

# Constitution & Bylaws



*Associated Students of Clover Park Technical College*

Approved by the Student Government on June 2, 2021

# **THE CONSTITUTION**

*Of the Associated Students of Clover Park Technical College*

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# **THE CONSTITUTION**

*Of the Associated Students of Clover Park Technical College*

## **Preamble**

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

## **Article I - Recognition**

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

## **Article II - Authority**

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

## **Article III - Membership**

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

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

## **Article IV - Student Government Members**

The Student Government shall be made up of no more than five voting members.

The titles, duties, and responsibilities of the members of the Student Government shall be defined and stated in the Bylaws. The selection process for the Student Government shall be enumerated within the Bylaws of this Constitution.

If any of the Student Government positions are vacated during the year, the positions will be filled by the process as enumerated in the Bylaws.

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

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

## **Article V - Revenues**

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

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

## **Article VI - Clubs & Organizations**

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

## **Article VII - Judicial Review Committee**

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

## **Article VIII - Initiative**

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

## **Article IX - Amendments**

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

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*Of the Associated Students of Clover Park Technical College*

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# THE BYLAWS

*Of the Associated Students of Clover Park Technical College*

## ARTICLE I - STUDENT GOVERNMENT

### Section 1: Purpose

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

### Section 2: Authority

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

### Section 3: Membership

As defined in Article IV of the Constitution, the Student Government is comprised of these five committee chair positions:

1. Civic Engagement
2. Student Success
3. Events & Activities
4. Diversity & Inclusion
5. Health & Wellness

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

The Student Government has a non-hierarchical structure. All committee chair positions share equal responsibility and power.

### Section 4: Term of Office

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

### Section 5: Assumption of Duties

The Student Government committee chairs assume their full responsibilities and duties on the first day of training as determined by the Director of Student Life and/or designee.

### Section 6: Condition of Government Member Tenure

1. Each chair of the Student Government is responsible for fulfilling that job description.
2. A signed "*Student Employee Terms of Appointment*" must be on file at the time the Student Government chair assumes their full responsibilities.

3. To remain in a chair position, students shall maintain successful progress toward their academic goals by completing at least one (1) credit per quarter and maintaining a quarterly GPA of at least 2.50.
4. Committee chairs may serve a maximum of two consecutive terms. Time served as an appointed officer filling a vacancy is not included in their term limit.

### **Section 7: Meetings**

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

1. Meetings shall be led by a rotating chair, based on a schedule agreed upon by all committee chairs during fall quarter. All committee chairs shall participate in leading meetings
2. Special meetings may be called as necessary, provided that there is at least 24 hour notification to all members. Special meetings may only be called by the meeting leader.
3. The Student Government reserves the privilege of executive session when deemed appropriate by the meeting leader, and in accordance with the Open Public Meetings Act, Revised Code of Washington RCW 42.32.020.
4. Each member of the Student Government, including the meeting leader, shall exercise one vote.
5. No proxy votes shall be accepted.
6. Quorum shall consist of 2/3 of filled Student Government positions.
7. Virtual-based meetings shall be conducted when college operations limit face-to-face meetings, provided that there is at least 24 hour notification to committee chairs and campus community.
8. Consensus building shall be the process the Student Government uses to make decisions.

### **Section 8: Compensation**

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

### **Section 9: General Duties of Government Committee Chairs**

1. Promote the goals and objectives of the Student Government.
2. Serve as conduits of information and expression of concerns or problems between the college administration, the Student Government, and students.
3. Attend all Student Government meetings as a voting member.
4. Attend mandatory training and leadership development sessions and overnight retreats.
5. Serve, when appointed, on applicable standing, ad hoc and College committees.
6. Adhere to all State laws and College policies, procedures and departmental guidelines.
7. Be willing to work with the institution's internal procedures to voice concerns and resolve conflicts, should a conflict arise.
8. Be responsible for student advocacy.
9. Serve as the liaison to the College Administration and, as assigned, attend meetings such as the Board of Trustees as the student representative.



10. Serve as the liaison to the Associated Students and, as assigned, attend meetings such as New Student Orientation as the student representative.
11. Ensure involvement of the student body in the formation of college policies.
12. Draft Student Government position statements as needed.
13. Appoint students to college, standing, and ad hoc committees.
14. Relay student concerns to the Student Government and College Administration.
15. Implement action on motions passed by the Student Government.
16. Participate in the Council for Unions and Student Programs Student Legislative Leadership Cycle.
17. Attend and represent the Student Government at College events as assigned.
18. Maintain regular weekly office hours.
19. Maintain records, reports and documents of business on file.
20. Schedule and lead committee meetings on a regular basis.
21. Attend regular one-on-one meetings with committee advisor.

## **Section 10: Responsibilities of Government Chair Positions**

The description of each committee chair position is detailed below.

### **Civic Engagement**

1. Chair the Student Legislative Action Committee.
2. Coordinate on-campus voter registration events and information.
3. Coordinate on-campus Affordable Care Act registrations and information.
4. Advocate for students at the campus, community, and statewide level.
5. Represent the Associated Students at legislative functions, such as CTC Legislative Action Day in Olympia and meeting with the College's elected representatives.
6. Serve as the student representative on all legislative-based committees and workgroups.
7. Serve as the Washington State Community and Technical College Student Association (WACTCSA) representative for Clover Park Technical College and the Associated Students.

### **Student Success**

1. Chair the Student Success Committee.
2. Coordinate campaigns that support students' social, academic, and financial success.
3. Assist with student success socials (quarterly) and yearly awards ceremony.
4. Serve as the student liaison between the Student Government and the Hayes Child Development Center and Tutoring Center.
5. Investigate college policies and practices through the lens of student success and academic achievement.
6. Work as an advocate for clubs, student funded organizations, and co-curricular programs.
7. Advocate for South Hill Campus, and be the direct contact for their concerns.

### **Equity, Diversity, & Inclusion**

1. Chair the Student Diversity Committee.

2. Coordinate campaigns that create a campus climate that is inclusive and welcoming.
3. Assist with the coordination of on-site student support programs and multicultural student success initiatives.
4. Serve as the student liaison between the Student Government and college-level committees, councils, and task forces related to equity, diversity, and inclusion.
5. Serve as the liaison between the Student Government and Veterans Resource Center.
6. Investigate college policies and practices through the lens of equity and inclusive excellence.
7. Work as an advocate for affinity and identity-based student organizations.

### **Health & Wellness**

1. Chair the Health & Wellness Committee.
2. Coordinate campaigns aimed at improving student's mental and physical health.
3. Assist with health and wellness fairs and food basket programs.
4. Assist students with information regarding social and health services available to them.
5. Assist with the coordination of emergency services provided by the department.
6. Serve as the student liaison between the Student Government and Fitness Center.
7. Collaborate with health and wellness-based academic programs and support services.
8. Develop initiatives, policies, and practices aimed at improving students' mental and physical health.

### **Events & Activities**

1. Chair the Events & Activities Committee.
2. Coordinate campaigns aimed at supporting students' social, education, and professional development, and encouraging family involvement.
3. Assist with involvement fairs and quarterly festivals.
4. Serve as event planning consultants to student organizations and other student-led committees.

### **Responsibilities of Meeting Chair**

1. Distribute Student Government meeting agendas and supporting materials at least two (2) business days in advance of the meeting.
2. Keep an accurate record of attendance, motions, and voting at the Student Government meetings.
3. Work with the Campus Life Program Assistant to file, post, and distribute meeting minutes to all meeting attendees within three (3) days.
4. Be responsible for the records, reports, and documents of the Student Government in an organized and permanent file system.
5. Participate in the Board of Trustees meeting as the student representative.

## **ARTICLE II - COMMITTEES**

### **Section 1: Initiating**

Special committees may be created as deemed necessary by the Student Government. The appointment of the committee chair shall be the responsibility of the Student Government. Student Government committee chairs are ratified during regularly scheduled business meetings. The subsequent appointment of the committee members will be the responsibility of the Committee Chair in collaboration with advisors.

### **Section 2: Standing Committees**

#### **1. Services & Activities (S&A) Budget Committee**

##### *A. Membership*

- i. Two (2) Student Government Committee Chairs
- ii. Three (3) Student Government committee members (non-chairs)
- iii. Two (2) students-at-large
- iv. Director of Student Life – ex officio member

##### *B. Responsibilities*

- i. Appoint the committee chair and committee member that will record minutes.
- ii. Recruit, hire and train two students-at-large to serve on the committee. If after one-week, no students have expressed interest in this short-term employment opportunity, non-committee chairs may be considered for this service role.
- iii. Develop and recommend the annual Services & Activities budget for approval by the CPTC Board of Trustees.
- iv. Assemble the budget committee as directed by the Student Government to review budget requests that are submitted mid-year as needed.

##### *C. Timeline*

- i. The committee shall be organized within the first month of winter quarter.
- ii. Budget request packets will be disbursed during the month of January
- iii. Budget request presentations should be conducted in the month of March.
- iv. The committee shall submit a proposed budget ready for simultaneous review by the Student Government and the Vice President of Student Success on or before the last day of winter quarter.
- v. Budget appeals are generally scheduled within one week of budget notifications. Any appeals shall be submitted to the S&A Budget Committee chair based on the stated timeline detailed in the budget notification announcement.

##### *D. Authority*

- i. The Financial Code of the Associated Students shall be the official policies, procedures and timeline manual for this committee.

## **2. Clubs Council**

### *A. Membership*

- i. Chair of the Student Success Committee
- ii. One (1) representative from each chartered student organization
- iii. Manager of Student Engagement, ex-officio

### *B. Responsibilities*

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

## **3. Selections Committee**

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

## **Section 3: Ad Hoc Committees**

### **1. Constitution and Bylaws Review Committee**

#### *A. Membership*

- i. Two (2) Student Government Committee Chairs
- ii. Three (3) Student Government committee members (non-chairs)
- iii. One (1) student-at-large
- iv. Director of Student Life or appointee, non-voting

#### *B. Responsibilities*

- i. Appoint the committee chair
- ii. Review and propose possible changes of the Constitution and Bylaws.
- iii. Proposed changes must be submitted to Student Government no later than the beginning of spring quarter.
- iv. Meet as deemed necessary by the Student Government.

### **2. Budget Dispute Resolution Committee**

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

*A. Membership*

- i. Three (3) representatives appointed by the CPTC Board of Trustees, voting members.
- ii. Two (2) representatives appointed by the college administration, non-voting, advisory.
- iii. Three (3) Services & Activities Budget Committee members, appointed by the S&A Budget Committee chair, voting members.
- iv. One (1) S&A Budget Committee member will chair the dispute resolution committee, appointed by the S&A Budget Committee chair, non-voting.
- v. Director of Student Life (ex-officio member)

*B. Responsibilities*

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

## **Article III - CLUBS & ORGANIZATIONS**

### **Section 1: Chartering Requirements**

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

### **Section 2: Purpose of Clubs and Organizations**

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

### **Section 3: Recognition**

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

#### **Section 4: Membership**

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

#### **Section 5: Conditions**

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

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

#### **Section 6: Funding**

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

#### **Section 7: Advisors**

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

#### **Section 8: Rights and Responsibilities and Discipline of Clubs**

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

#### **Section 9: Training**

Annually, all new incoming club officers shall attend and complete a representative training workshop and orientation conducted by the Department of Student Life staff.

### **ARTICLE IV - SELECTIONS & APPOINTMENTS**

All selections and appointments to the Student Government are made by a consensus vote of the Elections Committee and are considered final after completion of college-mandated hiring paperwork and department-required training.

#### **Section 1: Standard Candidate Filing Process**

- A. A fully completed application submitted to the Department of Student Life.
- B. Students may apply for more than one position at a time.

#### **Section 2: General Requirements**

The general requirements for candidates applying for any position with the Student Government are as follows:

- A. Be currently enrolled in one (1) credit or more at Clover Park Technical College (CPTC).
- B. Possess a minimum 2.5 cumulative grade point average at CPTC.
- C. Must have completed the previous quarter with a minimum GPA of 2.5.
- D. Must be a student in good standing with the college and community.

Any student wishing to appeal the qualification requirements set forth in these Bylaws must submit a letter of appeal attached to your candidate application and submit it before the deadline. If the appeal is granted, the student will be on a probationary period for one academic quarter.

### **Section 3: Committee Membership & Responsibilities**

- A. *Membership*
  - i. Committee Chair
  - ii. Two (2) committee members (non-chairs)
  - iii. Two (2) students-at-large
  - iv. Advisors, ex-officio

The committee shall select the chair of the Selections Committee. Once the committee holds its first scheduled meeting, members of the Selections Committee may not apply for any position being selected.

- B. *Responsibilities*
  - i. The committee responsibilities are, but are not limited to advertising positions, reviewing the applications, scheduling and conducting the interviews, developing a list of questions for the position(s), and making the final decisions for selection.
  - ii. All Selections Committee members must be present at all interviews, the entire deliberation and voting, in order to have a final vote on the candidate(s) to be chosen.
  - iii. Each member of the committee must sign a letter of confidentiality.
  - iv. Appointments of all Student Government positions must be completed by the last business day before Graduation in June.
  - v. Each member of the Selections Committee must complete a Managing Bias training before interviews are conducted.

### **Section 4: Voting**

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

### **Section 5: Timeline**

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

## **Section 6: Appointments to College Committees**

Appointments of student positions on college committees, including tenure review committees shall be made by the Student Government during regularly scheduled business meetings as needed while CPTC is in session during the fall, winter, and spring quarters.

- A. The Student Government shall announce openings for student representation on all applicable campus and ASG committees as needed.
- B. If within seven (7) calendar days, no student students-at-large have expressed a posted college committee opening, Student Government Committee Chairs shall actively recruit a potential student committee member by the second (2nd) week of the opening.
- C. Student candidates for campus tenure committees must attend a training session conducted by the college administration. The college administration reserves the right to deny a student membership on a campus committee.
- D. All student appointments to campus committees shall be reported to the Student Government. Names shall then be forwarded to the College administration as appropriate by the Director of Student Life.
- E. In the event of a vacancy on a committee, the Student Government should actively recruit a potential committee member replacement by the end of the second (2nd) week of vacancy.

## **ARTICLE V - VACANCIES**

### **Section 1: Vacancies in the Student Government**

The Student Government shall fill vacancies occurring in the academic year through a collaborative appointment process. The preferred way of filling committee chair vacancies shall be by appointment of the vice-chair. If there is no currently serving vice chair to fill the committee chair vacancy, the Student Government shall conduct a hiring process if the vacancy occurs between September 1 and January 31 each year. If the vacancy occurs after February 1, the Student Government shall have the option to fill a chair vacancy by appointing a currently serving Student Government committee member (non chair) to an interim appointment not to exceed spring quarter.

- A. *Membership*
  - i. Two (2) Student Government committee chairs
  - ii. Up to three (3) committee members (non chairs)
  - iii. Advisors, ex-officio
- B. *Responsibilities*
  - i. Appoint committee chair
  - ii. Committee responsibilities pertaining to the interview process are, but are not limited to, advertising positions, reviewing the applications, scheduling and conducting the interviews, developing a list of questions for the position(s), and making the final decisions for selection.
  - iii. Applications for filling a vacancy shall be accepted by the Department of Student Life for two (2) calendar weeks after the date a vacancy has been announced.



- iv. In the event a vacancy occurs during a break in the academic quarter, the vacancy shall be announced and posted the first day of the following quarter.
- v. All committee members must be present at all interviews, the entire deliberation and voting process in order to have a final vote on the candidate(s) to be chosen.
- vi. Each member of the committee must sign a letter of confidentiality.

## **ARTICLE VI - SERVICES & ACTIVITIES FEES**

### **Section 1: Source of Funds**

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

### **Section 2: Authority**

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

### **Section 3: Funding Guidelines**

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

### **Section 4: Budgeting Procedure**

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

## **ARTICLE VII - ASG MEMBER EXPECTATIONS, TERMS AND CONDITIONS**

### **Section 1: Performance Standards**

- A. Each year, during training, the ASG Members shall generate a formal set of expectations, based on CPTC values, for a standard of performance. If any ASG Member does not meet the group's expectations, they may be subject to disciplinary review. Each student leader will be provided a copy of the expectations or one can be requested from the Department of Student Life.
- B. Comply with college rules and regulations and uphold the Constitution & Bylaws.
- C. Act as a CPTC ambassador both on and off campus.
- D. Be a contributing member of the team and work toward accomplishing its goals and missions.
- E. Obtain written/verbal exemption from advisor(s) prior to missing any meetings, training, retreats, activity or event in which the ASG Member has agreed to and/or is obligated to attend.
- F. Conduct oneself professionally and in a manner consistent with the student Code of Conduct set forth by the college. A copy of this code is available in the Student Handbook.

- G. If at any time any ASG Member falls below the minimum general requirements pursuant to Article 1 of these Bylaws, and/or duties and responsibilities of the ASG Member's position, or engage in any behavior unacceptable to the workplace according to the Human Resources department of CPTC, disciplinary action will follow.

### **Section 2: Attendance Policy**

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

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

## **ARTICLE VIII- ASG MEMBER DISCIPLINE POLICY**

### **Section 1: Policy of Discipline**

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

### **Section 2: Corrective Disciplinary Action**

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

### **Section 3: Oral Warning/Verbal Counseling**

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

### **Section 4: Reprimands**

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

### **Section 5: Probation**

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

## **ARTICLE IX - REMOVAL FROM OFFICE**

### **Section 1: Grounds for Dismissal**

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

- A. Failure to maintain the responsibilities, duties, and/or minimum qualifications of office.

- B. Failure to follow policies and procedures outlined in any governing documents.
- C. Abuse of power of office.
- D. Found by the Vice President of Student Services or their designee to have committed a violation of the Clover Park Technical College Student Code of Student Conduct.

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

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

### **Section 3: Dismissal by Student Government**

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

### **Section 4: Judicial Review Committee**

#### *A. Membership*

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

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

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

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

#### *B. Responsibilities:*

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

## **ARTICLE X - INITIATIVE**

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

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

## **ARTICLE XI - REFERENDUM**

The Student Government reserves the right to initiate a referendum.

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

## **ARTICLE XII - POSITION STATEMENT**

### **Section 1: Establishing Positions & Opinions**

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

### **Section 2: Process**

The Student Government may issue a position statement when:

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

### **Section 3: Procedure**

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

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

### **Section 4: Approval**

Approval of a position statement shall require a consensus of the Student Government.

## **ARTICLE XIII - AMENDMENTS**

### **Section 1: Suspended Operations**

In the event of extreme circumstances restricting or suspending normal operations at the College, guidelines and requirements set by both the ASCPTC Constitution and Bylaws and the Club & Organization Handbook may be suspended, reviewed and/or adjusted to meet the needs of the students during that time. This process will happen with approval of the Student Government, Director of Student Life and Vice President for Student Services.

### **Section 2: Grammar, Spelling and Punctuation**

Grammar, spelling, and punctuation changes may be independently initiated and approved by consensus of the Student Government.

### **Section 3: Housekeeping Revisions**

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

### **Section 4: Amendments**

Amendments to the Constitution & Bylaws, which substantially change the overall intent of the Bylaws or any of its articles, will be recommended by the Constitution & Bylaws Review Committee, and approved by a consensus vote of the Student Government and approved by the Director of Student Life and the Vice President of Student Services.

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

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

## **ARTICLE XIV - OTHER REGULATORY DOCUMENTS**

### **Section 1: Clubs & Organizations Handbook**

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

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

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

### **Section 3: Services & Activities Fee Budget Memorandum**

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

### **Non-Discrimination Statement**

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

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

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

## **ARTICLE XV - DEFINITION OF TERMS**

**Ad Hoc:** Committee that is formed as needed.

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

**Approval:** Official permission or approval for an action.

**ASG:** Associated Student Government

**Associated Students:** S&A Fee paying students of Clover Park Technical College or has a college-approved fee waiver.

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

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

**Charter:** A governing document.

**Consensus building:** A social process of obtaining general or widespread agreement to improve the quality of outputs and incorporating the diverse perspectives of a group.

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

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

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

**Majority:** More than half of a voting body

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

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

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

**Student at Large:** A currently enrolled student who is interested in learning more about student-funded programs and the Associated Student Government.

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