology support through surveys, student town hall meetings and other initiatives.
- K. Oversee and direct the production of ASGBC publications and promotion of ASGBC events, activities, goals, and projects.
- L. Publish, post, and publicize events and information on the ASGBC social media accounts and website, in conjunction with the Director of Events and Programs, and the rest of the Board of Directors.
- M. Serve as the liaison between the ASGBC and the Watchdog.
- N. Serve as the liaison between the ASGBC and ASGBC student organizations.
- O. Coordinate the ASGBC student organization chartering process, in conjunction with the Chief of Administration.
- P. Work with the Board of Directors on all press releases, official statements, and newsletters.
- Q. Ensure that all ASGBC logos are being used in accordance with ASGBC guidelines, and

Bellevue College posting policies.

- R. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- S. Be accountable for nineteen hours of work per week. During this period, the Director of Public Relations may hold office hours, attend and schedule meetings, complete and work on projects, oversee the association's social media accounts and publications, and otherwise perform duties and tasks as assigned by the ASGBC President.
- T. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- U. Exercise authorities granted by the ASGBC Constitution, ASGBC Bylaws, and the ASGBC Financial Code.
- V. Develop a working knowledge, and adhere to the ASGBC Constitution, ASGBC Bylaws, and the ASGBC Financial Code, ASGBC Office of Events and Community Relations Policies and Procedures Manual, and all other official documents of the ASGBC.
- W. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- X. Perform related duties and tasks as assigned by the President.

### 1.9 Internal Affairs Director

The Internal Affairs Director shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Serve on all committees as assigned.
- D. Serve as the Clerk of the Student Senate.
- E. Serve as proxy for the President when necessary and granted the authority.
- F. Assist will all internal operations of the ASGBC as directed by the Board of Directors but specifically the President, Vice President, Chief of Administration, and the Director of Finance.
- G. Develop and distribute meeting agendas and supporting materials in conjunction with the rest of the Board of Directors.
- H. Record the minutes of Board of Directors meetings in accordance with the policies contained in these bylaws, and the Open Public Meetings Act.
- I. Serve as the recorder for other ASGBC bodies as assigned by the ASGBC President.
- J. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- K. Be accountable for nineteen hours of work per week. During this period, the Internal Affairs Director may hold office hours, attend meetings, complete and work on projects, assist the day- to-day operation of the ASGBC, record meeting minutes, and otherwise perform duties and tasks as assigned by the ASGBC President.
- L. Develop a working knowledge, and adhere to the ASGBC Constitution, ASGBC Bylaws, ASGBC Financial Code.
- M. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- N. Exercise authorities granted by the ASGBC Constitution, ASGBC Bylaws, and the ASGBC Financial Code, and all other official documents of the ASGBC.
- O. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- P. Perform related duties and tasks as assigned by the President.

### 1.10 External Affairs Director

The External Affairs Director shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Serve on all committees as assigned.
- D. Serve as the Vice Speaker of the Student Senate.
- E. Serve as proxy for the Vice President when necessary and granted the authority.
- F. Assist with all external operations of the ASGBC as directed by the Board of Directors but specifically the President, Director of Sustainability and Civic Engagement, Director of Public Relations, and the Director of Events and Programs.
- G. Directly assist the Director of Sustainability and Civic Engagement with the organization and implementation of legislative events (i.e. voter registration drives, student lobby and empowerment days, hosting government officials on campus, letter writing campaigns, legislative information forums for students, etc).
- H. Directly assist the Director of Public Relations and the Director of Events and Programs with the publication of all ASGBC events, activities, and meetings by printing and posting physical promotional materials around campus, and by serving as the designated photographer for all ASGBC activities, and events.
- I. Serve as the recorder in the absence of the Internal Affairs Director.
- J. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washington State and Federal laws.
- K. Be accountable for nineteen hours of work per week. During this period, the External Affairs Director may hold office hours, attend meetings, complete and work on projects, assist the day-to-day operations of the ASGBC, photograph and assist in the publication of all ASGBC events, and activities, and otherwise perform duties and tasks as assigned by the ASGBC President.
- L. Develop a working knowledge, and adhere to the ASGBC Constitution, ASGBC Bylaws, ASGBC Financial Code.
- M. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- N. Exercise authorities granted by the ASGBC Constitution, ASGBC Bylaws, and the ASGBC Financial Code, and all other official documents of the ASGBC.
- O. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- P. Perform related duties and tasks as assigned by the President.

## Section 2: Membership Criteria of the Board of Directors

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### 2.1 Membership Eligibility Criteria

- A. Candidates for all Board of Directors positions are expected to meet the following requirements at the time of application:
  - a. Must have a 2.5 cumulative GPA of college-level credits taken at Bellevue College.
  - b. Must have completed twelve (12) college-level credits taken at Bellevue College.
  - c. All applicants, except the Internal Affairs Director, and the External Affairs Director are expected to present prior experience in leadership in some form.
  - d. Be in good standing with Bellevue College and not on disciplinary probation.

- e. Be in good academic standing, and not be on academic probation.
- B. Candidates for President, and Vice President are expected to present prior experience in leadership, in at least one of the following areas:
  - a. Served as an ASGBC Officer.
  - b. Served as an ASGBC Student Senator.
  - c. Previously employed by the ASGBC.
  - d. Served in a leadership position in an ASGBC student organization at Bellevue College for at least one quarter.
  - e. Served in a student leadership position at Bellevue College for at least one quarter.

## 2.2 Oath of Office

- A. Each incoming ASGBC Officer, shall take the following oath before becoming an employee of the ASGBC: “I (full name), do solemnly affirm before these assembled witnesses that, to the best of my ability, I will faithfully execute the duties and responsibilities of my office, and shall preserve, protect, and enforce the Constitution of the Associated Student Government of Bellevue College.”
- B. This Oath of Office shall be taken prior to the official employment start date of the position, after the membership of the incoming Board has been finalized.
  - a. Regardless of the oath being taken, the incoming Officers shall not have the authority to exercise any of their granted powers until the official date of their employment has begun.

## 2.3 Membership Requirements During Tenure

- A. During the duration of their tenure in office, all Board of Directors members are expected to:
  - a. Maintain a minimum quarterly GPA of 2.5 while in office.
  - b. Register and complete a minimum of eight (8) Bellevue College credit hours per academic quarter, with the exception of Summer Quarter while in office.
  - c. Remain in good standing with Bellevue College and not on disciplinary probation.
  - d. Remain in good academic standing, and not be on academic probation.
  - e. Not hold any other paid position on campus.
  - f. Not hold any other leadership position on campus.

## Section 3: Hiring Protocols and Procedures

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- A. All non-executive Board of Directors candidates, with the exception of the Chief of Administration, shall be appointed through a traditional hiring process overseen by the Board of Directors.
  - a. If members of the Board of Directors are candidates for any ASGBC Board position, they shall not participate in official functions of the hiring process for any of the position(s) that they are applying for.

### 3.1 Application & Publication

- A. Applications for all positions on the Board of Directors must be made publicly available before the end of the Winter Quarter and must remain open for at least fourteen (14) instructional days.
- B. The Board of Directors shall promote and publicize ASGBC applications through regular tabling, posting physical and digital materials, sending messages to the student body, canvassing, and through other acceptable means to attract applicants.
- C. The ASGBC Advisor(s) shall certify that each applicant has met the required qualifications within three (3) business days of the application closing.
- D. Applications should contain, but are not limited to the following components:
  - a. A summary of the position.
  - b. The minimum qualifications for the role.
  - c. The essential functions of the role.

- d. Details regarding compensation, and selection timeline.
- e. Request for materials from the candidate including a resume, cover letter, and at least one letter of recommendation (optional).
- f. Short answer questions.
- g. Fields to input personal information including:
  - i. Bellevue College email address.
  - ii. Student ID number.
  - iii. Phone number.
- h. Field for applicants to certify that they meet all requirements for the position.
- i. Field for applicants to sign and date the application.

### 3.2 Interviews

- A. The Chief of Administration shall coordinate the scheduling of interviews.
- B. Interview questions must be finalized within three (3) business days of the first interview.
- C. Interviews are to be held in-person and on campus and shall only be conducted in a remote setting if deemed necessary.
- D. Interview questions should remain confidential and shall only be distributed to applicants within a period of one (1) to three (3) hours before their interview is scheduled to start, the Board of Directors shall establish a specific time for the distribution of the interview questions. This specific time shall remain consistent for all applicants and established prior to the first interview being conducted.
- E. All applicants, regardless of the position they are interviewing for, must be asked a standard set of questions created by the Board of Directors. However, some positions may be asked specific questions pertaining to their position, as long as every other applicant for that position is asked the same question. Similarly, applicants may be asked to create specific materials for their interview, including mock promotional materials and other media, as long as every other applicant for that position is directed to create the specific materials in the same way. Requests for specific materials must be made at least five (5) business days before the date of the interview.

### 3.3 Selection & Ratification

- A. Once interviews have been completed, the Board of Directors shall select and finalize the next ASGBC Board for the upcoming year.
  - a. The ASGBC Board shall have the authority to offer positions to applicants who did not initially apply for the position being offered.
- B. Once the Board of Directors has been selected, the following procedure shall take place:
  - a. The ASGBC Advisor(s) shall again certify that the applicants meet the minimum qualifications for the position that they have been selected to occupy.
  - b. Once the previous step has been completed, offer letters shall be sent to the selected applicants.
  - c. Once the previous step has been completed, and the selected applicants have accepted the offered positions, denial letters shall then be sent to the non-selected applicants.
- C. Once applicants have been informed that they have been chosen, the Board of Directors shall approve the appointments at a Board of Directors meeting.

## Section 4: Elections

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### 4.1 General Provisions

- A. The positions of President, and Vice President shall be determined through election.
- B. All ASGBC elections shall be conducted in accordance with the policies, procedures, and rules contained in this section.
- C. ASGBC elections shall be overseen by the Electoral Committee.
- D. This section shall be reviewed by the Electoral Committee (“the Committee”), before and after each election. All proposed changes to this section shall adhere to the amendment procedures of these Bylaws outlined in Article X.
- E. Ignorance of the rules outlined in this section shall not be an acceptable defense in response to any offense committed in any election under this section, either by the candidates themselves or their volunteers.
- F. Final discretion regarding any discrepancies in this section shall be first left up to the Electoral Committee, but upon appeal, the Board of Directors has final interpretational authority.
- G. Each election under this section shall be considered as a single and separate application of this section. Precedent, while useful as a guideline, shall be non-binding for Electoral Committee actions.
- H. No member of the ASGBC Board of Directors or ASGBC Student Senate may publicly endorse, support, or campaign for any ASGBC Candidate during the election period. Violations will be referred to the Electoral Committee for disciplinary action.

### 4.2 Definitions

- A. “Board” means the Board of Directors.
- B. “Ballot measure” means an initiative, referendum, survey question or constitutional amendment to be approved or rejected by eligible voters in a general or special ASGBC election.
- C. “Business hours” refers to hours in which Bellevue College offices are open.
- D. “Campaign materials” shall be used as a general term that refers to posters, flyers, stickers, sandwich boards, and other media intended to be posted or distributed by candidates.
- E. “Candidate” means any person who has been determined eligible for candidacy in accordance with this section.
- F. “ASGBC student organization” means any student organization that has had their charter application approved by the Board of Directors.
- G. “Joint Campaigning” is the act of multiple candidates who are campaigning together in an effort to elect the other individual or appearing jointly on the same campaign materials.

### 4.3 The Electoral Committee

- A. The Electoral Committee shall be composed of the following individuals:
  - a. The Director of Events and Programs (or designee) who shall serve as the Chair.
  - b. The Dean of Student Life and Leadership (or designee).
    - i. The Dean of Student Life and Leadership shall serve as the Vice Chair of the Electoral Committee.
  - c. The President (or designee).
  - d. One (1) Student Senator appointed by the Chair.
  - e. One (1) student-at-large appointed by the Chair.
  - f. One (1) BC faculty or staff member appointed by the ASGBC President, in coordination with the Chair.
- B. The Electoral Committee membership shall be finalized prior to the candidate application deadline.
  - a. The membership shall be considered finalized when the roster has been ratified by the Board of Directors through the passing of a Board Bill.
- C. The Electoral Committee membership shall consist of individuals whose presence on the committee does not constitute a conflict of interest, as decided by the Board of Directors and the Dean of Student Life & Leadership (or designee).
- D. Members of the Electoral Committee shall not be allowed to directly or indirectly support, promote, or campaign for or against any candidate.
- E. The Electoral Committee shall have at least one (1) meeting prior to the candidate orientation, where they

will:

- a. Verify the eligibility of candidates and ratify the candidate pool.
  - b. Elect the Committee Clerk from its membership.
  - c. Elect the Elections Marshall from its student membership.
- F. Jurisdiction of the Electoral Committee:
- a. The Electoral Committee has original jurisdiction over all actions resulting from matters of voting and elections conducted by the ASGBC.
  - b. The Electoral Committee has the ability to issue decisions regarding all matters of voting and elections conducted by the ASGBC.
  - c. The Electoral Committee has the ability to interpret this section in order to make a decision in matters of voting and elections conducted by ASGBC.
- G. Duties of the Electoral Committee:
- a. The Electoral Committee shall publicize ASGBC Elections in conjunction with the Board of Directors, and the Office of Student Engagement.
  - b. The Electoral Committee shall conduct a candidate orientation meeting.
  - c. The Electoral Committee shall hold hearings involving matters brought to them under their jurisdiction.
  - d. The Electoral Committee shall be responsible for finalizing the Elections Packet.
  - e. The Electoral Committee shall approve campaign materials that are submitted by candidates and that are in accordance with this section, and applicable Bellevue College policies.
  - f. The Electoral Committee members shall be available to hear cases within two business days of the complaint being filed.
  - g. The Electoral Committee shall have the authority to penalize candidates found to be in violation of the policies, procedures, and rules contained in this section.
  - h. The Electoral Committee shall be responsible for verifying election results under their jurisdiction, and declaring which candidate has been elected.
  - i. The Electoral Committee shall meet twice per week during the campaign period to ensure availability to the candidates and their respective campaigns.
  - j. The Electoral Committee shall adhere to the rules outlined in this section, when said rules do not contradict the ASGBC Bylaws or the ASGBC Constitution.
  - k. The Electoral Committee shall be responsible for approving the registration of campaign volunteers.
- H. The Electoral Committee Chair shall:
- a. Serve as the spokesperson of the Electoral Committee.
  - b. Preside over all hearings filed before the Electoral Committee and administer proceedings in a manner deemed proper and in accordance with this section.
  - c. Organize all meetings of the Electoral Committee and all events related to ASGBC elections.
  - d. Sign off on voting results after they have been verified.
  - e. Select the remaining members of the Electoral Committee and appoint vacancies arising in the Electoral Committee.
- I. The Electoral Committee Vice Chair shall:
- a. Serve as the acting chair of the Electoral Committee in the absence of the Electoral Committee Chair.
  - b. Sign off on voting results after they have been verified.
- J. The Electoral Committee Clerk shall:
- a. Record meeting minutes.
  - b. Maintain membership list and attendance records.
  - c. Ensure communication between committee members.
  - d. Perform other duties as assigned by the Chair.
  - e. Fulfill other committee specific duties outlined in this Article.
- K. The Elections Marshall shall:
- a. Monitor the activities of candidates and their volunteers during the campaign period of all

- ASGBC elections in order to ensure candidate compliance with the rules outlined in this section.
- b. Ensure the compliance of candidates and their volunteers during the campaign period by compiling evidence of infractions and submitting formal complaints to be heard before the Electoral Committee.
- c. Bring forward all discovered infractions.
- d. Not be permitted to preside over actions before the Electoral Committee nor may they discuss the hearings before the Electoral Committee with any members of the Electoral Committee.
- e. Not be permitted to appeal a decision of the Electoral Committee.
- f. Not be permitted to file claims against candidates in matters that are presently submitted to the Electoral Committee, or in matters that have previously been decided by the Electoral Committee.

#### **4.4 Elections Orientation and Webpage**

- A. The Electoral Committee shall host a candidate orientation at least two (2) business days prior to the campaign start date.
- B. All candidates must attend the mandatory candidate orientation.
  - a. Emergency situations shall exempt the candidate from fulfilling their obligation to attend the mandatory candidate meetings. An emergency shall include but is not limited to serious illness, accident, or death/serious illness in the family. Documentation showing an emergency occurred should be provided to the Electoral Committee in a timely manner.
  - b. Depending on the number of candidates, the Electoral Committee shall have the authority to conduct more than one orientation.
- C. The Electoral Committee shall create an “Elections Packet,” that shall be distributed to all candidates at the orientation. The Elections Packet shall include, but not be limited to the following components:
  - a. Cover page.
  - b. Table of contents.
  - c. Letter from the Electoral Committee Chair.
  - d. Current membership rosters for the Electoral Committee, and the Board of Directors.
  - e. Dates, times, locations and descriptions of important election dates (campaign period, events, deadlines, voting period, etc.).
  - f. A current copy of this section.
  - g. The Volunteer Registration Form.
  - h. The Expense Declaration Form.
  - i. The Election Rules Violation Form.
  - j. Instructions on how to access a digital version of the packet.
  - k. Instructions on how to access all necessary forms.
- D. The Electoral Committee Chair shall ensure that information related to the elections process, be uploaded, and kept up to date on the ASGBC webpage, during the election period.
- E. The dedicated elections page on the ASGBC webpage shall include but not be limited to the following components:
  - a. A current copy of this section.
  - b. All forms needed by candidates, including all contents of the Elections Packet.
  - c. The due date of the applications.
  - d. The dates of the campaign and voting period.
  - e. The dates of all election events.
  - f. Details on when and where students can vote.
  - g. The current membership of the Electoral Committee.

#### 4.5 Campaigning

- A. Campaigning as defined in this section, shall not begin before the campaign start date.
- B. The campaigning period shall last at least fourteen (14) business days.
- C. Campaigning includes, but is not limited to, the following activities, when such activities are undertaken by a candidate, or a candidate's volunteers:
  - a. Distributing or posting flyers or other printed materials to support or oppose a group or candidate.
  - b. Addressing students to support or oppose a group or candidate.
  - c. Use of electronic media to publicly support or oppose a group, or candidate.
  - d. Any other public activity intended to support or oppose a group, or candidate.
  - e. The act of wearing, and distribution of personal campaign apparel, such as t-shirts, buttons, or pins.
  - f. Recruitment of volunteers, implementation of campaign strategies, and production of campaign materials.
  - g. The act of wearing personal campaign apparel, such as t-shirts, buttons, or pins
- D. Campaigning does not include:
  - a. The private organization, planning, and development of a campaign, including the recruitment of volunteers, planning of strategies, and production of campaign materials.
  - b. The process of recruiting volunteers in a private setting or individual basis for the purposes of assisting candidates after the campaign start date. Any event of gathering cannot be publicly advertised to students.
- E. Candidates shall have the ability to jointly campaign.
- F. Eligible candidates must adhere to the following rules while campaigning:
  - a. Candidates may not campaign, or store campaign materials in the ASGBC Office.
  - b. Candidates may not campaign in the Office of Student Engagement, or store campaign materials in the Student Engagement Office, lockers, or other storage spaces under the control of Student Engagement.
  - c. A candidate shall not be in the immediate presence of a person actively voting for a candidate.
  - d. A candidate shall not campaign at any event or meeting that is conducted, funded, or sponsored by the ASGBC, except for election events, unless permitted by the Electoral Committee.
  - e. A candidate shall not remove or deface any lawfully placed campaign advertising without authorization.
  - f. Candidates and volunteers may not campaign or wear campaigning materials while acting in an official capacity of the ASGBC.
  - g. A candidate shall not violate any applicable law, whether federal, state, or local.
  - h. Demagoguery of any form is not allowed. This is defined as "a leader who makes use of popular prejudices and false claims or promises in order to gain power." This behavior includes, but is not limited to, stoking fears, appealing to emotion, validating false claims and/or false information, and lying.
  - i. Candidates shall not receive any materials or resources from any current ASGBC Officer.
  - j. A candidate may not engage in plagiarism of any form, which is defined as "using another person's work and presenting it as your own without giving proper credit." This includes, but is not limited to, quotes, facts, and ideas associated with campaigning.
  - k. Candidates may not campaign on the interior second floor of the Student Union Building.
  - l. Candidates are expected to adhere to the following regulations regarding electronic campaigning:
    - i. No electronic campaigning or materials may be used prior to the start of the campaign period.
    - ii. Any types of group messaging services such as Discord, WhatsApp, and others shall be classified as electronic campaigning and are subject to the guidelines under this section.
    - iii. Social media accounts used for campaigning must be newly created for the election.
    - iv. Candidates may only use their personal social media account to promote an upcoming election by sharing or linking to information hosted by official election pages maintained by the ASGBC.
      - 1. Candidates may not campaign on their personal social media.

2. Candidates may not share posts from their official campaign account on their personal social media account.
3. Candidates may not tag their campaign account on their personal social media accounts.
4. Candidates may not tag their personal accounts on their campaign account.
- v. Individuals not associated with a campaign may promote any campaign account on their social media.
  1. Individuals associated with a campaign include candidates, and volunteers.
- m. Candidates are expected to adhere to the following regulations regarding volunteers:
  - i. Candidates must register their volunteers with the Electoral Committee prior to any form of public engagement.
    1. A volunteer is defined as a student who registered to support the candidates' campaign. In all instances, the actions of a candidate's volunteer(s) constitute the action of the candidate. Therefore, a violation of any election policy herein on behalf of a volunteer is the responsibility of the candidate.
    2. Candidates may register their volunteers by completing the volunteer registration form provided by the Electoral Committee.
    3. Volunteers are only to be considered registered after their registration has been approved by the Electoral Committee.
- n. Candidates must have all social media posts, posters, pamphlets, handouts, and all other campaign materials approved by the Electoral Committee and be used in accordance with the campus posting policies. The Electoral Committee shall also receive information regarding expected use, including where the materials will be posted physically and digitally.
- o. Candidates are expected to know the posting requirements set forth by Bellevue College and the Office of Student Engagement. Ignorance of material requirements shall not be considered an excuse for a candidate's violation.
- p. Candidates are expected to adhere to the following regulations regarding the posting of physical materials on campus:
  - i. All physical materials to be posted on indoor and outdoor bulletin boards must receive approval from the Office of Student Engagement.
    1. The Office of Student Engagement shall be directed by the Electoral Committee to extend the stamped posting period to the second business day after voting has closed.
  - ii. Candidates may only post once per bulletin board, and the size of the poster shall not exceed one hundred eighty-seven (187) square inches (11" X 17") of surface area on a single bulletin board.
  - iii. Candidates may not post on non-designated posting areas, including but not limited to walls, pillars, doors, windows, etc.
  - iv. Candidates may not post campaign materials on the second floor of the Student Union Building.
  - v. Candidates may not disseminate smaller versions of approved campaign materials, in a manner that would be considered egregious, or wasteful. This includes "passive campaigning," where stacks, or piles of smaller campaign materials are placed on surfaces such as tables, desks, and counters, regardless of supervisor permission.
  - vi. The use of yard signs is prohibited.
  - vii. The use of banners is prohibited.
  - viii. Candidates and volunteers are prohibited from destroying, removing, defacing, or covering campaign materials.
  - ix. Campaign materials shall not be sold in any capacity, nor should a candidate profit in any way from their campaigning activities.
- G. Any form of campaigning not specified in this section must be reviewed and approved by the Electoral Committee prior to its use.
  - a. This review and approval may take place at any point during the campaigning period.

- b. The Electoral Committee shall notify all candidates of all decisions made on forms of campaigning not specified in this section.

#### 4.6 Campaign Expenditures

- A. Campaign expenditures shall not exceed one (1) percent of the total salary of the position that the candidate is seeking to fill.
- B. Proof of all expenditures must be submitted using a copy of the Expense Declaration Form no later than two (2) business days after the voting period has ended. Campaign expenditures reports must be submitted on time even if there were no expenditures incurred over the course of the campaign.
  - a. Expenditures shall also include any donated goods and services (defined as “any item that is discounted or donated that a candidate is using explicitly and solely for campaigning that a candidate would have to otherwise pay for.”). All donated material shall be assigned a fair market value by the Electoral Committee using quoted rates.
    - i. When possible, quotes shall be obtained from entities operating within or under Bellevue College, followed in preference by local businesses or organizations, followed by quotes obtained from credible online vendors.
- C. The Electoral Committee shall prepare an Expense Declaration Form to be provided to each Candidate as part of the Elections Packet; The Expense Declaration Form shall include:
  - a. The dollar amount of all planned and incidental expenses incurred by the Candidate(s) during the Election.
  - b. A description of every expense incurred during the Election.
  - c. The date of the expense.
  - d. All relevant receipts or invoices.
  - e. The initials of the candidate(s) on every expense, indicating the approval of that expense.
  - f. The signed and dated signature of the candidate(s) indicating the approval of the Expense Declaration Form.
- D. If a prevailing candidate fails to submit financial disclosure forms by the deadlines provided in this section, the Electoral Committee may order that the candidate be disqualified.

#### 4.7 Violations & Complaints

- A. Only Candidates and the Elections Marshall have the authority and responsibility to report violations of the rules outlined in this section to the Electoral Committee. These reports shall be referred to as “complaints.”
  - a. The filer of a complaint is designated as the “complainant.”
  - b. The alleged violator is the “respondent.”
- B. All complaints must be filed no later than two (2) business days after the voting period has ended.
- C. All complaints must be made on forms adopted by the Electoral Committee, which will be made available upon request, and publicly available on the ASGBC website. Any such form must include, but not be limited to the following components:
  - a. The identity of the complainant and respondents.
  - b. A citation to the specific rule alleged to be violated.
  - c. The alleged facts which constitute a violation of the cited rule, including the date, time, and place of the alleged violation, if applicable.
  - d. Contact information for any known witnesses of the facts alleged.
  - e. The complainant’s signature.
  - f. Optionally, written or photographic evidence attached to the form or given by URL.
- D. The Electoral Committee shall govern all violation hearings, and the ASGBC Director of Events and Programs (or designee) shall act as the Chair of all meetings.

## 4.8 Hearings

- A. The Electoral Committee must have a quorum of a simple majority of voting members present to hold a hearing. The Electoral Committee Chair or the Electoral Committee Vice Chair must be presiding for a hearing to take place.
- B. The Electoral Committee shall resolve each complaint by determining whether the evidence has shown that it is more likely than not that the respondent committed the violation alleged.
- C. Once a complaint has been filed, the procedures shall be adhered to:
  - a. The Electoral Committee Chair shall notify the respondent(s) and shall provide them with a copy of the received Election Rules Violation Form, and a copy of the rules by which the hearing will be conducted.
  - b. The Electoral Committee Chair shall notify the Electoral Committee of the alleged violation and shall provide them with a copy of the received Election Rules Violation Form.
  - c. The Electoral Committee Chair shall notify the witnesses of the alleged violation and shall provide them with a copy of the received Election Rules Violation Form, and a copy of the rules by which the hearing will be conducted.
  - d. The Electoral Committee Chair shall set a time and place for the hearing, provided that the hearing take place as reasonably practicable.
    - i. The Electoral Committee shall inform all parties of the time, date, and location of the hearing immediately after the meeting details have been finalized.
    - ii. The Electoral Committee shall hold a public hearing no later than five (5) business days after the submission of a complaint.
  - e. Complaints will be considered and judged upon their legal and factual allegations by the Electoral Committee.
  - f. The Electoral Committee will not consider complaints if the complainant fails to appear at the hearing.
- D. The following procedures shall govern Election Rules Violation Hearings:
  - a. The hearing shall be open to the public, but public comment shall not be allowed.
  - b. The hearing for each complaint will proceed as follows, unless otherwise ordered by the Electoral Committee: Roll call will be taken to ensure the presence of the complainant and/or respondent.
    - i. The Chair will introduce the members of the Electoral Committee and read the complaint aloud.
    - ii. The parties will introduce themselves to the Electoral Committee.
    - iii. The Chair will ask the parties for any procedural questions, and the Electoral Committee will respond as appropriate.
    - iv. The Complainant(s) shall present their case first, followed by the Respondent(s).
    - v. Each party shall have fifteen (15) minutes to present their case, and five (5) minutes for a rebuttal.
    - vi. All parties may present witnesses and evidence during their period of argument.
    - vii. The Electoral Committee members may take time as necessary for questioning.
    - viii. After receiving evidence and arguments, the Electoral Committee will deliberate on each case in a closed executive session, where they shall find the Respondent:
      1. Guilty of the violation, in which case the Electoral Committee shall take disciplinary action.
      2. Not guilty.
      3. Render the decision inconclusive in the case that sufficient information is unavailable.
    - ix. Candidates may appeal decisions deemed inconclusive by the Electoral Committee to the Judicial Oversight Committee.
    - x. The ruling of the Electoral Committee shall be sent to all parties within two business days of the hearing taking place.

#### 4.9 Violations

- A. No candidate shall be penalized in any way without a hearing and official decision from the Electoral Committee.
- B. The Electoral Committee may penalize any candidate for violating the rules outlined in this section, including all actions violating the election rules performed by volunteers.
- C. If a candidate is deemed responsible, they shall receive a penalty appropriate to remedy the violation. Penalties include, but are not limited to:
  - a. Issue a written warning to the respondent if the violation can be reasonably deemed minor.
  - b. Limitation of expenses.
  - c. Issuance of a cease-and-desist order.
  - d. Limitation of campaigning time.
  - e. Revoke specific campaigning privileges of a candidate or their volunteers.
  - f. Disqualify the respondent from the election or award the position in question to the runner up if the election has already ended.
  - g. The Electoral Committee may also determine an appropriate remedy not listed here.
- D. Candidates must comply with decisions of the Electoral Committee immediately or face further sanction.
  - a. This rule shall apply unless the Board of Directors issues a decision affecting the candidate's original penalties recommended by the Electoral Committee.
- E. Candidates who are disqualified by the Electoral Committee shall have that sanction withheld until the Board of Directors approves or amends the penalties.
- F. If a prevailing candidate is disqualified from winning in the election, the candidate who received the second most number of "yes" votes cast shall be declared the victor. If multiple candidates are disqualified, the non-disqualified candidate who received the most "yes" votes cast shall be declared the victor.

#### 4.10 Appeals

- A. Board consideration is the final opportunity to appeal penalties.
- B. All parties involved in the Electoral Committee hearing shall be made aware of the ability to appeal any penalties recommended by the Electoral Committee to the Board of Directors.
- C. Approval of penalties shall appear on the Board of Directors meeting agenda at least two (2) business days prior to the meeting.
  - a. All parties involved shall receive confirmation that the approval of penalties has been placed on the agenda at least twenty-four (24) hours before the meeting. This confirmation shall include date, time, and the location of the Board meeting.
- D. The Board of Directors must approve all penalties before they become final. Any modifications to the penalties recommended by the Electoral Committee shall require a three-fourths (3/4) majority vote, excluding abstentions to amend.
  - a. The ASGBC Officers serving on the Electoral Committee are expected to abstain from the consideration of any penalty decision submitted by the Electoral Committee.
  - b. If the Board of Directors fails to amend the penalties recommended by the Electoral Committee, the penalties immediately become final.

#### 4.11 Voting & Election Results

- A. The voting period shall last for at least two business days, up to a maximum of four business days. The voting period shall be made available in the election calendar.
- B. All members of the Bellevue College student body are entitled to vote in all ASGBC elections.
- C. Students shall only vote once using the approved voting platform.
- D. Candidates, and their volunteers may not provide their personal electronic devices as a means for others to vote.
- E. Election results will be tabulated by professional staff in the Office of Student Engagement following the closing of the voting period.

- F. A candidate in an ASGBC election is considered the victor based on receiving the most “yes” votes cast per position. For unopposed positions, there must be yes/no voting options. If an unopposed candidate does not receive the most “yes” votes cast, they are ineligible to apply for that same position for the remainder of that term of office.
- G. In the case of a tie, there shall be one week of additional campaigning and two days of additional voting for the tying candidates.
- H. When satisfied with the counting of the ballots, the Electoral Committee Chair, Electoral Committee Vice Chair, and the ASGBC President will sign a certificate of election after reviewing the results tabulated by the Office of Student Engagement.
- I. Election results will first be announced to the candidates within two (2) business days of the voting period closing.
- J. Election results will not be announced to the public until all hearing and appeal proceedings have been resolved, and the certificate of election has been signed.
- K. The ASGBC President in conjunction with Student Affairs is responsible for announcing the election results to campus, through an all-campus email.

#### **4.12 Special Elections**

- A. The Board of Directors shall have the authority to conduct Special Elections through a two-thirds (2/3) majority vote of the Board of Directors, excluding abstentions.
  - a. Special Elections may be held to fill vacancies of the Board of Directors, and to propose ballot measures including initiatives, referendums, and survey questions to be approved or rejected by eligible voters in an ASGBC election.
- B. Special Elections shall be held within twenty (20) business days of the ballot measure being approved.
- C. The voting period shall last for at least two business days, up to a maximum of four business days.

## **Section 5: Recall & Removal Procedures of the Board of Directors**

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### **5.1 Judicial Oversight Committee**

- A. All recall procedures of ASGBC Officers shall be overseen by the Judicial Oversight Committee.
- B. All final recommendations, decisions and actions of the Judicial Oversight Committee concerning the recall of an Officer require final approval from the Board of Directors.
- C. The ASGBC Judicial Oversight Committee shall be composed of:
  - a. The voting membership of the Judicial Oversight Committee shall consist of the following individuals:
    - i. The Chief of Administration (or designee) shall serve as Chair.
    - ii. The President (or designee) who shall serve as Vice Chair.
    - iii. Two (2) Student Senators appointed by the Chair.
    - iv. One (1) student-at-large appointed by the Chair.
- D. The non-voting membership of the Judicial Oversight Committee shall consist of the following individuals:
  - a. The Dean of Student Life and Leadership (or designee).
- E. The Judicial Oversight Committee shall elect the Committee Clerk from its membership.

### **5.2 Conditions & Procedures for the Removal of an Officer**

- A. Failure to maintain a minimum quarterly GPA of 2.5
  - a. If an ASGBC Officer’s grade point average (GPA) falls below the academic requirements of 2.5, they will be placed on academic probation by the ASGBC Advisor(s) for the remainder of the quarter. Any Officer falling below the academic requirements for two (2) consecutive quarters will immediately forfeit their position; no appeals will be available.

- b. Any exception such as medical withdrawal must be submitted to the Board of Directors through a written explanation and approved by the Board of Directors through a two-thirds (2/3) majority vote, excluding abstentions.
- B. Failure to be registered for a minimum of eight (8) BC credit hours.
  - a. If for any reason any ASGBC Officer fails to be registered for a minimum of eight (8) BC credit hours, this Officer must inform the Board of Directors of this matter within five (5) business days after the deadline to drop a class without receiving a “W” grade on their transcript. The Officer in question must submit a formal letter addressed to the ASGBC Board that explains the circumstances that led to their inability to register for the minimum number of credits. The decision to grant a pardon to the Officer not meeting the credit requirements must be approved by the Board of Directors through a two-thirds (2/3) majority vote, excluding abstentions. If the vote to grant a pardon fails, the ASGBC Officer in question will immediately forfeit their position. An Officer may only receive the pardon described above once during their tenure in office.
- C. Failure to complete a minimum of eight (8) BC credit hours.
  - a. If for any reason an ASGBC Officer fails to complete a minimum of eight (8) BC credit hours, this Officer must inform the Board of Directors of this matter within five (5) business days after the Officer in question withdrew from their class(es). The Officer in question must submit a formal letter addressed to the ASGBC Board that explains the circumstances that led to their inability to complete the minimum number of credits. The decision to grant a pardon to the Officer not meeting the credit completion requirements must be approved by the Board of Directors through a two-thirds (2/3) majority vote, excluding abstentions. If the vote to grant a pardon fails, the ASGBC Officer in question will immediately forfeit their position. A Officer may only receive the pardon described above once during their tenure in office.
- D. No longer in good standing behavioral with Bellevue College.
  - a. If for any reason an ASGBC Officer is to be found “not in good standing,” with Bellevue College, the Officer shall immediately forfeit their position; no appeals will be available.

### 5.3 Conditions for the Recall of an Officer

- A. Dereliction of Duty
  - a. Three (3) unexcused absences from officially scheduled Board of Directors meetings, or team meetings per term.
  - b. Not being representative of students.
  - c. Failure to perform their duties as expected, such as meeting deadlines, working collaboratively, following through on assigned tasks, maintaining office hours, or attending meetings and/or training sessions, including retreats.

### 5.4 Procedures for the Recall of an Officer

- A. Any ASGBC Officer may submit a formal, written complaint, stating specifically how the Officer is not meeting performance or job expectations to the ASGBC Judicial Oversight Committee Chair. Upon receiving the complaint, the Judicial Oversight shall schedule a hearing to be held within seven (7) business days of the date of the complaint first being filed.
  - a. The filer of a complaint is designated as the “complainant.”
  - b. The ASGBC Officer in question is designated as the “respondent.”
- B. The Judicial Oversight Committee must have a quorum of three members present to hold a hearing, and the Judicial Oversight Committee Chair, or the Judicial Oversight Committee Vice Chair must be presiding for a hearing to take place.
- C. If the Officer in question is one of the ASGBC Judicial Oversight Committee members, this person will not be allowed to oversee or participate in official functions regarding their own review, but may still hold all privileges given to Respondents as defined in this section.
- D. The Judicial Oversight Committee shall resolve each complaint by determining whether the evidence has shown that it is more likely than not that the respondent committed the violation(s) alleged.

- E. Once a complaint has been filed, the following procedures shall be adhered to:
  - a. The Judicial Oversight Committee Chair shall notify the Respondent(s) and shall provide them with a copy of the received complaint, and a copy of the rules by which the hearing will be conducted.
  - b. The Judicial Oversight Committee will not consider complaints if the complainant fails to appear at the hearing.
- F. The hearing for each complaint will proceed as follows, unless otherwise ordered by the Judicial Oversight Committee.
  - a. The Chair will introduce the members of the Judicial Oversight Committee and read the complaint aloud.
  - b. The parties will introduce themselves to the Judicial Oversight Committee.
  - c. The Chair will ask the parties for any procedural questions, and the Judicial Oversight Committee will respond as appropriate.
  - d. The Complainant(s) shall present their case first, followed by the Respondent(s).
    - i. Each party shall have fifteen (15) minutes to present their case, and five (5) minutes for a rebuttal.
    - ii. All parties may present witnesses and evidence during their period of argument.
    - iii. The Judicial Oversight Committee members may take time as necessary for questioning.
    - iv. After receiving evidence and arguments, the Judicial Oversight Committee will deliberate on each case in a closed executive session, where they shall make one of the following decisions:
      - 1. Issue a dismissal of complaint to the Officer in question.
      - 2. Issue a warning to the Officer in question.
      - 3. Issue a probationary period to the Officer in question.
        - a. Probationary periods shall last for no less than ten (10) business days, and no more than twenty (20) business days.
- G. Following the hearing, the ASGBC Judicial Oversight Committee will send a formal letter to all parties which must include the following:
  - a. A explanation of the action(s) made by the Officer in question.
  - b. The decision of the Judicial Oversight Committee to issue a warning, probationary period, or a dismissal of complaint to the Officer in question.
  - c. Any additional information deemed necessary to include by the Judicial Oversight Committee.
- H. If the Officer receives probation, the ASGBC Judicial Oversight Committee will assign tasks to the Officer which they will have to finish within the probationary period. Tasks may include but are not restricted to responding to emails, attending meetings, holding office hours, completing projects or tasks assigned by the ASGBC President, attending events, retreats or other official gatherings. The probationary status of an ASGBC Officer is to be kept confidential among the ASGBC Judicial Oversight Committee.
- I. After the probationary period, the ASGBC Judicial Oversight Committee will reconvene with the Officer in question to review the concerns and make one of the following decisions:
  - a. Dismissal of probation period, as which time the Officer will be reinstated to the original status and must perform all duties expected.
  - b. Recommendation of a vote of “no confidence” to be motioned at the next official Board of Directors meeting.
- J. If the ASGBC Judicial Oversight Committee recommends that a vote of "no confidence" be motioned, the vote of no confidence will appear as an action item on the agenda for the next official ASGBC Board meeting. The ASGBC Board shall take a vote of “no confidence” regarding the concerned Officer, who may not have a vote.
  - a. A successful “vote of no confidence,” requires a two-thirds (2/3) majority vote, excluding abstentions in order to pass.
    - i. If the vote of “no confidence” succeeds, the Officer in question will

- immediately forfeit their position.
- ii. If the vote of “no confidence” fails, the ASGBC Judicial Oversight Committee can rule and create their own response to the Officer by giving the officer in question an extended probationary status or reinstating the Officer to their original status.

### **5.5 Procedures for the Recall of an Officer at the Request of a Student**

- A. Any currently registered student at Bellevue College may call for the recall of an ASGBC Officer through submitting a formal complaint to the ASGBC Judicial Oversight Committee, provided they have a reasonable amount of evidence that the Officer in question has been continuously failing to fulfill their duties, such as meeting deadlines, working collaboratively as a team, following through on assigned tasks, maintaining office hours, attending required meetings and/or training sessions — including retreats, upholding the duties and responsibilities stated in the ASGBC Bylaws, or failing to be representative of students.
- B. The Judicial Oversight Committee shall review the submitted complaint, and make one of the following decisions:
  - a. The Committee finds the complaint to hold merit and will agree to hear the case.
    - i. Should the Judicial Oversight Committee vote to hear the case, the committee shall adhere to the procedures established in Article 1, Section 5.3.F-H of the ASGBC Bylaws.
  - b. The Committee finds the complaint does not hold merit and will not hear the case.
    - i. Should the Judicial Oversight Committee vote to dismiss the case, the Committee shall explain their decision in a letter to the student who filed the complaint.

### **5.6 Removal of Officers Prior to Inauguration**

- A. ASGBC Officers may be removed from office prior to their inauguration.
  - a. “Inauguration” shall be defined as the date the individual in question is officially scheduled to begin working as an ASGBC Officer.
- B. Individuals may be removed prior to inauguration for the following reasons:
  - a. The individual was found to be ineligible for the position they were elected, or selected for on the basis of GPA, and credit requirements.
  - b. The individual is found to no longer be in good standing with Bellevue College.
- C. Members of the Board of Directors may not be removed after they have been inaugurated based on not meeting the required number of credits, or not meeting the required cumulative GPA at the time of application.
  - a. These members are still subject to the membership criteria while in office outlined earlier in this Article.

## **Section 6: Vacancies**

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### **6.1 Procedures for Filling Non-Elected Vacancies.**

- A. In the event of a non-elected vacancy, the Board of Directors shall first open the vacant position to interested ASGBC Officers at an official Board of Directors meeting.
  - a. At this meeting, the Board of Directors shall elect a member to fill the vacancy. The proposed Officer must meet all requirements and be approved by the Board of Directors through a two-thirds (2/3) majority vote, excluding abstentions.
  - b. If the Board of Directors fails to fill the vacancy for two-consecutive Board meetings following the initial election, the Board of Directors shall open the position to students, adhering to the hiring procedures outlined in Article I, Section 3 of the ASGBC Bylaws.

- c. If the Board of Directors desires to forego the internal election process, they shall have the ability to open the position to students through a two-thirds (2/3) majority vote, excluding abstentions.
  - i. The Board of Directors shall adhere to the hiring process described in Article I, Section 3 of the ASGBC Bylaws.
  - ii. In the event the Board of Directors does not find a suitable candidate for the position. The ASGBC Board can vote to leave the position closed for the remainder of the academic year through a two-thirds (2/3) majority vote, excluding abstentions.
- d. In the event of an emergency or mid-year vacancy during a transitional period or under circumstances where a regular hiring process cannot be reasonably conducted (such as between quarters or close to hiring periods), the Board of Directors may move to nominate and appoint a candidate through a simple majority vote. Nominations must be opened within three (3) business days of the vacancy, with the vote to appoint held within the following fourteen (14) business days.

## **6.2 Procedures for Filling Elected Vacancies**

- A. In the event of an elected vacancy, the Board of Directors shall first open the vacant position to interested ASGBC Officers at an official Board of Directors meeting.
  - a. At this meeting, the Board of Directors shall elect a member to fill the vacancy. The proposed Officer must meet all requirements and be approved by the Board of Directors through a two-thirds (2/3) majority vote, excluding abstentions.
  - b. If the Board of Directors fails to fill the vacancy for four-consecutive Board meetings following the initial election, the Board of Directors shall open the position to students, adhering to the election procedures outlined in Article I, Section 4 of the ASGBC Bylaws.
  - c. If the Board of Directors desires to forego the internal election process, they shall have the ability to hold a special election through a two-thirds (2/3) majority vote, excluding abstentions.
    - i. The Board of Directors shall adhere to the election process described in Article I, Section 4 of the ASGBC Bylaws.
      - 1. This regulation shall not be construed as to prohibit special elections on the basis of issues related to not meeting deadlines, and timelines outlined in Article I, Section 4 of the ASGBC Bylaws.

## **6.3 Additional Procedures for Filling Vacancies**

- A. The Board of Directors may assign a current student to fill any ASGBC position on an interim basis for up to two (2) months. They will serve on an interim basis until the above vacancy procedures are completed.

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# **Section 7: Meetings of the Board of Directors**

## **7.1 Conduct of Meetings**

- A. All meetings of the Board of Directors shall be conducted according to the guidelines and provisions outlined in the ASGBC Constitution and Bylaws, the Open Public Meetings Act (RCW 42.30), and the most current issue of Robert's Rules of Order.
- B. Any meeting of the Board of Directors shall be open to Bellevue College students and the public unless an Executive Session is ordered by the Chair. The Executive Sessions of the Board of Directors will be conducted according to the provisions outlined in the most current issue of Robert's Rules of Order and the Open Public Meetings Act (RCW 42.30).
- C. The Board of Directors shall hold regularly scheduled meetings once per week, and as necessary during the last full week of classes, finals week and during the breaks of each quarter. A regular meeting schedule must be established before the first day of each academic quarter and maintained through the remainder of the current quarter.

- D. During times when meetings are not required, special meetings of the Board of Directors may be held to conduct timely business.
  - a. The chairperson has the power to call a special meeting of the Board of Directors. Additionally, any member of the ASGBC Board may request a special meeting by submitting a written request to the chairperson outlining the need for the special meeting.
  - b. The chairperson, upon receiving such a request, must respond within two (2) business days by either:
    - i. Scheduling a meeting.
    - ii. Putting in writing the reasons for not calling the meeting to the ASGBC Officer who requested the special meeting.
- E. All ASGBC Officers and ASGBC Student Senators must wear business casual attire to all official meetings, unless otherwise approved by the ASGBC Board of Directors through a two-thirds (2/3) majority vote at an official ASGBC Board of Directors meeting.

## **7.2 Designation of Chairperson**

- A. The President shall serve as the chairperson of the Board of Directors. If the position of President is vacant, the Vice President shall serve as the interim chairperson until the position of President is filled. If the Vice President position is vacant as well, the ASGBC Board shall select a current Officer to serve as the interim chairperson and approve this appointment through a two-thirds (2/3) majority vote, excluding abstentions.

## **7.3 Agenda**

- A. The Internal Affairs Director shall develop meeting agendas for Board of Directors meetings. The agenda must be posted publicly at least twenty-four (24) hours before the meeting is scheduled to take place. To satisfy the above posting requirement, the Director of Public Relations shall post a copy of the agenda to the ASGBC website and may share the agenda through other Bellevue College posting channels such as newsletters, and email lists.
- B. Agendas may be updated by Officers after they are publicly posted, and up until the meeting has been called to order by the chairperson.
- C. Agendas shall be organized in the following format:
  - a. Call to Order
  - b. Roll Call
  - c. Introductions
  - d. Approval of Agenda
  - e. Approval of Minutes
  - f. Reports
  - g. Unfinished Business
  - h. New Business
  - i. Discussion Items
  - j. Announcements
  - k. Adjournment

## **7.4 Minutes**

- A. The Internal Affairs Director shall keep written minutes of all Board of Directors meetings.
  - a. Approved minutes shall be posted within forty-eight (48) hours of being approved by the Board of Directors.
  - b. To satisfy the above posting requirements, the Director of Public Relations shall post a copy of the approved minutes to the ASGBC website.
- B. The Chief of Administration shall archive the minutes by ensuring that a physical copy has been archived in the ASGBC office, and a digital copy has been uploaded to, and organized on the ASGBC

SharePoint site.

### **7.5 Quorum**

- A. The Board of Directors shall not deliberate without a quorum, which shall be defined as two-thirds (2/3) of the voting members.

### **7.6 Voting**

- A. Eligibility
  - a. Each member of the Board of Directors is eligible to vote on all matters and shall be entitled to one (1) vote.
- B. Abstentions
  - a. Officers must abstain during a vote on any matter in which they have a conflict of interest arising from other involvement. If a member of the Board of Directors has a personal or financial conflict of interest relating to an agenda item being considered by the Board of Directors, they shall clearly disclose said conflict of interest and abstain on all votes pertaining to said agenda item. They may still participate in discussion of said agenda item, after they have disclosed their conflict of interest.
  - b. A conflict of interest may be, but is not limited to:
    - i. A relationship extending out of ASGBC, and its entities.
    - ii. A previous encounter that may unfairly influence a decision.
    - iii. Gaining personal benefit in the professional setting as a result of voting on the decision.
  - c. All abstentions shall be recorded, including the name of the Officer who abstained.

### **7.7 Absences & Tardies**

- A. An Officer is “tardy,” when the officer is not present when the meeting is officially called to order. Once an Officer accrues three (3) tardies, then one (1) unexcused absence shall be added to the officer’s record of attendance kept by the President.
- B. An officer is “absent,” when they have not arrived to the Board meeting prior to the conclusion of reports, or when an officer fails to arrive within ten (10) minutes of the start time for a team meeting.
- C. Members of the Board of Directors shall be allowed no more than three (3) unexcused absences per term. Requests to be excused from an ASGBC Board meeting must be submitted in writing to the chairperson at least twenty-four (24) hours prior to the meeting. If the chairperson is the member who is requesting to have an absence excused, the chairperson must submit the request to two other ASGBC Officers.
- D. The chairperson shall inform the ASGBC Board whether members not present are excused during the meeting, with the absences being duly recorded in the minutes.
- E. Any ASGBC Officer who is excused from attendance of an official ASGBC meeting and wishes to vote on action items that appear on the meeting’s agenda may do so by putting into writing/email the following: their specific voting position on the meeting action items, a signature and a date. The proxy or absentee voting document must be turned in to and approved by the ASGBC Board chairperson twenty-four (24) hours prior to the scheduled meeting time. If the Board chairperson is the Officer who wishes to vote on action items that appear on the meeting’s agenda, the chairperson shall submit the proxy or absentee voting document, to the next available ASGBC Officer on the Board of Directors roster illustrated in Article I, Section 1.1 of the ASGBC Bylaws.

## **Section 8: Legislation of the Board of Directors**

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### **8.1 Board of Directors Legislation**

- A. Board of Directors Legislation shall consist of Board of Directors Bills, and Board of Directors Resolutions.
- B. Board of Directors Bills shall serve as the tool of the ASGBC Board to exercise the final executive, judicial, and legislative powers of the Association, unless otherwise delegated to other bodies, as stated

in these Bylaws.

- C. Board of Directors Resolutions shall serve as the tool of the Board of Directors to express official student opinion, and the opinion of the Board of Directors.
- D. Board of Directors Legislation shall remain enacted until repealed either directly, or through implication of another Board of Directors Bill, or as stated in the original legislation.

## **8.2 Classification**

- A. Each piece of Board of Directors Legislation shall be classified in a format with three numbers, each separated by a dash.
- B. The first number shall be the classification number of the Board of Directors Legislation as follows:
  - a. 1- Board of Directors Bills regarding amendments to ASGBC Governing Documents, including the ASGBC Bylaws, ASGBC Constitution, ASGBC Financial Code, ASGBC contractual agreements, and other rules enacted by the Board of Directors.
  - b. 2- Board of Directors Bills regarding appointments or removals to be confirmed by the Board of Directors.
  - c. 3- Board of Directors Bills regarding the ASGBC Budget, including funding requests, the financing of internal ASGBC operations, and financial related recommendations from other ASGBC entities.
  - d. 4- Board of Directors Bills regarding general policy of the ASGBC, including but not limited to:
    - i. The adoption of non-financial related measures from other ASGBC bodies including the Student Senate, committees, task forces, and other ASGBC entities
    - ii. The adoption of new governing documents, manuals, and other rules established by the Board of Directors.
    - iii. The official delegation of power to committees or employees of the ASGBC to act in specified areas without Board of Directors approval of those acts.
    - iv. The adoption of the ASGBC legislative agenda.
    - v. The establishment of new ASGBC offices and programs.
    - vi. The creation, or dissolution of ASGBC task forces, committees, and entities.
    - vii. The ratification of ASGBC student organization charters.
  - e. 5- Board of Directors Resolutions regarding student opinion.
    - i. This category of resolutions shall only be utilized by the Board of Directors if for any reason, the Senate has failed to be organized.
  - f. 6- Board of Directors Resolutions regarding the opinion of the Board of Directors including judgements, commendations, recognitions, and recommendations.
- C. The second number shall be the session number in which the piece of legislation was submitted.
- D. The third number shall be one more than the number of pieces of legislation of the same classification that have been submitted to the ASGBC Internal Affairs Director and Chief of Administration that session. The first piece of legislation of each type shall start at 1.

## **8.3 Enactment Clauses**

- A. All Board of Directors Bills shall be enacted by the clause “THEREFORE, BE IT ENACTED BY THE ASSOCIATED STUDENT GOVERNMENT OF BELLEVUE COLLEGE BOARD OF DIRECTORS.”
- B. All Board of Directors Resolutions with a classification number of 5 shall be adopted by the clause “THEREFORE, BE IT RESOLVED BY THE ASSOCIATED STUDENT GOVERNMENT OF BELLEVUE COLLEGE .”
- C. All Board of Directors Resolutions with a classification number of 6 shall be adopted by the clause “THEREFORE, BE IT RESOLVED BY THE ASSOCIATED STUDENT GOVERNMENT OF BELLEVUE COLLEGE BOARD OF DIRECTORS.”

## **Section 9: Bellevue College Governance**

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### **9.1 The Board of Directors**

- A. The Board of Directors shall serve as the representative constituency council for students in the Bellevue College Governance (BCG) structure.
- B. The Board of Directors shall initiate, research, and form consensus for matters including, but not limited to, policies and procedures, strategic planning, and issues of college-wide concern. Recommendations from the Board of Directors will be forwarded to the president, College Assembly, or other councils, as appropriate, for further consideration and action.
- C. The Board of Directors shall have the opportunity to review and endorse recommendations from other councils, as appropriate.
- D. The Board of Directors will serve as a liaison between students and the College Assembly; address issues of concern on behalf of students; research solutions to these issues; and make recommendations to the Assembly or other councils, as appropriate, for further consideration and action.
- E. The Board of Directors shall adhere to the BCG Charter, when the charter does not conflict with the ASGBC Bylaws and ASGBC Constitution.

### **9.2 College Assembly**

- A. The President shall serve as a member of the College Assembly in the BCG system and fulfill all duties and responsibilities as outlined in the BCG Charter.

### **9.3 Student Representatives in Bellevue College Governance**

- A. The President shall appoint ASGBC Senators to serve on each of the functional councils within BCG.
- B. In the event that the President is unable to fill student vacancies within the BCG functional councils by appointing students directly from the Student Senate, the President shall have the authority to appoint students outside of the ASGBC.

## **Section 10: Training and Transition**

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### **10.1 Training**

- A. After the membership of the incoming Board of Directors has been finalized, the newly elected and appointed members shall be trained by the outgoing ASGBC Officers, and ASGBC Advisors.

### **10.2 Transition**

- A. The outgoing ASGBC Officers shall compile transition materials for the newly elected and appointed officers taking office.

## **Section 11: Task Forces of the Board of Directors**

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### **11.1 General Provisions**

- A. The Board of Directors may create task forces as needed.

- a. A Task Force is established to deal with a specific task or group of closely related tasks for a specific time; it is dissolved once the task has been completed.
  - b. Task forces shall be effective and have a status of “active” until the end of the academic year in which they are established unless they are dissolved by the Board of Directors prior to the end of the academic year.
  - c. During the last Board meeting of the academic year, the Board must either vote in favor of extending the task force’s status of “active” to the following academic year or vote in favor of dissolving the task force.
- B. The President and Chief of Administration or the Board of Directors may mandate any established task force to keep written records of their meetings.

## **Article II: The Student Senate**

### **Section 1: Membership**

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#### **1.1 Membership of the Senate**

- A. The title of “Senator” shall refer to all members of the senate, with the exception of the Senate Officers.
- B. Senators shall hold office for a term of one academic year (fall quarter to spring quarter). Once appointed to the Senate, they shall fulfill their term unless they resign, or are removed from office.
- C. There shall be no term limits.
- D. The Senate shall consist of:
  - a. (3) Three Senate Officers
    - i. The Speaker (Vice President or ASGBC Officer appointed by the President).
    - ii. Vice Speaker (External Affairs Director or ASGBC Officer appointed by the President).
    - iii. Clerk (Internal Affairs Director or ASGBC Officer appointed by the President).
  - b. (5) Academic Division Senators
    - i. (1) Arts & Humanities Division Senator.
    - ii. (1) Social Science Division Senator.
    - iii. (1) Health Science and Wellness Education Institute (HSEWI) Division Senator.
    - iv. (1) School of Business and Technology Division Senator.
    - v. (1) Science Division Senator.
  - c. (4) Campus Life Senators
    - i. (1) Housing Senator.
    - ii. (1) Athletics Senator.
    - iii. (1) Running Start Student Senator.
    - iv. (1) International Student Senator.
  - d. (5) Senators-At-Large

#### **1.2 The Speaker**

- A. The Vice President (or designee) shall serve as the Speaker of the Senate for one academic year (fall quarter to spring quarter).
- B. The Senate Speaker is responsible for enforcing the senate standing rules, directing discussion, announcing decisions, and the overall leadership of the Senate.
- C. The Senate Speaker shall have no vote, unless the Senate is equally divided.

#### **1.3 The Vice Speaker**

- A. The External Affairs Director (or designee) shall serve as the Vice Speaker of the Senate for one academic year (fall quarter to spring quarter).

- B. The Senate Vice Speaker is responsible for fulfilling the duties of the Senate Speaker when the Speaker is not present due to absence, resignation, or removal from office.
- C. The Senate Vice Speaker shall be a non-voting member of the Senate.

#### **1.4 The Clerk**

- A. The Internal Affairs Director (or designee) shall serve as the Clerk of the Senate for one academic year (fall quarter to spring quarter).
- B. The Senate Clerk is responsible for keeping an accurate record of all Senate meetings, tracking and organizing student legislation, posting Senate minutes to the ASGBC webpage and summaries for the college community, and maintaining membership and attendance records.
- C. The Senate Clerk shall be a non-voting member of the Senate.

## **Section 2: Senate Selection Process**

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- A. The Board of Directors is responsible for creating the Senator application process, timelines, and guidelines. The Board is also responsible for promoting and publicizing the Senator application process.
- B. The Board of Directors shall begin the Senator selection process during spring quarter. Any remaining Senator vacancies shall be filled during fall quarter of the following academic year.
- C. Candidates for any Senator position are expected to meet the following requirements by the time of application:
  - a. Must have a 2.5 cumulative GPA of college-level credits completed within Bellevue College and maintain a 2.5 quarterly GPA throughout the tenure of the position.
  - b. Must have completed twelve (12) college-level credits within Bellevue College.
  - c. Must maintain at least eight (8) credit hours per quarter throughout the tenure of the position.
- D. Each incoming Senator, regardless of the seat they will hold shall take the following oath before being becoming an official voting member of the Senate: "I (full name), do solemnly affirm before these assembled witnesses that, to the best of my ability, I will faithfully execute the duties and responsibilities of my office, and shall preserve, protect, and enforce the Constitution of the Associated Student Government of Bellevue College."

### **2.1 Senator Membership Approval Process for ASGBC Academic Division Senators**

- A. A student interested in becoming an Academic Division Senator must meet the following prerequisites:
  - a. A prospective Academic Division Senator must meet the established membership requirements outlined above (Article II, Section 2) in order to qualify to become a Senator.
  - b. Complete the ASGBC Senator Application.
  - c. Have their application approved by the Board of Directors through a two-thirds (2/3) majority vote.
  - d. Attend a new ASGBC Senator Orientation, before their first official meeting as a voting member of the Senate.
  - e. An Academic Division Senator must be enrolled in a program, pathway, or track that is considered by the college to be under the division in which they indicated on their application, as certified by the Dean of Student Life & Leadership (or designee). The Senator must maintain that status throughout the tenure of their position. If for any reason they are unable to maintain this status, the following shall occur:
    - i. The Senator shall immediately vacate their position.
    - ii. The Board of Directors shall begin the senator selection process to fill the newly vacated seat.

- iii. Once the Board of Directors has identified a suitable candidate to fill the vacant seat, this nomination must be approved through a (2/3) two-thirds majority vote of the Board of Directors and ratified by a simple majority vote of the Senate body.

## **2.2 Senate Membership Approval Process for ASGBC Campus Life Senators**

- A. A student interested in becoming a Campus Life Senator must meet the following prerequisites:
  - a. A prospective Campus Life Senator must meet the established membership requirements outlined above (Article II, Section 2) in order to qualify to become a Senator.
  - b. Complete the ASGBC Senator Application.
  - c. Have their application approved by the Board of Directors through a two-thirds (2/3) majority vote.
  - d. Attend a new ASGBC Senator Orientation, before their first official meeting as a voting member of the Senate.
  - e. A prospective Housing Senator must be currently living in Bellevue College Housing, as certified by the Dean of Student Life & Leadership (or designee). The Senator must maintain that status throughout the tenure of their position. If for any reason they are unable to maintain this status, the following shall occur:
    - i. The Senator shall immediately vacate their position.
    - ii. The Board of Directors shall begin the senator selection process to fill the newly vacated seat.
    - iii. Once the Board of Directors has identified a suitable candidate to fill the vacant seat, this nomination must be approved through a (2/3) two-thirds majority vote of the Board of Directors and ratified by a simple majority vote of the Senate body.
  - f. A prospective Athletics Senator must be a current student athlete at Bellevue College, as certified by the Dean of Student Life & Leadership (or designee). The Senator must maintain that status throughout the tenure of their position. If for any reason they are unable to maintain this status, the following shall occur:
    - i. The Senator shall immediately vacate their position.
    - ii. The Board of Directors shall begin the senator selection process to fill the newly vacated seat.
    - iii. Once the Board of Directors has identified a suitable candidate to fill the vacant seat, this nomination must be approved through a (2/3) two-thirds majority vote of the Board of Directors and ratified by a simple majority vote of the Senate body.
  - g. A prospective Running Start Senator must be a current Running Start student at Bellevue College, as certified by the Dean of Student Life & Leadership (or designee). The Senator must maintain that status throughout the tenure of their position. If for any reason they are unable to maintain this status, the following shall occur:
    - i. The Senator shall immediately vacate their position.
    - ii. The Board of Directors shall begin the senator selection process to fill the newly vacated seat.
    - iii. Once the Board of Directors has identified a suitable candidate to fill the vacant seat, this nomination must be approved through a (2/3) two-thirds majority vote of the Board of Directors and ratified by a simple majority vote of the Senate body.
  - h. A prospective International Student Senator must be a current international student at Bellevue College, as certified by the Dean of Student Life & Leadership (or designee). The Senator must maintain that status throughout the tenure of their position. If for any reason they are unable to maintain this status, the following shall occur:
    - i. The Senator shall immediately vacate their position.
    - ii. The Board of Directors shall begin the senator selection process to fill the newly vacated seat.

- iii. Once the Board of Directors has identified a suitable candidate to fill the vacant seat, this nomination must be approved through a (2/3) two-thirds majority vote of the Board of Directors and ratified by a simple majority vote of the Senate body.

## **2.3 Senate Membership Approval Process for ASGBC Senators-At-Large**

- A. A student interested in becoming a Senator-At-Large must meet the following prerequisites:
  - a. A prospective Senator-At-Large must meet the established membership requirements outlined above (Article II, Section 2) in order to qualify to become a Senator.
  - b. Complete the ASGBC Senator Application.
  - c. Have their application approved by the Board of Directors through a two-thirds (2/3) majority vote.
  - d. Attend a new ASGBC Senator Orientation, before their first official meeting as a voting member of the Senate.

## **2.4 Senate Membership Approval Process During Undue Circumstances**

- A. If for any reason, the Senate was unable to be organized within the timelines presented above, the Board of Directors shall have the authority to organize the Senate during any part of the academic year. The Senator selection processes outlined above (Article II, Section 2) must still be adhered to, during this time.
- B. During any period where the Senate is inactive, the Board of Directors shall fulfill the responsibilities of the Senate until the membership protocols have been completed.

## **Section 3: Expectations and Responsibilities**

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- A. All Senators are required to attend each regularly scheduled Senate meeting during their term. Senators shall be allowed no more than three (3) unexcused absences during the duration of their term.
  - a. A Senator is “tardy,” when a Senator is not present when the meeting is officially called to order. Once a Senator accrues three (3) tardies, one (1) unexcused absence shall be added to the Senators record of attendance kept by the Senate Clerk.
  - b. A Senator is “absent,” when they have not arrived to the Senate meeting prior to the conclusion of reports.
  - c. A Senator can request to be excused from a Senate meeting by submitting a formal request in writing to the Senate Speaker at least twenty-four (24) hours prior to the meeting.
- B. Senators shall vote on all legislation, which is brought to the floor of the Senate.
- C. Senators shall review and have the authority to deliberate legislation brought to the floor of the Senate.
- D. Senators shall have the authority to propose legislation to the Senate.
- E. Senators shall identify and present concerns, issues, or barriers that Bellevue College students may face to the Senate.
- F. Senators shall serve on Bellevue College Governance councils as appointed by the ASGBC President.
- G. Senators shall read, understand, and uphold the ASGBC Bylaws, and the ASGBC Constitution.
- H. Senators shall fulfill other duties assigned by the Board of Directors, or Senate Officers.
- I. Senator expectations shall be outlined in the Senator Handbook.

## **Section 4: Vacancies**

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### **4.1 Resignation**

- A. A Senator may resign from office by submitting written notice to the Speaker, or to the President.

### **4.2 Vacancy of a Designated Senate Seat**

- A. A "designated senate seat," shall be defined as a seat which belongs to any of the following groups:
  - a. Academic Division Senators

- b. Campus Life Senators
- B. If for any reasons a designated Seante seat is vacated, the following procedure shall be adhered to:
  - a. Upon the vacancy of a designated seat, the seat shall be open to Senators holding non-designated seats, contingent on the Senator fulfilling all of the requirements of the vacated seat.
  - b. At the first Senate meeting following the vacancy, the Speaker shall call for nominations from the Senate floor to fill the vacancy. The Senate shall nominate and approve a replacement through a (2/3) two-thirds majority vote, excluding abstentions.
  - c. If the Senate is unable to fill the seat from its membership, then the Board of Directors shall have the authority to determine how the seat will be filled.

#### **4.3 Vacancy of a Senator-At-Large Seat**

- A. If for any reason a Senator-At-Large seat is vacated, the Board of Directors shall determine how to fill the vacancy.

## **Section 5: Recall & Removal**

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### **5.1 Provisions & Conditions for the Recall of a Senator**

- A. Any Senator may ask for the recall of a Senator who they believe has violated the ASGBC Constitution, or the ASGBC Bylaws.
- B. The order to recall a Senator will not be considered unless the Senator has filed specific charges against the Senator in question and has provided proof to support the charges.
- C. The order to recall a Senator will not be considered unless the order has been co- sponsored by at least (3) other Senators.
- D. Senators may be recalled from the Senate for dereliction of duty. Dereliction of duty may be defined as, but not restricted to the following:
  - a. Three (3) unexcused absences from officially scheduled Senate meetings per term.
  - b. Not being representative of their constituents.
  - c. Failure of the member to perform their duties as expected, such as meeting deadlines, working collaboratively, following through on assigned tasks, attending meetings and/or training sessions, including retreats.

### **5.2 Procedures for the Recall of a Senator**

- A. Once submitted, the order to recall a Senator will be automatically forwarded to the ASGBC Judicial Oversight Committee. The ASGBC Judicial Oversight Committee shall have (2) two weeks to review the recall order, and to determine the validity of the charges.
- B. The Committee must vote by a simple majority (50% +1), to send the order to the Senate.
  - a. If the Committee votes to send the order to the Senate, it shall be placed at the top of the agenda for the next Senate meeting. The Senator in question shall have no more than (10) ten minutes to address the Senate before the final vote is taken. The Senate shall have no more than (20) twenty minutes to ask questions. The Senator shall be removed from the Senate through a (2/3) two-thirds majority vote, excluding abstentions. If the vote succeeds, the Senator will immediately forfeit their position. If the vote fails, the Senator shall not face similar charges for the remainder of the academic quarter.
  - b. If the Committee does not vote to send the order to the Senate, the Senator(s) may motion to consider the recall order at the next Senate meeting. The Senate must vote in favor of the “motion to consider the recall order,” through a simple majority (50% +1).
    - i. If the Senate votes to consider the recall order, the Senator in question shall have no more than (10) ten minutes to address the Senate before the final vote is taken. The Senate shall have no more than (20) twenty minutes to ask questions. The Senator

shall be removed from the Senate through a (2/3) two-thirds majority vote, excluding abstentions. If the vote succeeds, the Senator will immediately forfeit their position. If the vote fails, the Senator shall not face similar charges for the remainder of the academic quarter.

- ii. If the Senate does not vote in favor of considering the recall order, the motion shall die and a similar motion to consider shall not be made during the next Senate meeting.

### **5.3 Procedures for the Removal of a Senator**

- A. Failure to maintain a minimum quarterly and cumulative GPA of 2.5
  - a. If a Senator's GPA falls below the academic requirements of 2.5, they will be placed on academic probation for the remainder of the quarter. This status of probation is to be kept confidential among the ASGBC Judicial Oversight Committee. Any Senator falling below the academic requirements for two (2) consecutive quarters will immediately forfeit their position; no appeals will be available.
- B. Failure to maintain a minimum of eight (8) BC credit hours.
  - a. If a Senator is unable to enroll for a minimum of eight credit hours (8), the Senator may submit in writing a formal explanation regarding the circumstances that resulted in their inability to enroll to the President. The Board of Directors may grant a pardon, through a two-thirds (2/3) majority vote. If a Senator receives a pardon, they shall continue to serve on the Senate at full capacity. If a Senator falls below the credit requirements for two quarters during their term, they immediately forfeit their position regardless of the circumstances.

## **Section 6: Meetings**

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### **6.1 General Provisions**

- A. The business of the Senate shall be conducted according to Robert's Rules of Order.
- B. A quorum, consisting of two-thirds (2/3) of the Senate body must be present at a Senate meeting in order for business to be voted and discussed on.

### **6.2 Regular Meetings**

- A. The first meeting of the regular session shall occur within the first three (3) weeks of fall quarter.
- B. Senate meetings shall be held at least six (6) times per quarter, with the exception of summer quarter. Meetings shall not take place during finals week, or during the breaks of each quarter.
- C. Senate meetings shall be public, and anyone can attend as long as they respect the Senate Standing Rules outlined in Article II, Section 7 of the ASGBC Bylaws.

### **6.3 Special Meetings**

- A. The Senate Speaker may call for a special meeting of the Senate, when necessary, but must notify the Senate at least seventy-two (72) hours before the meeting is scheduled to take place. Special meetings shall follow the same rules and procedures as regularly scheduled meetings.

### **6.4 Voting**

- A. Each Senator is entitled to one vote.
- B. The Speaker of the Senate shall not vote unless the Senate is equally divided.
- C. The Vice Speaker and Clerk of the Senate shall be non-voting members.
- D. There shall be no absentee voting within the Senate.
- E. All decisions made by the Senate must be passed by a simple majority vote (50% +1), unless otherwise stated in the ASGBC Bylaws, or ASGBC Constitution.

### **6.5 Order of Business**

- A. The order of business in Senate meetings shall be:

- a. Call to Order
- b. Roll Call
- c. Approval of Agenda
- d. Approval of Minutes
- e. Reports
- f. Open Forum
- g. Unfinished Business
- h. New Business
- i. Discussion Items
- j. Announcements
- k. Adjournment

## 6.6 Agenda and Minutes

- A. All meeting materials, including but not limited to meeting times and locations, agendas, and minutes, will be posted on the ASGBC webpage.
- B. Agendas for each meeting will be posted at least two business days in advance of the meeting.
- C. Minutes will be posted no later than two business days following their approval.

## Section 7: Senate Standing Rules

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### 7.1 Debate

- A. Debate will be open to Senators, Bellevue College students, and any other individual who the Speaker allows to speak. Senators will have the first opportunity to speak during debate.
- B. No individual may speak for more than three (3) minutes per item of debate, nor may they speak more than twice on any question, unless the Speaker allows the individual to do so.
- C. Senators may grant their speaking time to another individual present at the meeting, who then may only give their speaking time back to the original speaker.
  - a. The Speaker may decline to recognize the first member to seek recognition after they granted their time to another individual.
- D. Any debatable motion may, with an objection, be debated for two minutes by the person who made the motion and two minutes by the person who objected.
- E. The Senate may ask the Speaker to make a list that lays out the order of those who would like to speak for any particular agenda item that follows these guidelines:
  - a. The Senators present at the meeting may be allowed to speak first, followed by Bellevue College Students, and then any other individuals present at the meeting.
  - b. If multiple members are simultaneously seeking recognition to speak, the Speaker shall place members on a written queue.
  - c. A Senator may make a motion to limit debate, which will petition the Speaker to stop calling on people.
    - i. A motion to limit debate shall require a simple majority (50%+1) vote of the Senate.

### 7.2 Types of Senate Legislation

- A. Senate Bill
  - a. A "Senate Bill," is defined as a piece of legislation that formally recommends that a specific action be taken by the Board of Directors. All Senate Bills will receive consideration and written response from the Board of Directors upon their approval.
  - b. Senate Bills in all forms require an author, at least one sponsoring member of the Senate, and require a simple majority (50%+1), in order to be passed; unless otherwise stated by the ASGBC Constitution, or the ASGBC Bylaws.

## B. Senate Resolution

- a. A "Senate Resolution," shall be defined as a piece of legislation that represents an official statement on behalf of the student body of Bellevue College. It has no power to act, only to express an idea, opinion or to make a recommendation to another body.
- b. Senate Resolutions in all forms require an author, at least one sponsoring member of the Senate, and a simple majority of the voting student body (50% +1) in order to be passed; unless otherwise stated by the ASGBC Constitution, or the ASGBC Bylaws.

## C. Senate Order

- a. A "Senate Order," shall be defined as a piece of legislation that requests a specific action be taken by the Student Senate. This form of legislation shall serve as a method of self-governance.
- b. Senate Orders in all forms require an author, at least one sponsoring member of the Senate, and a simple majority of the voting student body (50% +1) in order to be passed; unless otherwise stated by the ASGBC Constitution, or the ASGBC Bylaws.

### 7.3 Classifying Senate Legislation

- A. Each piece of Senate Legislation shall be classified in a format with two letters, separated by a dash, one number, separated by a dash, and an additional number at the end.
- B. The two letters shall be the classification initials of Senate Legislation as follows:
  - a. SB- Senate Bills.
  - b. SR- Senate Resolutions.
  - c. SO- Senate Orders
- C. The first number shall be the session number in which the piece of legislation was submitted.
- D. The second number shall be one more than the number of pieces of legislation of the same classification that have been submitted to the Senate Speaker and the Senate Clerk that session. The first piece of legislation of each type shall start at 1.

### 7.4 Enactment Clauses

- A. All Senate Bills shall be enacted by the clause "THEREFORE, BE IT ENACTED BY THE ASSOCIATED STUDENT GOVERNMENT OF BELLEVUE COLLEGE STUDENT SENATE."
- B. All Senate Resolutions shall be adopted by the clause "THEREFORE, BE IT RESOLVED BY THE ASSOCIATED STUDENT GOVERNMENT OF BELLEVUE COLLEGE."
- C. All Senate Orders shall be adopted by the clause "THEREFORE, BE IT RESOLVED BY THE ASSOCIATED STUDENT GOVERNMENT OF BELLEVUE COLLEGE STUDENT SENATE."

### 7.5 Introducing Senate Legislation

- A. In order to submit pieces of student legislation to the Senate, the piece of legislation must first be presented to the Speaker and the Clerk at least two (2) business days prior to the next official Senate meeting, at which time the piece of legislation will be assigned an exclusive tracking number by the Senate Clerk and be presented at the next Senate meeting during first readings.
- B. All pieces of student legislation require an author, at least one sponsoring member of the Senate, and a simple majority of the voting senate body (50% +1) in order to be passed.

### 7.6 First Readings

- A. When the Senate first begins consideration of a new piece of legislation, the Speaker shall request the author, or in the absence of the author, a sponsor, to read the legislation.
  - a. If no Author or Sponsor is present at the time of first readings, the legislation shall be tabled until the Senate Speaker decides to place it back on the agenda.
- B. The Author or Sponsor present shall then have no more than three minutes to read the legislation to the Senate

in its entirety.

- C. The Speaker shall then ask for “first readings” questions.
  - a. Such questions must be limited to explanatory or implicative questions and may not be argumentative. The Speaker shall disregard all questions not meeting these criteria.
  - b. Having exhausted all first reading questions, exhausted the time scheduled for first readings, or with the approval of a motion to end debate, first readings shall be closed.
- D. Upon completion of first readings, the Speaker shall motion for referral of the legislation to the Board of Directors for research, discussion, and recommendations.

### **7.7 Review of Legislation**

- A. After a piece of legislation has been read for the first time under new business at a Senate meeting, it goes to the Board of Directors for research, discussion, and recommendation back to the Senate.
- B. The piece of legislation may also be referred to any relevant committees, taskforces, councils, or other relevant groups during this period of review.

### **7.8 Second Readings**

- A. Upon consideration of an existing piece of legislation that has already completed first readings and has passed to the Board of Directors for review, the Speaker shall request the author, or in the absence of the author, a sponsor, to read the legislation.
- B. The Author or Sponsor present shall then have three (3) minutes to present the legislation and give arguments in favor of its passage.
- C. The Speaker shall then preside over debate.
- D. Once there is no further debate, or with the approval of a motion to end debate, second readings shall be closed.
  - a. If time elapses before second readings have closed, the legislation shall be placed on the Senate agenda under “Unfinished Business” for the next meeting.
- E. The Senate shall then take a vote regarding the piece of legislation. A simple majority vote (50%+1) is needed to pass legislation, unless otherwise stated.

### **7.9 Passing Legislation**

- A. In order to pass a “Senate Resolution,” the following procedure shall be adhered to:
  - a. Resolutions of student opinion passed by the Student Senate shall be presented to the Board of Directors for either approval, recommission, or veto.
    - i. If the resolution is approved by the Board, then it shall immediately take effect.
    - ii. If recommitted by the Board with a two-thirds majority of its voting membership, then the resolution shall be further considered by the Student Senate. If the resolution is again passed by the Senate, with or without amendments, the resolution shall again be presented to Board, without the ability to be recommitted. .
    - iii. If the Board decides to veto the resolution with a two-thirds majority of its voting membership, then the resolution shall not take effect unless the Senate passes the resolution again through a three-fourths majority voting membership.
    - iv. If the Board neither approves, recommit, nor vetoes the resolution, as provided in this Section, then the resolution shall take effect ten business days after passage by the Student Senate.
- B. In order to pass a “Senate Bill,” the following procedure shall be adhered to:
  - a. Upon Senate approval of a Senate Bill, the Vice President shall introduce the piece of legislation to the Board of Directors at the next Board meeting, who must consider adoption of the recommendation within two weeks of introduction. Recommendations of the Senate, having been approved by the Board of Directors, have the same authority as a Board Bill.
  - b. The Board of Directors is responsible for providing updates regarding the status of Senate Bills, directly to the Senate.

- C. In order to pass a “Senate Order,” the following procedure shall be adhered to:
  - a. Upon Senate approval of a “Senate Order,” the piece of legislation shall immediately take effect, as long as the legality of the legislation is sound and does not violate any procedures or provisions established in the ASGBC Constitution, or ASGBC Bylaws.
    - i. If the piece of legislation is found to be in violation of the governing documents mention above, the Board of Directors shall have the authority to veto the piece of legislation through a two-thirds (2/3) majority vote, excluding abstentions.
- D. Once a piece of legislation has been passed by the Senate and the Board of Directors, the signature of the President is required to be officially passed (unless the legislation goes unsigned for longer than three (3) business days, in which it passes by default.
- E. The author and sponsor of each piece of legislation are jointly responsible for ensuring the legislation is implemented. They must present a progress report during each subsequent ASGBC Student Senate meeting until the legislations is completed. A progress update shall be presented at least once every thrity (30) days.

## **Section 8: Task Forces of the Senate**

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### **8.1 General Provisions**

- A. The Student Senate may create Student Senate task forces as needed.
  - a. A Student Senate Task Force is established to deal with a specific task or group of closely related tasks for a specific time; it is dissolved once the task has been completed.
  - b. Task forces shall be effective and have a status of “active” until the end of the academic year in which they are established unless they are dissolved by the Senate prior to the end of the academic year.
  - c. During the last Senate meeting of the academic year, the Senate must either vote in favor of extending the task force’s status of “active” to the following academic year or vote in favor of dissolving the task force.
- B. Any established Task Forces shall keep written records of their meetings.

## **Article III: Offices of the ASGBC**

### **Section 1: General Provisions**

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- A. Offices of the ASGBC exist to support the essential functions and established services of the ASGBC.
- B. All ASGBC Offices are overseen by the ASGBC Board of Directors.
- C. All ASGBC Offices shall adopt a governing document in the form of a Policies and Procedures Manual that is responsible for establishing the rules and guidelines of the office, while adhering to the ASGBC Bylaws, ASGBC Constitution, and the ASGBC Financial Code.
- D. All ASGBC Offices shall have at least two (2) student employees, excluding members of the ASGBC Board.

### **Section 2: ASGBC Office of Civic Engagement**

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#### **2.1 Purpose and Scope**

- A. The ASGBC Office of Civic Engagement is a student-led, student-centered nonpartisan organization that represents Bellevue College students in the local, state, and federal governance, through leadership, teamwork, and dedication, while maintaining the highest standards of integrity, professionalism, and ethics.
- B. The ASGBC Office of Civic Engagement (OCE) aims to advocate for the interests and concerns of students both internally within the college and externally in the broader legislative arena. We represent students on the local, state, and federal level dealing with student organizing, tabling, phone banking, rallying, lobbying, and

networking. We are dedicated to both keeping students aware and civically involved, as well as keeping legislators aware of our needs. The ASGBC OCE aspires to be a regional leader in advocating for and representing collective student interests, civic empowerment, and the promotion of student-centered legislation.

## **2.2 Management and Oversight**

- A. The Office of Civic Engagement operates under the oversight and management of the ASGBC Board of Directors.
- B. The Director of Sustainability and Civic Engagement manages and oversees all day-to-day operations of the Office of Civic Engagement.

## **2.3 Policies and Procedures**

- A. The ASGBC OCE Policies and Procedures manual is the primary governing document of the office and establishes rules and guidelines pertaining to membership, hiring, removal, conduct, reporting requirements, etc.

## **2.4 History and Context**

- A. The history and context surrounding the establishment of the ASGBC Office of Civic Engagement is available within the OCE Policies and Procedures Manual,

# **Section 3: ASGBC Office of Events and Community Relations**

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## **3.1 Purpose and Scope**

- A. The ASGBC Office of Events and Community Relations (OECR) is responsible for coordinating the programming and communication efforts of the ASGBC. The OECR coordinates event planning on behalf of all branches of the ASGBC and oversees the digital media and public relations efforts of the association. The ASGBC OECR collaborates with many other branches of the ASGBC including the Student Senate and the Office of Civic Engagement, as well as non-ASGBC groups such as the Campus Activities Board, ASGBC Student Organizations, and more.

## **3.2 Management and Oversight**

- A. The Office of Events and Community Relations operates under the oversight and management of the ASGBC Board of Directors.
- B. The Director of Events and Community Relations and the Director of Public Relations jointly oversee and manage all day-to-day operations of the Office of Civic Engagement.

## **3.3 Policies and Procedures**

- A. The ASGBC OECR Policies and Procedures manual is the primary governing document of the office and establishes rules and guidelines pertaining to membership, hiring, removal, conduct, etc.

## **3.4 History and Context**

- A. The history and context surrounding the establishment of the ASGBC Office of Events and Community Relations is available within the OECR Policies and Procedures Manual,

# **Section 4: Establishing New Offices of the ASGBC**

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- A. The ASGBC Board of Directors may establish a new office of the ASGBC through the following procedure:
  - a. The ASGBC Board of Directors shall establish a task force to investigate the creation of the new office.
    - i. This task force shall be chaired by an ASGBC Officer and consist of members from different

areas of the ASGBC including Board members, Senators, current office employees, volunteers, advisors and include at least one (1) student-at-large.

- ii. This task force shall:
  1. Investigate the potential structure of the new office.
  2. Research details regarding funding.
  3. Determine membership requirements and guidelines.
  4. Explore the establishment of the office's policies and procedures manual.
  5. Assess the feasibility and necessity of the new office.
  6. Provide a comprehensive report with recommendations to the ASGBC Board of Directors.
- iii. The task force shall submit their final report to the ASGBC Board of Directors in the form of a Board Bill within sixty (60) days of the establishment of the task force.
- b. The ASGBC Board of Directors shall have ten (10) business days to review the report and its recommendations.
- c. The ASGBC Board of Directors shall approve the establishment of the new office based on the task force's findings and recommendations through a two-thirds (2/3) majority vote, excluding abstentions.
  - i. If approved, the ASGBC Board of Directors shall develop an implementation plan, including timelines, resource allocation, and any necessary changes to existing structures or policies.

## **Article IV: Committees of the ASGBC**

### **Section 1: Membership and General Provisions**

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#### **1.1 General Provisions**

- A. Committees of the ASGBC shall be chaired by voting members of the Board of Directors.
  - a. This regulation shall not be construed as to prohibit other members of a committee the right to chair the committee when necessary.
- B. Committees whose purpose pertains to the collection of voluntary or mandatory student fees are subject to the regulations set forth in this Article, granted that they do not conflict with the original contracts establishing the fees, the ASGBC Financial Code, or any Washington State or Federal laws.
- C. Standing Committees of the ASGBC shall consist of the following:
  - a. Services and Activities Fee Committee
  - b. Student Technology Fee Committee
  - c. Student Environmental Sustainability Fee Committee
  - d. Electoral Committee
  - e. Judicial Oversight Committee
- D. Committees of the ASGBC shall consist of the following positions, which shall be filled or assigned according to the procedures outlined in this Article. Committees whose purpose pertains to the collection of voluntary or mandatory student fees are subject to the membership details outlined in the original contracts establishing the fees, or the ASGBC Financial Code.
  - a. Committee Chair
  - b. Committee Vice Chair
  - c. Committee Clerk

#### **1.2 Committee Chair**

- A. The Chair of ASGBC Committees shall be responsible for the following:
  - a. Preside over all committee meetings.

- b. Coordinate and lead the membership procedures of the committee.
- c. Create meeting agendas in conjunction with the other executive committee members.
- d. Represent the committee when necessary.
- e. Fulfill other committee specific duties outlined in this Article.

### **1.3 Committee Vice Chair**

- A. The Vice Chair of ASGBC Committees shall be responsible for the following:
  - a. Preside over meetings in the absence of the Chair.
  - b. Assume duties of chair if the chair is unable to perform responsibilities.
  - c. Perform other duties as assigned by the Chair.
  - d. Fulfill other committee specific duties outlined in this Article.

### **1.4 Committee Clerk**

- A. The Clerk of ASGBC Committees shall be responsible for the following:
  - a. Record and post meeting minutes in accordance with the procedures outlined in this Article.
  - b. Maintain membership list and attendance records.
  - c. Ensure communication between committee members.
  - d. Perform other duties as assigned by the Chair.
  - e. Fulfill other committee specific duties outlined in this Article.

### **1.5 Special Meetings**

- A. Any committee member may request a special meeting by submitting a written request to the chairperson outlining the need for the special meeting.
- B. The chairperson, upon receiving such a request, must respond within two (2) business days by either:
  - a. Scheduling a meeting.
  - b. Putting in writing the reasons for not calling the meeting to the committee member who requested the special meeting.

## **Section 2: Services & Activities (S&A) Fee Allocation Committee**

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- A. The S&A Committee is to evaluate existing programs, propose program priorities and budget levels, adjust budget requests to the yearly budget allocation, and make official budget recommendations to the Board of Directors as outlined in the ASGBC Financial Code. For a complete breakdown of procedures, membership, and operations, please refer to the ASGBC Financial Code.

## **Section 3: The Student Technology Fee (STF) Committee**

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- A. The Student Technology Fee Committee (STF) is the advisory body to the Board of Directors responsible for making recommendations pertaining to STF collections, distributions and expenditures, using the procedures described in the current and approved STF agreement. For a complete breakdown of procedures, membership, and operations, please refer to the most recent STF contract.

## **Section 4: The Student Environmental Sustainability Fee (SESF) Committee**

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- A. The SESF Committee is responsible for recommending allocations of the revenue collected from the student's environmental sustainability fee, using the procedures described in the current and approved SESF agreement. For a complete breakdown of procedures, membership, and operations, please refer to the most recent SESF contract.

## Section 5: The Electoral Committee

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### 5.1 Purpose

- A. The Electoral Committee is responsible for directing and overseeing the ASGBC Elections, which includes performing the duties outlined in Article I, Section 4 of the ASGBC Bylaws.

### 5.2 Membership

- A. The membership of the Electoral Committee shall consist of the following individuals:
  - a. The ASGBC Director of Events and Programs (or designee) who shall serve as Chair.
  - b. The Dean of Student Life and Leadership (or designee).
    - i. The Dean of Student Life and Leadership shall serve as the Vice Chair of the Electoral Committee.
  - c. The ASGBC President (or designee).
  - d. One (1) ASGBC Student Senator appointed by the Chair.
  - e. One (1) student-at-large appointed by the Chair.
  - f. One (1) BC Faculty or Staff member appointed by the ASGBC President, in coordination with the Chair.
- B. The Electoral Committee shall elect the Committee Clerk from its membership.
- C. The Elections Marshall be elected from the student membership of the committee at the first official meeting.

### 5.3 Meetings

- A. The meeting procedures of the Electoral Committee are outlined in Article I, Section 4 of these Bylaws.

## Section 6: Judicial Oversight Committee

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### 6.1 Purpose

- A. The Judicial Oversight Committee is responsible for conducting the internal disciplinary procedures of the Board of Directors, and Student Senate, and the external disciplinary procedures regarding ASGBC student organizations.

### 6.2 Membership

- A. The voting membership of the Judicial Oversight Committee consists of the following individuals: :
  - a. The ASGBC Chief of Administration (or designee) who shall serve as Chair.
  - b. The ASGBC President (or designee) who shall serve as Vice Chair.
  - c. Two (2) ASGBC Student Senators appointed by the Chair.
  - d. One (1) student-at-large appointed by the Chair.
- B. The non-voting membership of the Judicial Oversight Committee shall consist of the following individuals:
  - a. The Dean of Student Life and Leadership (or designee).
- C. The Judicial Oversight Committee shall elect the Committee Clerk from its membership.

### 6.3 Meetings

- A. The Judicial Oversight Committee shall meet, when necessary, after a formal complaint has been submitted.
- B. The Judicial Oversight Committee shall conduct meetings adhering to the procedures described in these Bylaws.
- C. Meetings of the Judicial Oversight Committee require a quorum of voting members to be present.
  - a. A simple majority of voting members shall constitute quorum.
- D. There shall be no absentee voting.

## Section 7: The Voluntary Student Fee Oversight Committee

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### 7.1 Purpose and Scope

- A. The Voluntary Student Fee Oversight Committee is responsible for overseeing all voluntary student fees, but especially fees that do not have a committee dedicated to their oversight. This committee shall review the collection rate, purpose, expenditures, and student impact of all fees annually in order to ensure that the fees are being utilized for student purposes only, and that the fees are adhering to the documents that established and govern the fee.
- B. The Voluntary Student Fee Oversight Committee may make recommendations to the ASGBC Board of Directors concerning the increase, reduction, or elimination of any voluntary student fee, as well as recommend amendments to update language, contracts, or other documents establishing any voluntary student fee.
- C. These recommendations shall be submitted by the chair of the committee to the ASGBC Board of Directors in the form of a Board Bill.

### 7.2 Membership

- A. The voting membership of the Voluntary Student Fee Oversight Committee shall consist of the following individuals:
  - a. The ASGBC Director of Finance (or designee) who shall serve as Chair.
  - b. The ASGBC President (or designee) who shall serve as the Vice Chair.
  - c. The ASGBC Chief of Administration (or designee) who shall serve as the Clerk.
  - d. One (1) ASGBC Student Senator appointed by the ASGBC President.
  - e. Three (3) students-at-large appointed by the ASGBC President.
  - f. The Dean of Student Life and Leadership (or designee).
  - g. The Vice President of Administrative Services (or designee).
- B. The non-voting membership of the Voluntary Student Fee Oversight Committee shall consist of the following individuals:
  - a. The Executive Director of Finance (or designee).

### 7.3 Meetings

- A. The Voluntary Student Fee Oversight Committee shall meet at least twice each academic quarter, excluding summer.
- B. Meetings of the Voluntary Student Fee Oversight Committee require a quorum of voting members to be present.
  - a. A simple majority of voting members shall constitute quorum.
- C. All meetings shall be conducted according to the guidelines and provisions outlined in the Open Public Meetings Act (RCW 42.30), and the most current issue of Robert's Rules of Order.

### 7.4 History and Context

- A. The Voluntary Student Fee Oversight Committee was established during Session I (2023-2024) of the ASGBC Board of Directors. ASGBC Events Representative Sienna Jarrard, submitted SB-01-01 to the Student Senate at the request of ASGBC President Sean Behl. SB-01-01 recommended that the ASGBC Board of Directors take action to address the sustainability of the services and activities fee process by enacting additional voluntary student fees, and to review currently established fees through establishing a committee. SB-01-01 was passed by the Student Senate on April 23<sup>rd</sup>, 2024 and passed by the ASGBC Board of Directors on May 3<sup>rd</sup>, 2024.
- B. The ASGBC Board of Directors officially established the Voluntary Student Fee Oversight Committee through Board Bill 04-01-53 on June 14<sup>th</sup>, 2024. The committee was officially adopted into the ASGBC Bylaws through the passing of Board Bill 01-01-04 on June 14<sup>th</sup>, 2024.

## Section 8: The Student Commencement Speaker Selection Committee

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### 8.1 Purpose and Scope

- A. The Student Commencement Speaker Selection Committee is responsible for selecting the graduating student who will speak and represent their graduating class during the commencement ceremony each academic year.
- B. The Student Commencement Speaker Selection Committee has been hereby delegated the authority by the ASGBC Board of Directors to independently select the student commencement speaker, without Board approval of said selection.

### 8.2 Membership

- A. The membership of the Student Commencement Speaker Committee shall consist of the following individuals:
  - a. The ASGBC Vice President (or designee) who shall serve as Chair.
  - b. The ASGBC President (or designee).
  - c. One (1) ASGBC Student Senator appointed by the Chair.
  - d. One (1) student-at-large appointed by the Chair.
  - e. One (1) classified staff representative.
  - f. One (1) BC faculty representative (preferably from communications).
  - g. The Dean of Student Life and Leadership (or designee).
- B. The committee shall elect the Committee Vice Chair and Committee Clerk from its student membership.
- C. The committee shall consist of individuals whose presence on the committee does not constitute a conflict of interest, as decided by the Board of Directors and the Dean of Student Life and Leadership.

### 8.3 Selection and Timelines

- A. The Student Commencement Speaker Committee is responsible for overseeing the application process including creating the application, timelines, and guidelines. The committee is also responsible for promoting and publicizing the application process.
- B. The committee shall first meet within the first three weeks of winter quarter to discuss all aspects of the selection process including the application, timelines, guidelines, and expectations of the committee throughout the selection process.
- C. The Student Commencement Speaker application must be made publicly available before the end of the winter quarter and must remain open for at least fourteen (14) instructional days.

### 8.4 Eligibility

- A. Applicants for the student commencement speaker are expected to meet the following requirements at the time of application:
  - a. Must have a 2.5 cumulative GPA of college-level credits taken at Bellevue College.
  - b. Candidates must be current students who expect to graduate during the academic year in which they apply.
  - c. Be in good standing with Bellevue College and not on disciplinary probation.
  - d. Be in good academic standing, and not be on academic probation.

### 8.5 History and Context

- A. The Student Commencement Speaker Selection Committee was established during Session I (2023-2024) of the ASGBC Board of Directors. This committee was created following many discussions that took place during the 2023-2024 academic year, regarding the desire to improve the selection process as it was handled in previous years. The ASGBC felt that establishing such a committee under the ASGBC would be fitting of the mission of the ASGBC and would ensure that the process would be handled better for years to come.

- B. The ASGBC Board of Directors officially established the Student Commencement Speaker Selection committee through Board Bill 04-01-54 on June 14th, 2024. The committee was officially adopted into the ASGBC Bylaws through the passing of Board Bill 01-01-04 on June 14th, 2024.

## **Section 9: The Student Exemplary Achievement and Nobility Award Selection Committee**

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### **9.1 Name**

- A. The name of this committee shall be “The Student Exemplary Achievement and Nobility Award Selection Committee,” hereinafter referred to as simply “the committee.”

### **9.2 Purpose**

- A. The purpose of this committee shall be to oversee the selection process for the award and choose a student to receive the award.

### **9.3 Membership**

- A. The membership of this committee shall consist of the following individuals:
- The ASGBC Director of Events and Programs (or designee) shall serve as the Chair.
  - The ASGBC President (or designee) who shall serve as Vice Chair.
  - The Bellevue College President (or designee).
  - One (1) ASGBC Student Senator appointed by the Chair.
  - One (1) student-at-large appointed by the Chair.
  - One (1) BC Faculty member appointed by the ASGBC President, in coordination with the Chair.
  - One (1) BC Staff member appointed by the ASGBC President, in coordination with the Chair.
- B. The committee Chair shall:
- Serve as the spokesperson of the committee.
  - Organize all meetings of the committee.
  - Select the remaining members of the committee and appoint vacancies arising within the committee when necessary.
- C. The committee shall elect the Committee Clerk from its student membership.
- D. The committee shall consist of individuals whose presence on the committee does not constitute a conflict of interest, as decided by the Board of Directors and the Dean of Student Life and Leadership.

### **9.4 Meetings**

- A. The committee shall meet once before the nomination applications are open to elect the Committee Clerk, finalize the application timeline and questions, and decide on guidelines to determine the recipient.

### **9.5 The Award**

- A. The name of this award shall be “The Student Exemplary Achievement and Nobility Award.”
- If for any reason the name of this award must be changed, it may be changed by a two-thirds (2/3) majority vote, excluding abstentions, of this committee, and then through a two-thirds (2/3) majority vote by the Board of Directors, excluding abstentions to make the appropriate bylaw changes.
- B. The Student Exemplary Achievement and Nobility Award is to honor a student at the annual ASGBC Gala who has made an outstanding and transformative impact on the campus community during their time at Bellevue College.

## 9.6 Application and Publication

- A. Nominations and applications must be made publicly available before the end of the Winter Quarter. The nomination form must remain open for at least twenty (20) instructional days and the application must remain open for at least twenty-seven (27) instructional days.
- B. A nomination serves as an invitation to apply for The Student Exemplary Achievement and Nobility Award and is an acknowledgement from the nominator of the student's contributions to the community. Anyone, including faculty, staff, alumni, community member, and students, may nominate a student to apply.
  - a. A nomination form should contain, but is not limited to the following components:
    - i. Short answer questions, including why the student should be an applicant for the award.
    - ii. Details regarding timeline.
    - iii. Information on endorsements.
    - iv. Fields to input personal information including:
      - a. Relationship to student.
      - b. Email.
      - c. Phone Number.
      - d. Student ID number (if applicable).
- C. An application is available to a nominated student to apply for consideration.
  - a. An application should contain, but is not limited to the following components:
    - i. Long answer questions in a preferred format (essay, video, e-portfolio).
    - ii. Request for materials from the applicant including a resume or CV and minimum one letter of endorsement, a formal statement as to why the student deserves to be recognized, from a BC faculty or staff member, and a second (optional) endorsement of their choosing.
    - iii. Selection timeline
    - iv. Field for applicants to certify that they meet all requirements.
    - v. Field for applicants to sign and date the application.
    - vi. Fields to input personal information including:
      - a. Bellevue College email address.
      - b. Student ID number
      - c. Phone number.
- D. Applicants are expected to meet the following requirements at the time of application:
  - a. Must have a 2.5 cumulative GPA of college-level credits taken at Bellevue College.
  - b. Candidates must be current students who have completed at least 30 credits.
  - c. Be in good standing with Bellevue College and not on disciplinary probation.
  - d. Be in good academic standing, and not be on academic probation.

## 9.7 Selection and Nomination

- A. The committee shall review each candidate's application comprehensively through guidelines decided during the first meeting of the committee.
- B. The committee shall with a two-thirds (2/3) majority vote, excluding abstentions decide the recipient of the Student Exemplary Achievement and Nobility Award.

## 9.8 History and Context

- A. The Student Exemplary Achievement and Nobility Award was created to honor the 2023-2024 ASGBC President Sean Behl for his work in restructuring the ASGBC, and for all of his dedication and outstanding contributions to not only the ASGBC, but the campus community at large. The award was presented to Sean Behl at the third annual ASGBC Gala on Thursday June 6<sup>th</sup>, 2024, by ASGBC Events Representative Sienna Jarrard and Bellevue College President Dr. David May.
- B. The ASGBC Board of Directors officially established the Student Exemplary Achievement and Nobility Award Selection Committee, through Board Bill 04-01-55 on June 14th, 2024. The committee was officially adopted into the ASGBC Bylaws through the passing of Board Bill 01-01-04 on June 14th, 2024.

## Section 10: Absences and Removal

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### 10.1 Absences

- A. Committee members shall be allowed no more than three (3) unexcused absences per term. Requests to be excused from a committee meeting must be submitted in writing to the chairperson at least twenty- four (24) hours prior to the meeting.
- B. The chairperson shall inform the Committee whether members not present are excused by the next scheduled meeting.
- C. Any committee member whose absence was not excused may appeal the Chair's ruling to the concerned committee at the next meeting. The concerned Committee may overrule the Chair's decision by a simple majority vote.

### 10.2 Removal

- A. A voting member of any Committee may recommend to the Board of Directors the termination of any member from the concerned Committee who has accumulated more than three (3) unexcused absences.
- B. The Chair of any committee may request the Board of Directors to remove any committee member after one written warning has been delivered to that committee member citing inadequate committee participation or performance as determined by a consensus of the committee, or as deemed necessary by the Committee Chair.
- C. Reasons for such a request by any Chair shall include, but not be limited to:
  - a. Repeated avoidable absences.
  - b. Repeated tardiness.
  - c. Inability to carry out work assignments as directed by a simple majority of the committee.
  - d. Lack of cooperation with fellow committee members.
  - e. Inappropriate conduct or behavior as determined by a consensus of the committee.
  - f. Gross misconduct.
- D. Vacancies created by the removal of committee members shall be filled in a manner decided by the Board of Directors.

## Section 11: Appointments

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### 11.1 Appointment Authority of the Board of Directors

- A. For the purposes of this section, "students" shall refer to "students-at-large," and exclude current Officers, and Senators.
- B. All appointments of students to ASGBC Committees or to other college decision-making bodies such as councils, task forces, and committees shall be ratified by the Board of Directors through the passing of a Board Bill.
- C. All appointments of students to ASGBC Standing Committees shall be conducted through the open selection process established later in this section.
- D. All appointments of students to non-standing ASGBC committees and other decision-making bodies of the college are not subject to the open selection process unless the ASGBC President decides otherwise for a specific body.
- E. If for any reason Senators are unavailable to be appointed to ASGBC Committees, the ASGBC Officer responsible for the appointment may appoint any Bellevue College student to fill the vacancy.
- F. If for any reason the officer responsible for appointing members to the committee has a conflict of interest with the business to be addressed by the committee, the Board of Directors shall appoint an alternate

ASGBC Officer to carry out the appointments.

### **11.2 The Open Selection Process**

- A. The procedure for open selection shall be established as the following:
  - a. The screening of applicants shall occur by applicants completing the online volunteer application form created by the Officer chairing the committee.
  - b. It is up to the discretion of the Officer chairing the committee, and the ASGBC President, as to whether interviews will be conducted for the position, or if selection will be made based solely upon the content of the applications.
    - i. In instances of a large applicant pool for a single committee, the applicant pool may be reduced in order to conduct interviews.
  - c. All interviews for appointments must be conducted by the Officer chairing the committee, and/or the ASGBC President.
  - d. The following principles shall be the basis for selection:
    - i. The underlying basis for selection of all volunteers requires that appointees have a desire to become enthusiastic participants in the Bellevue College community and the work of the association.
    - ii. Appointees demonstrate either past experience in the work of the committee or a volunteer position or a desire to acquire some experience.
  - e. Once an applicant has been selected by the Officer chairing the committee, and ASGBC President, their appointment shall go before the Board in the form of a Board Bill, at the next Board of Directors meeting.

### **11.3 Exceptions**

- A. In cases where adhering to the open selection process would result in an unreasonable delay in finalizing the membership of a committee, or an unreasonable delay in filling an unexpected vacancy, the Officer responsible for the appointment shall appoint any current Bellevue College student, subject to the approval of the Board of Directors.
- B. All such appointments described above shall be submitted to the Board of Directors in the form of a Board Bill, which shall include the reasons for needing such an appointment.

## **Section 12: Designees**

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- A. If for any reason the ASGBC Officer originally responsible for serving on a committee is unable to fulfill that obligation, the Board of Directors have the authority to select a current Officer as a replacement.
  - a. Officers may be unable to serve for the following reasons:
    - i. Conflict of interest with the goals, objectives, or work of the committee.
    - ii. Vacancy of the position.
    - iii. Expressed unwillingness to serve due to personal or professional circumstances.
- B. If for any reason the Dean of Student Life and Leadership, or any other professional staff member responsible for serving on a committee is unable to fulfill that obligation, the Board of Directors in conjunction with the Vice President of Student Affairs shall select a replacement.

## **Section 13: Establishing New Committees**

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- A. The Board of Directors may vote to commission or decommission new committees through a two-thirds (2/3) majority vote, excluding abstentions.

- a. Any new committees shall be known as “non-standing” committees.
- B. The Board of Directors may vote to decommission any non-standing ASGBC Committee.
  - a. Standing Committees are defined as the following:
    - i. Services and Activities Fee Committee.
    - ii. Student Technology Fee Committee.
    - iii. Student Environmental Sustainability Fee Committee.
    - iv. Electoral Committee.
    - v. Judicial Oversight Committee.

## **Article V: ASGBC Student Organizations**

### **Section 1: Definition & Purpose**

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#### **1.1 Definition**

- A. An ASGBC student organization is defined as a student-led group who organizes to promote, celebrate, or pursue a common interest; and who have been recognized by the ASGBC to operate as such.

#### **1.2 Purpose**

- A. The purpose of an ASGBC student organization at Bellevue College is to provide the opportunity for students to engage with one another in the pursuit of common interests, build relationships, gain leadership and organizational skills, and overall make meaningful contributions to the student experience at Bellevue College

### **Section 2: Procedures & Requirements for ASGBC Student Organizations**

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#### **2.1 Chartering**

- A. All ASGBC student organizations must complete and submit the chartering application to the Board of Directors, and the Office of Student Engagement.
- B. Previous ASGBC student organizations must renew their charter annually to be recognized. All charters expire at the end of each academic year.
- C. All ASGBC Student Organizations must:
  - a. Maintain open membership.
  - b. Be advised by a BC faculty or staff member.
  - c. Provide a list of at least five (5) student members who are each registered for a minimum of five (5) credits at BC.
  - d. Elect their leaders through a process established by the Board of Directors and the Office of Student Engagement.
  - e. Abide and adhere to chartering procedures, the ASGBC Constitution, the ASGBC Bylaws, the ASGBC Financial Code, the Student Organization Handbook, BC policies and regulations, College District VII policies and regulations, and Washington State and Federal laws.
  - f. Have a current copy of the organization’s primary governing document on file with the Board of Directors and the Office of Student Engagement.

#### **2.2 ASGBC Student Organizations**

- A. To become an ASGBC student organization, the organization’s charter application must be approved by a two-thirds (2/3) majority vote of the Board of Directors, excluding abstentions.
- B. Student officers and professional employees who are designated as advisors are not paid to manage or run

an ASGBC student organization.

- a. If an ASGBC student organization has student officers or advisors who are paid, that organization may still have access to some College resources and support, but it does not meet the criteria to be designated as an ASGBC student organization at Bellevue College.

### **Section 3: Funding**

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- A. An ASGBC student organization presenting a funding request must have a representative present at the Board of Directors meeting.
- B. All ASGBC student organizations seeking funding must complete and submit the proper forms to the ASGBC Director of Finance at least three (3) business days prior to the next regularly scheduled Board of Directors meeting.
- C. Allocated funds, excluding revenue raised by the ASGBC student organization (which will rollover each year), will revert to the account from which it came at the end of the fiscal year (June 30) or after being inactive for at least one quarter after receiving funds.
- D. The ASGBC Director of Finance, with approval from the Director of Student Engagement, may allot emergency funding at their discretion to be reviewed during the next Board of Directors meeting.

### **Section 4: Violations and Judicial Procedures**

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- A. Any currently registered Bellevue College student, faculty member, or staff member may submit a formal, written complaint to the Judicial Oversight Committee Chair, stating specifically how the ASGBC student organization has failed to abide and adhere to the chartering procedures, the ASGBC Constitution, the ASGBC Bylaws, the ASGBC Financial Code, the Student Organization Handbook, BC policies and regulations, College District VII policies and regulations, and Washington State and Federal laws.
- B. Upon receiving the complaint, the Judicial Oversight Committee shall schedule a hearing to be held within seven (7) business days of the date of the complaint first being filed.
  - a. The filer of a complaint is designated as the “complainant.”
  - b. The ASGBC student organization in question is designated as the “respondent.”
- C. The Judicial Oversight Committee must have a quorum present to hold a hearing, and the Judicial Oversight Committee Chair, or the Judicial Oversight Committee Vice Chair must be presiding for a hearing to take place.
- D. If a member of the Judicial Oversight Committee has a conflict of interest with the parties, or with the matter at hand, this person will not be allowed to oversee or participate in official functions regarding the review but may still hold all privileges given to respondents as defined in this section.
- E. The Judicial Oversight Committee shall resolve each complaint by determining whether the evidence has shown that it is more likely than not that the respondent committed the violation(s) alleged.
- F. Once a complaint has been filed, the following procedures shall be adhered to:
  - a. The Judicial Oversight Committee Chair shall notify the Respondent(s) and shall provide them with a copy of the received complaint, and a copy of the rules by which the hearing will be conducted.
  - b. The Judicial Oversight Committee will not consider complaints if the complainant fails to appear at the hearing.
- G. The hearing for each complaint will proceed as follows, unless otherwise ordered by the Judicial Oversight Committee.
  - a. The Chair will introduce the members of the Judicial Oversight Committee and read the complaint aloud.
  - b. The parties will introduce themselves to the Judicial Oversight Committee.
  - c. The Chair will ask the parties for any procedural questions, and the Judicial Oversight Committee

- will respond as appropriate.
- d. The Complainant(s) shall present their case first, followed by the Respondent(s).
    - i. Each party shall have fifteen (15) minutes to present their case, and five (5) minutes for a rebuttal.
    - ii. All parties may present witnesses and evidence during their period of argument.
    - iii. The Judicial Oversight Committee members may take time as necessary for questioning.
    - iv. After receiving evidence and arguments, the Judicial Oversight Committee will deliberate on each case in a closed executive session, where they shall make one of the following decisions:
  - H. Following the hearing, the ASGBC Judicial Oversight Committee will send a formal letter to all parties which must include the following:
    - a. An explanation of the action(s) made by the ASGBC student organization in question.
    - b. The decision of the Judicial Oversight Committee to:
      - i. Dismiss the allegations.
      - ii. Issue an official warning
      - iii. Issue a probationary period of up to three months.
      - iv. Revocation or withholding of ASGBC student organization charter.
      - v. Revocation, withholding, or freezing of an ASGBC student organization's assets and funds.
  - I. After receiving an official warning, an organization must meet with their staff advisor and the ASGBC Judicial Oversight Committee to develop an action plan to address the issue(s).
  - J. After receiving a probation, an ASGBC student organization:
    - a. Must meet with the Director of Student Engagement, Staff Advisor, and the ASGBC Judicial Oversight Committee to develop an action plan to address the issue(s).
    - b. Must meet monthly with the ASGBC Judicial Oversight Committee to ensure the implementation of the action plan.
    - c. May have all assets frozen.
    - d. Any disciplinary decision of the Judicial Oversight Committee shall be ratified by the Board of Directors through a simple majority vote. Board consideration will be the final opportunity for the ASGBC student organization to appeal any decision made by the Committee.
  - K. Any disciplinary decision of the Judicial Oversight Committee shall be ratified by the Board of Directors through a simple majority vote. Board consideration will be the final opportunity for the ASGBC student organization to appeal any decision made by the committee.

## **Article VI: Programs of the ASGBC**

- A. An ASGBC program is a structured initiative developed and managed by the ASGBC to enhance the student experience by addressing specific needs and providing essential services to the student body. These programs are characterized by their focus on student welfare, accessibility, and support, and are designed to improve various aspects of student life at Bellevue College.
- B. All ASGBC programs shall be detailed and tracked by the ASGBC Chief of Administration and the ASGBC Director of Events and Programs in the ASGBC Programs Manual. This manual shall contain the complete and most current list of all programs provided by the ASGBC, and details pertaining to their history, purpose, maintenance, and oversight.
  - a. Additional, and more specific details regarding each program should be tracked annually by the Chief of Administration and the Director of Events and Programs, and maintained on the ASGBC SharePoint site.
- C. All ASGBC programs shall be overseen and managed by the Board of Directors but may be administered in collaboration with other campus entities, departments, and offices.

- D. ASGBC Board of Directors may establish or decommission programs of the ASGBC through a two-thirds (2/3) majority vote, excluding abstentions.

## **Article VII: Reports & Record Keeping**

### **Section 1: Reports**

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#### **1.1 Quarterly & Annual Reports**

- A. Each Board of Directors member, Student Senator, and other employees of the ASGBC shall be required to submit a written quarterly report in fall quarter, winter quarter, and an annual report in spring quarter.
- B. Quarterly and annual reports shall include accomplishments, concerns, and future goals. For the winter quarter and the annual report, the reports shall also include a summary of the previous quarter's goals.
- C. For fall and winter quarter, a report is required to be submitted that details the goals and aspirations for that upcoming quarter.
- D. The President will work directly with the Director of Public Relations to ensure that the quarterly reports are online by the third Monday of the following quarter.
- E. All quarterly reports shall be submitted by the second Monday of the following quarter and all annual reports are due by Week 9 of Spring Quarter.

#### **1.2 Committee Reports**

- A. Each ASGBC Committee Chair shall be required to submit a written Quarterly Report in Fall, Winter Quarter, and an Annual Report in Spring Quarter.
  - a. These shall be separate from the chairperson's reports described above in Article VII, Section 1.1.
  - b. This shall not apply to ASGBC Committees that do not operate throughout the year and on a quarterly basis.

### **Section 2: Record Keeping**

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- A. The following ASGBC records, decisions, and activities shall be physically and electronically archived, and made publicly available on the current public webpage managed by the Board of Directors.
  - a. All Board of Directors legislation including but not limited to:
    - i. Board Bills
    - ii. Board Resolutions.
  - b. Board of Directors meeting agendas and minutes.
    - i. These shall be kept in accordance with the procedures established by the Board of Directors in the ASGBC Bylaws.
  - c. Current membership of the Board of Directors.
  - d. The most current versions of the ASGBC Constitution, ASGBC Bylaws, ASGBC Financial Code and other governing documents and contractual agreements.
  - e. Elections results.
  - f. Legislative agendas.
  - g. Quarterly and annual reports.
  - h. All Student Senate legislation including but not limited to:
    - i. Senate Orders.
    - ii. Senate Bills.
    - iii. Senate Resolutions.
  - i. Student Senate meeting agendas and minutes.
    - i. These shall be kept in accordance with the procedures established by the Board of

- Directors in the ASGBC Bylaws.
  - j. Current membership of the Student Senate.
  - k. Committee meeting agendas and minutes.
    - i. These shall be kept in accordance with the procedures established by the Board of Directors in the ASGBC Bylaws.
  - l. Current membership of ASGBC Committee's.
  - m. Current membership of the ASGBC Office of Civic Engagement and the ASGBC Office of Events and Community Relations.
  - n. A copy of the annual S&A budget report.
- B. The following ASGBC records, decisions, and activities shall be physically archived, archived on the most current ASGBC SharePoint site, and do not have to be made publicly available on the ASGBC website.
- a. All submitted ASGBC funding requests.
  - b. All submitted ASGBC student organization charters.
  - c. All collected reports from officers and senators, and other employees of the ASGBC.
  - d. Annual archive of ASGBC records, meetings, activities, goals, accomplishments, events, projects, legislation and other items.
  - e. Annual archive of the specific work of each office of the ASGBC.
  - f. Annual archive of specific details, additional information, and updates related to programs of the ASGBC.
  - g. All current copies of ASGBC handbooks, contracts and other rules used to guide the work of the association.
  - h. Copies of committee action items including requests, recommendations, reports, and other pertinent items.
  - i. Summaries of ASGBC events including details regarding planning, execution, and outcome.
  - j. Summaries of ASGBC projects.
  - k. General election information including timelines, candidates, events, and results.
  - l. Other items of importance related to the operation of the Association.

## **Article VIII: Legislative Agenda**

### **Section 1: Drafting of the Legislative Agenda**

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- A. The Director of Sustainability and Civic Engagement shall develop the legislative agenda in conjunction with the ASGBC Office of Civic Engagement, the Board of Directors and the Student Senate.
- B. The Director of Sustainability and Civic Engagement shall use the following methods to develop the legislative agenda:
  - a. Solicit and document input and feedback from the student body.
    - i. The Director of Sustainability and Civic Engagement will work with OCE staff, and the Board of Directors to create a survey to solicit student input into the Legislative Agenda.
    - ii. The Director of Sustainability and Civic Engagement shall submit a draft survey to the Board of Directors for approval.

- iii. Upon approval, the Director of Sustainability and Civic Engagement will utilize all OCE resources, staff, and volunteers to coordinate surveying efforts, and to collect electronic and hard copies of the survey.
- b. Review previous legislative agendas to include items that were not passed or addressed by the Washington State Legislature.
- c. Collaborate with the Washington Student Association (WSA), and the Washington State Community & Technical College Student Association (WACTCSA).
- d. Collaborate with the Board of Directors and the Student Senate through regular meetings, open forums, and one-on-one discussions.
- e. Hold at least two public hearings for current Bellevue College students to provide input.

## Section 2: Approval of the Legislative Agenda

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- A. The Director of Sustainability and Civic Engagement shall first send the draft legislative agenda to the Student Senate for a first read and send a copy to the Board of Directors as a discussion item at the next Board of Directors meeting. During the approval process, both the Board of Directors and the Student Senate shall consider the legislative agenda in an expedited manner at all stages.
  - a. The Student Senate may propose amendments to the legislative agenda.
    - i. The Student Senate may expedite the proposal of amendments to the legislative agenda, by proposing amendments beginning directly after the legislative agenda is read for the first time on the Senate floor.
    - ii. All amendments suggested by the Student Senate must be approved through a simple majority vote.
- B. After approval in the Student Senate, the agenda shall be presented with the Student Senate's proposed changes to the Board of Directors for approval or recommitment of the agenda to the Student Senate.
  - a. If the Board of Directors approves the legislative agenda, then the agenda takes effect immediately.
  - b. If the Board of Directors believes non-grammatical changes need to be undertaken on the Senate approved legislative agenda, they may choose to recommit the agenda, with specific recommendations for changes, to the Student Senate by the concurrence of two-thirds of its voting membership. The recommitted agenda must be further considered by the Student Senate at their next meeting. When the Student Senate again approves the recommitted agenda, with or without amendments, the agenda must be presented to the Board of Directors again.
    - i. Recommitment of the legislative agenda can only occur twice.
    - ii. The recommitted agenda must again be further considered by the Student Senate at their next meeting. When the Student Senate again approves the most recently recommitted agenda, with or without amendments, the agenda must be presented to the Board of Directors again for approval, or recommitment.
- C. If the Board of Directors takes no action to approve, or recommit, the first legislative agenda passed by the Student Senate within fourteen calendar days after passage, the agenda passed by the Student Senate takes effect.
- D. If the Board of Directors and the Student Senate fail to pass a legislative agenda by the end of Week 10 of Fall Quarter, the Association will revert to using the legislative agenda adopted in the previous academic year.
  - a. If the Board of Directors must use this method of approval, they shall have until the end of the third week of the winter quarter to approve the agenda.

## Section 3: New Legislative Priorities

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- A. All items proposed after the agenda's ratification that are political and/or legislative by nature must be approved through a Board Bill passed by the Board of Directors, for any ASGBC member to pursue them as a part of their work as an employee. This Board Bill is an official declaration of support for the item and is a protection of the employees who work on the item.
- B. The following is a brief description of how this type of Board Bill is passed:
  - a. The germane information is put into a draft that asserts that Bellevue College students not only are interested in a particular issue but have a specific stance.
  - b. This draft is presented at an official Board of Directors meeting.
  - c. The Board of Directors votes on the Board Bill, either for, against or abstaining.
  - d. If the Board Bill passes, then action on the presented issue may be taken, as presented.

## Article IX: Advisors of the ASGBC

### Section 1: Selection

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- A. The Advisors of the ASGBC shall be appointed by the Vice President of Student Affairs, in consultation with the ASGBC Board of Directors.
  - a. All selections must be approved by a two-thirds (2/3) majority vote of the Board of Directors, excluding abstentions.
- B. The ASGBC Advisors shall be selected from the following areas:
  - a. One (1) Advisor shall be selected from Student Affairs.
  - b. One (1) Advisor shall be selected from the professional staff in the Office of Student Engagement.
    - i. If the Board of Directors fails to confirm the appointment of a professional staff member from the Office of Student Engagement, the Board of Directors may appoint a second Advisor from Student Affairs through a two-thirds (2/3) majority vote, excluding abstentions
      - 1. This Advisor shall serve until the Board of Directors approves the appointment of a professional staff member from the Office of Student Engagement.
- C. The Vice President of Student Affairs and the Director of Student Engagement shall not serve as an ASGBC Advisor.

### Section 2: Responsibilities

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#### 2.1 General Responsibilities

- A. ASGBC Advisors shall to the best of their ability:
  - a. SGBC Advisors shall to the best of their ability:
  - b. Be present at all official meetings of the Board of Directors, and the Senate.
  - c. Directly support the work of the Board of Directors, the Senate, and all employees of the ASGBC.
  - d. Verify the eligibility of officers and senators for candidacy, and to maintain their positions.
  - e. Support the efficient and effective transition of officers and senators between sessions.
  - f. Assist in educating officers on duties and responsibilities.
  - g. ASGBC Advisors are expected to:
    - i. Exhibit timely communication.
    - ii. Be available to officers and senators.
    - iii. Serve all officers and senators equitably.
    - iv. Meet with the Board of Directors at the beginning of each academic quarter to discuss what these expectations will look like for the quarter ahead.

- h. Shall initiate the immediate removal processes outlined in these Bylaws.

## **2.2 Specific Responsibilities**

- A. The ASGBC Advisor appointed from the Office of Student Affairs shall:
  - a. Attend all meetings of the Board of Directors.
  - b. Attend meetings of the Student Senate upon request.
  - c. Educate, inform, and advise the Board of Directors on all matters and affairs related to the greater college administration.
- B. The ASGBC Advisor appointed from the Office of Student Engagement shall:
  - a. Attend all meetings of the Student Senate.
  - b. Attend meetings of the Board of Directors upon request.
  - c. Assist the Board of Directors with day-to-day operations.

## **Section 3: Removal**

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- A. The Board of Directors may initiate the removal of an ASGBC Advisor if an Advisor continuously fails to meet the expectations outlined in the ASGBC Constitution and Article IX, Section 2 of the ASGBC Bylaws.
- B. The Board of Directors shall have the authority to remove an ASGBC Advisor through a three-fourths (3/4) majority vote of Board of Directors, excluding abstentions.

## **Section 4: Vacancies**

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- A. If for any reason an ASGBC Advisor position is vacated, the Board of Directors shall adhere to the selection process outlined in the ASGBC Constitution and Article IX, Section 1 of the ASGBC Bylaws.

# **Article X: Amendments**

## **Section 1: Amendment Procedures of the ASGBC Bylaws**

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### **1.1 Amendment Requirements**

- A. Amendments to the ASGBC Bylaws must be ratified by a two-thirds (2/3) majority vote of the ASGBC Board of Directors, excluding abstentions.
- B. Once ratified, the most current copy of the ASGBC Bylaws shall be uploaded to the most current public webpage managed by the Board of Directors, and disseminated to all bodies and groups that are subject to its provisions.
- C. Once ratified, amendments shall be recorded in Article X, Section 3 of these Bylaws using the following conventions:
  - a. The date of the ratification of the amendment.
  - b. The name(s) of the officer(s) who drafted and proposed the amendment.
  - c. A summary of the amendment and its contents.
  - d. The number of the Board Bill used to introduce the amendment.
  - e. The specific vote count that ratified the amendment.
    - i. If no vote was recorded, the following sentence must accompany the amendment “These changes were approved by the Board of Directors.”
- B. Once ratified, amendments to Article X, Section 3 shall not be altered in any way, shape, or form to preserve the integrity of the document, unless amended during the same session in which the amendment was ratified.

## **1.2 Amending the ASGBC Bylaws during Elections**

- A. Article I, Section 4 of the ASGBC Bylaws cannot be amended during an election cycle.
  - a. An election cycle begins once applications are made available to the general public.
  - b. An election cycle concludes once the winning candidates are announced to the general public.

## **Section 2: Amendment Procedures of the ASGBC Constitution**

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### **2.1 Definitions and General Provisions**

- A. An amendment shall be a ballot measure that changes the ASGBC Constitution.
- B. A referendum shall be a ballot measure that is placed on the ballot by a vote of the Board of Directors.
- C. The Board of Directors has the power to make amendments to the ASGBC Constitution. Amendments may be proposed by ASGBC Officers and must be approved by a two-thirds (2/3) majority vote of the Board of Directors, excluding abstentions. Furthermore, amendments to the ASGBC Constitution cannot be ratified without a simple majority vote by the Bellevue College Board of Trustees, as well as a simple majority of voting students in a regular or special election.

### **2.2 General Election**

- A. In order for a referendum to be placed on the ballot for the General Election, the following process shall be adhered to:
  - a. A member of the Board of Directors shall first present a referendum in the form of a Board Bill at a regularly scheduled Board of Directors meeting.
  - b. The Board of Directors must approve any referendums by a two-thirds (2/3) majority vote of the Board of Directors, excluding abstention.
  - c. The referendum must be approved by the Board of Directors at least fifteen (15) business days before the voting period begins.

### **2.3 Special Elections**

- A. The Board of Directors may call for a Special Election by a two-thirds (2/3) majority vote, excluding abstentions vote to present ballot measures to the student body.
- B. Special Elections shall be held within twenty (20) business days of the referendum being approved.
- C. The voting period shall last for at least two business days, up to a maximum of four business days.

## **Section 3: History of Amendments**

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- A. June 25, 2007
  - a. Kristy Chan Motions to Approve ASG By-Laws Recommendation. Jose Vasquez Seconds. Approved by a vote of 4-0-0.
- B. May 25, 2018
  - a. Amber Castaneda presents complete bylaw review, assessment and amendments that were negotiated by the Board of Directors during the meeting. Erika Lamothe moves to approve ASG Bylaws Recommendation. Tyra Asmore-Barquet Seconds. Approved by a vote of 5-0-1 (Amber Castaneda abstains).
- C. June 1, 2018
  - a. Amber Castaneda presents minor amendments to titles & definitions that were negotiated by the Board of Directors during the meeting. Erika Lamothe moves to approve ASG Bylaws recommendation. Joedy Morrow Seconds. Approved by a vote of 5-0-1 (Amber Castaneda abstains).
- D. February 8, 2021

- a. Kiseuk (Ki) Ahn presents minor amendments to titles & definitions that were negotiated by the Board of Directors during the meeting. Minor changes to align governing documents of the Board of Directors with each other. Gia Lang moves to approve ASG By-Laws Recommendation, Emmanuel Tshimanga Seconds. Approved by a vote of 6-0-1 (Ki Ahn abstains).
- E. Fall, 2021
  - a. Braydon Gemar presents a restructured ASG Bylaws that contains document- wide changes and major reformatting that aligns the Bylaws with all other ASGBC governing documents. These changes were approved by the Board of Directors.
- F. February 4, 2022
  - a. Braydon Gemar proposes that the ASG sanctions the C-Building Renovation Committee. This committee is to oversee the C-Building Renovation Project.
  - b. These changes were approved by the Board of Directors.
- G. November 2, 2022
  - a. Sean Behl and Sophia De Oliveira propose minor amendments to the ASG Bylaws regarding elections.
  - b. These changes were approved by the Board of Directors.
- H. March 23, 2023
  - a. Sean Behl presents amendments to the ASGBC Bylaws regarding the addition of the new executive position of “Executive Justice,” and the removal of the “Legislative Affairs,” position. These changes also include minor reformatting changes that make the document more accessible.
  - b. These changes were approved by the Board of Directors.
- I. June 16, 2023
  - a. Sean Behl presents amendments to the ASGBC Bylaws that work to differentiate the practices of the ASGBC Board, and its established committees. The proposed document also contains changes that better establish and organize the internal disciplinary procedures, and expectations of the ASGBC Board. The proposed document also contains minor reformatting changes that better organize the document and make it easier to navigate.
  - b. These changes were approved by the Board of Directors.
- J. October 13, 2023
  - a. Sean Behl presents amendments to the ASGBC Bylaws that establish the Student Senate as the legislative arm of the Associated Student Government of Bellevue College. The proposed document also contains minor reformatting changes which will help make it easier to navigate.
  - b. Daniel Ngoy motions, Isadora Silva seconds, the motion to approve the proposed bylaws changes passed by a vote of (8-0-1), Sean Behl abstains.
- K. December 1, 2023
  - a. Sean Behl presents amendments to the ASGBC Bylaws that establish the Board Bill & Resolution system. The proposed changes will ensure that the decisions of the Board of Directors remain organized, and archived for the public, and for the future Board of Directors to access.
  - b. Sienna Jarrard motions, Daniel Ngoy seconds, the motion to approve the proposed bylaws changes passed by a vote of (7-0-1), Sean Behl abstains.
- L. December 8, 2023
  - a. Sean Behl presents minor amendments to the ASGBC Bylaws that expand the number of Senators- At- Large from three to five and establishes weekly meetings of the Board of Directors.
  - b. Joyce Diakubama motions, Sienna Jarrard seconds, the motion to approve the proposed bylaws changes passed by a vote of (6-0-1), Sean Behl abstains.
- M. February 2, 2024

- a. Sean Behl and Sienna Jarrard present a vastly restructured ASGBC Bylaws that includes document-wide changes, and major reformatting. These changes include major amendments to sections of the bylaws regarding hiring, elections, committees, and student organizations. These changes also include; the implementation of a record keeping and reports system to ensure that future teams and the public have access to ASGBC information; the addition of clear procedures for adopting the association's legislative agenda; the establishment of clear expectations and processes for appointing/removing ASGBC Advisors; and the adoption of sessions, with the first session of the ASGBC concluding on the thirtieth day of June in the year two thousand twenty-four. These changes also included an addendum which shall provide the Board of Directors the ability to operate as currently defined, and to prepare for, and complete procedures such as hiring, for the position changes becoming effective on the first day of July in the year two thousand twenty-four.
  - b. These amendments were submitted to the Board of Directors through Board Bill 1-01-01.
  - c. Daniel Ngoy motions, Stephanie Nehema seconds, the motion to approve the proposed bylaws changes passes by a vote of (7-0-2), Sean Behl and Sienna Jarrard abstain.
- N. February 16, 2024
- a. Sean Behl presents minor amendments to the ASGBC Bylaws concerning the voting privileges and hours expectations of the Internal Affairs Director and the External Affairs Director, along with some other changes concerning grammar, and punctuation.
  - b. These amendments were submitted to the Board of Directors through Board Bill 1-01-02.
  - c. Sienna motions, Heidi Ngo seconds, the motion to approve the proposed bylaws changes passed by a vote of (6-0-0).
- O. June 14, 2024
- a. Sean Behl presents several amendments to the ASGBC Bylaws that include changes related to the ratification of the new ASGBC Constitution, and the addition of rules for establishing new offices and programs of the ASGBC. These amendments also included the addition of three new committees, the Voluntary Student Fee Oversight Committee, the Student Commencement Speaker Selection Committee, and the Student Exemplary Achievement and Nobility Award Selection Committee.
  - b. These amendments were submitted to the Board of Directors through Board Bill 01-01-04.
  - c. Joyce Diakubama motions, Rebecca Mbaka seconds, the motion to approve the proposed bylaws changes passed by a vote of (8-0-0).
- P. March 27, 2025
- a. Daniel Ngoy presents four amendments to the ASGBC Bylaws that include changes to ASGBCs Election guidelines (i.e., prohibition of candidate support/endorsement from ASGBC Officers & Senators); ASGBC Vacancies (i.e., procedures for filling non-elected positions through a nomination process when during circumstantial times); ASGBC Official Meeting guidelines (i.e., wearing business casual attire during official ASGBC meetings), and responsibilities of the ASGBC Student Senate (i.e., providing a progress report of approved Senate Legislation once every thirty (30) days during an official ASGBC Student Senate Meeting).
  - b. These amendments were submitted to ASGBCs Board of Directors through Board Bills 1-02-01; 01-02-02; 01-02-03; and 01-02-04.