



ASSOCIATED STUDENTS  
CLARK COLLEGE

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# ASCC BYLAWS

*Amended March 5, 2012*

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*These Bylaws outline the organizational structure, membership responsibilities, and operating procedures of the Associated Students of Clark College (ASCC) Executive Council, the governing body of the ASCC, the Activities Programming Board, ASCC committees, clubs, and programs.*

## **ARTICLE I – ASCC Executive Council**

### **Section 1 – Purpose**

The purpose of the ASCC Executive Council is to manage, direct, and monitor all of the activities, policies, and procedures of the ASCC, acting as a voice for the students of Clark College.

### **Section 2 – Membership**

As defined in Article V of the Constitution, the ASCC Executive Council is comprised of the following appointed officer positions:

- President
- Vice President
- Club Coordinator
- Finance Director
- Activities Director
- Public Relations Director
- Executive Assistant, non-voting

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

### **Section 3 – Authority**

As defined in the Constitution, all legislative powers herein granted shall be vested in the ASCC Executive Council. Such power includes the direction and regulation of all activities, policies, and procedures of the ASCC and the enactment of measures for the general welfare of the ASCC.

### **Section 4 – Assumption of Duties**

The ASCC Executive Council officers assume their full responsibilities and duties on the first day of training as determined by the Director of Student Life.

### **Section 5 – Council Members Qualifications**

It shall be the responsibility of the ASCC Executive Council members to:

- A. Maintain the academic requirements for holding office during each academic quarter, except summer:
  1. Be currently enrolled in six (6) credits or more at Clark College.
  2. Possess a 2.50 cumulative grade point average at Clark College; and
  3. Have attended fall quarter in the immediate calendar year, possessing a GPA of 2.00 and have completed a minimum of six (6) credits.
    - a. Completed credits shall be defined as grade of A, B, C, D, S or P on each class counted toward the six (6) credit hour requirement.
    - b. Incomplete grades require a plan of action for completion. Action plans must be signed by the student and instructor, and submitted to the Director of Student Life no later than the first week of the following quarter. Failure to complete the plan of action may result in sanctions including probation as determined by the ASCC Executive Council. Incompletes must be completed within the quarter following the incomplete.
- B. Position duties and responsibilities are available online as well as on file in the Office of Student Life.
- C. Abide by all terms and conditions of the ASCC Employment Contract.

### **Section 6 – Compensation**

Upon satisfactory completion of the responsibilities outlined in the ASCC Employment Contract members of the ASCC Executive Council shall receive compensation in the form of an hourly wage paid monthly during fall, winter, and spring quarters.

### **Section 7 – Probation**

In the event an officer does not satisfy the responsibilities outlined in Article I, Section 5, and the duties outlined in the ASCC Employment Contract, the officer may be placed on probation. The probation process is detailed in Article IX, Section 1 of the Bylaws.

## ***Article II – Activities Programming Board***

### **Section 1 – Purpose**

Assist the Activities Director in conceptualizing, planning, coordinating, and promoting events offering social, cultural, educational, and entertainment opportunities for students.

### **Section 2 – Membership**

- A. Activities Director, chair.
- B. Four (4) students, voting members, appointed.
- C. Club Coordinator, non-voting.
- D. Public Relations Director, non-voting.
- E. The Director of Student Life or a designee chosen by the Director shall serve as the non-voting advisor to the Activities Programming Board.

### **Section 3 – Assumption of Duties**

The ASCC Activities Programming Board Members assume their full responsibilities and duties on the first day of training as determined by the Director of Student Life.

### **Section 4 – Member Qualifications**

- A. Maintain the academic requirements for holding office during each academic quarter, except summer:
  1. Be currently enrolled in six (6) credits or more at Clark College
  2. Possess a 2.50 cumulative grade point average at Clark College
  3. Have attended fall quarter in the immediate calendar year, possessing a GPA of 2.00 and have completed a minimum of six (6) credits.
  4. Completed credits shall be defined as a grade of A, B, C, D, S, or P in each class counted toward the six-credit (6) hour requirement.
  5. Incomplete grades require a plan of action for completion. They must be signed by the student and faculty member, and submitted to the Director of Student Life no later than the first week of the quarter. Failure to complete the plan of action may result in sanctions including probation.
- B. Position duties and responsibilities are available online as well as on file in the Office of Student Life.

### **Section 5 – Compensation**

Upon satisfactory completion of the responsibilities outlined in the ASCC Employment Contract, members of the ASCC Activities Programming Board shall receive compensation in the form of an hourly wage paid monthly during fall, winter, and spring quarter.

## **Section 6 – Probation**

In the event a board member does not satisfy the responsibilities outlined in Article II, Section 5, and the ASCC Employment Contract the board member may be placed on probation. The probation is detailed in Article X, Section 2.

## ***Article III – Voting***

- A. All items will be passed with a simple majority vote, unless otherwise specified.
- B. The Committee Chair may vote, only if their vote changes the outcome.

## ***Article IV– Standing Committees***

### **Section 1 – Finance Committee**

- A. Membership:
  - 1. Finance Director, as Chair, unless otherwise appointed by the Finance Committee.
  - 2. Six (6) students-at-large, who may not be a member of the ASCC Executive Council or Activities Programming Board, appointed by the ASCC Vice President.
  - 3. Two (2) Clark College faculty members, voting members, may not be ASCC Program Directors, appointed by the Vice President of Instruction.
  - 4. Director of Business Services or designee, voting member.
  - 5. Director of Student Life, non-voting, advisory member.
  - 6. Vice President of Student Affairs or designee, non-voting, advisory member.
- B. Responsibilities:
  - 1. Develop and approve the Service and Activities (S&A) Fee Budget for approval by the ASCC Executive Council, the Vice President of Student Affairs, the President, and the Clark College Board of Trustees.
  - 2. Review and approve Contingency Funds and Fund Balance Requests.
  - 3. Meet, at a minimum, once a week during the regular academic year. During summer quarter, financial decisions shall be made by the ASCC Executive Council.
- C. The Financial Code and Program Manual shall be the official policies and procedures manuals for the Finance Committee.

### **Section 2 – Club Committee**

- A. Membership:
  - 1. ASCC Club Coordinator, Chair.
  - 2. One (1) representative for each ASCC Chartered Club:
    - a. Students within each club shall select representatives to the Club Committee.
  - 3. A representative from Activities Programming Board Committee; non-voting.
- B. Responsibilities:
  - 1. Create a forum for campus clubs to maintain a working relationship with the college.
  - 2. Review and submit club charters to the ASCC Executive Council for approval.
  - 4. Develop club service funding criteria.
  - 5. Participate in regularly scheduled training workshops.
  - 6. Meet weekly during the regular academic year.
- C. The Club Handbook shall be the official policies and procedures manual for the ASCC Club Committee.

### **Section 3 – Appointments Committee**

- A. Membership shall be comprised of the following voting members:
  - 1. ASCC Vice President or designee from the ASCC (appointed by ASCC Executive Council), Chair.
  - 2. No more than twelve (12) but no less than (3) students at-large, who may not concurrently be a candidate for any ASCC Government position, or a member of the ASCC Student Government, appointed by the ASCC Vice President with advisement from the ASCC Executive Council. There may not be more than one representative from any one particular student club or program.
  - 3. ASCC President or designee from the ASCC
  - 4. Any members of the ASCC, including Activities Programming Board members, that are not concurrently a candidate for any ASCC Government position, may also sit on the Appointments Committee if they so desire.
  - 5. The Director of Student Life.
  - 6. A faculty or staff advisor, appointed by the ASCC Executive Council.
  
- B. Responsibilities:
  - 1. Establish rules and regulations necessary for the administration of appointments.
  - 2. Assist the ASCC Appointment Committee Chair in running all official ASCC Student Government appointments.
  - 3. Support and enforce the policies and procedures outlined in the Bylaws.
  - 4. Oversee appointments.
  - 5. Meet as needed to complete appointments in a timely matter, as outlined by the ASCC Vice President and Director of Student Life
  
- C. The ASCC Bylaws shall be the official policies and procedures manual for the ASCC Appointments Committee.
  
- D. Any person applying for or reapplying for a position in ASCC Government may not sit on the appointments committee under any circumstances. In the event of the ASCC President or Vice President reapplying for student government positions, they shall appoint a designee from the ASCC.

### **Section 4 – ASCC Constitution and Bylaws Review Committee**

- A. Membership:
  - 1. ASCC Vice President, Chair.
  - 2. ASCC President, voting member.
  - 3. Two (2) additional ASCC Executive Council members, voting members, appointed by the ASCC Vice President.
  - 4. Three (3) Students-at-large.
  - 5. Faculty/Staff member, non-voting advisory member, selected by the committee.
  
- B. Responsibilities:
  - 1. Reviewing and proposing amendments or revisions to the ASCC Constitution and Bylaws.
  - 2. Meet as is deemed necessary by the committee chair or ASCC Executive Council.

## ***Article V – Ad Hoc Committees***

### **Section 1 – Dispute Resolution Committee**

- A. Membership:
  - 1. A member of the Finance Committee, selected by a majority vote of the Finance Committee, as Chair.
  - 2. Two (2) representatives appointed by the Clark College administration, non-voting advisory members.
  - 3. Three (3) representatives appointed by the Clark College Board of Trustees, voting members.
  - 4. Three (3) student members of the Finance Committee, appointed by the ASCC Financial Director, voting members.
- B. Responsibilities:
  - 1. Resolving any disputes which might exist between the Finance Committee and the College Administration, relative to the Services and Activities (S&A) Fee Budget. The findings of the committee are forwarded to the Board of Trustees for final action.
  - 2. Meet only in the instance that a dispute regarding the Services and Activities (S&A) Fee budget arises, according to the procedures set forth in the Financial Code.

### **Section 2 – Judicial Review Committee**

- A. Membership:
  - 1. Vice President of Student Affairs or designee, Chair.
  - 2. Five (5) students-at-large, selected by the Vice President of Student Affairs and confirmed by the ASCC Executive Council, who shall have little or no prior knowledge and no bias for or against the grievance, as determined by the Vice President of Student Affairs.
  - 3. Each quarter a pool of fifteen (15) random students will be selected to be sure of quorum in the event the Judicial Review Committee must convene. Only five (5) students-at-large are needed for quorum. The random student pool will cycle out each quarter to assure little or no prior knowledge and no bias for each case.
- B. Responsibilities:
  - 1. Review upon request and modify, if necessary, any disciplinary action taken against an ASCC Executive Council member or Activities Programming Board member.
  - 2. Review upon request, and modify if necessary, any action taken against a student representative on any campus committee.
  - 3. Evaluate appeals pertaining to interpretation of the ASCC Constitution and Bylaws, after the ASCC President and ASCC Executive Council have evaluated said appeals
  - 4. Hear appeals of disqualified candidates. Review appeals of election results.
  - 5. Convene only upon the receipt of an officially filed grievance.

## ***Article VI – ASCC Chartered Clubs***

### **Section 1 – Chartering Requirements**

- A. Complete a Club Charter application
  - 1. Select a Club name and formulate a statement of purpose.
  - 2. Acquire a minimum of ten (10) currently registered Clark College student signatures.
  - 3. Acquire written commitment from a member of the College faculty, staff, or administration to serve as Club Advisor.
- B. Submit club Charter to the Club Coordinator.

- C. Obtain approval by a simple majority vote of members present at a regularly scheduled Club Committee meeting; simple majority vote of the ASCC Executive Council; and approval signature from the Director of Student Life.
- D. Clubs which fail to remain active, as demonstrated by failure to attend at least four Club Committee meetings per quarter shall be considered inactive and their charter withdrawn and funding withheld.

### **Section 2 –Funding**

Only eligible, chartered clubs that are actively represented on the Club Committee and are qualified for Club Service Funding shall have the ability to apply for and receive Club Service Funding. Seed funding and Club Service Funding shall be provided as set forth in the Financial Code and the Club Handbook or any other official ASCC document.

### **Section 3 – Advisors**

The role and responsibilities of an advisor to a campus club shall be set forth in the Club Handbook.

### **Section 4 – Rights, Responsibilities, and Discipline of Clubs**

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

### **Section 5 – Training**

All Club Committee representatives shall attend and complete a representative training workshop and orientation conducted by the Club Coordinator and Student Life staff.

## ***Article VII – ASCC Programs***

### **Section 1 – New Program Requirements**

- A. The Finance Committee must ensure the proposed activity meets the financial and philosophical definition of a program.
- B. A study of no less than one academic year, from June to July, must be conducted with an accompanying written report submitted to the finance committee. The study shall include the potential benefit to students; financial impact; and federal, state, and College policy implications. Documentation of ongoing support must be provided; recommended documents of support may include, but are not limited to: petition, letters of recommendation, college community input.
- C. Endorsement is received from:
  - 1. Simple majority of the voting members of the Finance Committee
  - 2. Simple majority of the ASCC Executive Council
  - 3. Clark College Executive Cabinet
- D. Approval for the program is given by the Clark College Board of Trustees.

### **Section 2 – Funding**

Any official program or service of the ASCC is funded through the Services and Activities (S&A) Fee Budget according to the Financial Code. No program budget shall be adjusted downward without allowing ample time for an appeal from the Program Director. Any program that is denied, in full or part, funding at any level in the budgeting process has the ability to appeal the denial to the committee in which the funding was denied. After testimony has been heard, the governing body will make their final decision, in consultation with the Finance Director on the case.

### **Section 3 – Training**

All Program Directors shall attend and complete a training workshop and orientation conducted by the Finance Director and the Student Life office as well as scheduled Program Directors meetings held by the Director of Student Life.

### **Section 4 – Program Review**

#### A. Initiation

1. Any individual or group of students may submit a written petition signed by one hundred (100) students to the Finance Committee to request a Special Review hearing, the Program Director may submit a written request to the Finance Committee to convene a Special Review hearing, or the Finance Committee may convene a Special Review hearing.
2. The Director of Student Life shall make a recommendation regarding the removal, to the ASCC Finance Committee.
3. The Finance Director shall immediately inform the Program Director or coach and respective student representative of the request for Special Review. The Finance Director shall then schedule a Special Review hearing of the Finance Committee no earlier than three (3) weeks after a petition has been submitted to allow both the petitioners and representatives from the program to present their case to the Finance Committee. Official minutes will be recorded of all Special Review hearings.

#### B. Process

1. After hearing from both parties, the Finance Committee shall, within one (1) week recommend probationary status of the program, with conditions, or deny the petition.
2. Approval, with simple majority vote of the voting members of the Finance Committee, shall be required to place a program on probation.
3. Approval by simple majority vote of the Finance Committee, simple majority of the ASCC Executive Council, and approval of the Clark College Executive Cabinet shall be required to recommend elimination of a program. The final decision on the elimination of any program rests with the Board of Trustees.

#### C. A program placed on probation shall remain on probation for an academic year. At the end of the academic year the Finance Committee shall convene a follow-up meeting. Minutes from previous meetings and actions will be carefully reviewed.

1. The process for the follow-up meeting shall follow the process outlined for the first Special Review hearing.
2. After both sides have had an opportunity to present their view at the follow-up meeting, the Finance Committee shall decide whether to recommend elimination of the program or reinstate it to full status.

## ***Article VIII– Appointments***

All appointments are made by a simple majority vote and are final upon acceptance of the appointment.

### **Section 1 – Standard Filing Process for ASCC Positions**

Officially filing for candidacy for any ASCC position recognized in these Bylaws, requires the following to be submitted no later than 4:00 p.m. on the deadline date for filing:

- A. A petition for candidacy with fifty (50) total signatures (no matter how many positions are being applied for) from currently enrolled Clark College students to be verified by the ASCC Vice President and the Director of Student Life.
- B. A typed qualification statement no less than 250 words and no longer than 500 words.

- C. An ASCC job application form, including 2-3 references.
- D. A copy of the candidate's Clark College grade transcript (unofficial). Transcript must include all quarters completed prior to the application deadline.
- E. A resume
- F. Attend two official ASCC meetings, one of which must be the ASCC Executive Council meeting, and the other will be of the candidate's choosing, from Finance Committee, Club Committee, or an Activities Programming Board meeting. A candidate does not have to attend more than two meetings, even if they are applying for more than one position.

## **Section 2 – Appointments of ASCC Executive Council and Activities Programming Board Positions**

The ASCC Executive Council Appointment Committee appoints the President, Vice President, Club Coordinator, Finance Director, Activities Director, Public Relations Director, and Executive Assistant, as well as the four (4) members of the Activities Programming Board.

### A. Membership:

The ASCC Executive Council Appointment Committee shall be comprised of the following voting members:

1. Outgoing Vice President or designee from the ASCC (selected by the ASCC Executive Council), Chair
  2. No more than twelve (12) but no less than (3) students at-large, who may not concurrently be a candidate for any ASCC Government position, or a member of the ASCC Student Government, appointed by the ASCC Vice President with advisement from the ASCC Executive Council. There may not be more than one representative from any one particular student club or program
  3. ASCC President or designee from the ASCC.
  4. Any members of the ASCC, including Activities Programming Board members, that are not concurrently a candidate for any ASCC Government position, may also sit on the Appointments Committee if they so desire.
  5. Director of Student Life.
  6. A faculty or staff advisor, appointed by the ASCC Executive Council.
- B. In the case of a vacancy, the Vacancy Appointment Committee shall consist of:
1. Vice President, Chair
  2. President
  3. Director of Student Life
  4. Any members of the ASCC, including Activities Programming Board members, that are not concurrently a candidate for the open ASCC Government position, may also sit on the Vacancy Appointments Committee if they so desire.
  5. If the President or Vice President (or both) is the position being filled, a designee shall be appointed in their place by the Director of Student Life.
  6. In the event a vacancy occurs on the ASCC Executive Council during Spring Quarter, the ASCC Executive Council may determine by a simple majority vote whether to fill the position or leave it vacant for the remainder of Spring Quarter. The ASCC Vice President shall initiate the procedure to fill the vacancy at the start of the Fall Quarter.
  7. In the event a vacancy occurs on the Activities Programming Board during Spring Quarter, the Activities Programming Board may determine by a simple majority vote whether to fill the position or leave it vacant for the remainder of Spring Quarter. The ASCC Vice President shall initiate the procedure to fill the vacancy at the start of the Fall Quarter.
- C. Candidates Requirements: All candidates for ASCC Executive Council must meet qualifications outlined in Article I, Section 5 and fulfill requirements in Article VIII, Section 1.

- D. Applications for appointed ASCC Government positions will be made available for up to four (4) weeks and shall not be accepted after the set deadline date and time. Appointments of all ASCC Student Government Positions must be completed by the last business day before summer quarter. Applications for appointed ASCC Executive Council positions may be considered for appointment to the Activities Programming Board upon request of any candidate who has applied for an Executive Council position. If consented to by the applicant, the Appointments Committee may appoint an applicant to a position they did not originally apply for, if the Appointments Committee sees fit to do so.
- E. If no suitable applicant for a position is found in the first pool of applicants, the Appointments Committee may decide with a simple majority vote to re-open that position to more applicants. Applications for the re-opened position will be made available to students for up to two weeks.

### **Section 3 – Appointments to Committees**

Appointments of student positions on campus committees as listed in Section 800 of the Clark College Policies and Procedures Manual and Tenure Review Committees shall be made by the ASCC Vice President no later than the fourth (4<sup>th</sup>) week of fall quarter.

- A. The ASCC Vice President shall announce openings for student representation on all applicable campus and Tenure Review Committees by the first (1<sup>st</sup>) week of fall quarter.
- B. If within seven (7) calendar days, no student applications are received concerning a posted committee opening, the ASCC Vice President shall actively recruit a potential committee member by the fourth (4<sup>th</sup>) week of the quarter.
- C. All appointments to campus committees shall be reported to the ASCC Executive Council by the ASCC Vice President after the Vice President has interviewed and approved the appointment. Names shall then be forwarded to the office of the College President and respective College administrators as requested.
- D. Appointments to the Appointments Committee shall be the only exception to Article VIII, Section 3 C, in that candidates for the Appointments Committee must be reviewed and approved for appointment to the Appointments Committee by a simple majority vote of the Executive Council.

### **Section 4 – Appointments Due to Vacancy**

Appointments to vacant ASCC Executive Council, Activities Programming Board, and campus committee positions shall be made as specified in Article VIII Section 2B of the ASCC Bylaws.

## ***Article IX – Removal from Office***

Any ASCC Officer may be dismissed from office for the following:

- A. Failure to maintain the responsibilities, duties, and/or minimum qualifications of his/her office.
- B. Failure to follow policies and procedures outlined in the ASCC Bylaws, Handbooks, or Financial Code.
- C. Failure to abide to the terms and conditions of employment contract.
- D. Abuse of power of office.
- E. Violation of the Code of Student Conduct.

### **Section 1 – Probation**

- A. Any ASCC officer who fails to meet the academic requirements in Article I, Section 5A or Article II, Section 4A or fulfill the job responsibilities in their ASCC Employment Contract may be placed on probation by the Director of Student Life.

- B. The officer placed on probation shall meet with the Director of Student Life to draft a plan of compliance.
- C. The probation period shall not exceed four (4) weeks. No officer shall serve more than one probationary period.
- D. At the end of the probationary period, the Director of Student Life may terminate the probationary status or recommend suspension or dismissal.

### **Section 2 – Suspension**

The ASCC Executive Council may, upon a recommendation by the Director of Student Life, vote to suspend an officer pending the outcome of an investigation and hearing pertaining to a violation of the Code of Student Conduct, or a violation of the Bylaws.

### **Section 3 – Dismissal**

- A. Any officer may be dismissed by a simple majority vote of the ASCC Executive Council, with the approval of the Director of Student Life.
- B. The officer has the right to appeal his/her dismissal, in writing, to the Judicial Review Committee. Appeals must be filed no later than five (5) days after dismissal.

### **Section 4 – Judicial Review**

- A. The Judicial Review Committee shall be convened and chaired by the Vice President of Student Affairs, or designee, for the purpose of hearing the appeal of an officer who has been suspended or dismissed by the ASCC Executive Council.
- B. 100% of all Judicial Review Committee members shall constitute a quorum. All actions taken by the Judicial Review Committee require a simple majority vote of all members to pass. The Vice President of Student Affairs, as chair, will vote only if it changes the outcome of the vote.
- C. Hearings of the Judicial Review Committee reviewing actions taken by the ASCC Executive Council against an officer shall be closed.
- D. The Judicial Review Committee may take testimony, hear oral argument, and consider written statements from the parties.
- E. If the Judicial Review Committee finds that an officer has violated the ASCC Constitution or Bylaws, the Financial Code, or provisions in an ASCC Handbook, the Committee may modify or affirm the decision of the ASCC Executive Council, or impose any sanction it deems appropriate. The final decision of the Judicial Review Committee shall follow the ASCC Constitution and Bylaws.
- F. Within three (3) weeks of receipt of the appeal, the Committee Chair shall provide the parties with the Judicial Review Committee's written decision which shall include an explanation for the decision. The decision of the Judicial Review Committee shall be final.

## ***Article X – Resignation***

Any member of the ASCC Executive Council who wishes to resign his/her duties must submit to the ASCC President and Director of Student Life a written letter of resignation. Resignations must be accepted by the ASCC Executive Council in a regularly scheduled meeting and are effective the next business day following acceptance.

## ***Article XI - Vacancies***

### **Section 1– Vacancy on Campus and Tenure Review Committee**

Vacancies during the quarter shall be announced no later than one (1) week after the vacancy occurs. Vacancies shall be filled within three (3) weeks after the vacancy occurs.

### **Section 2 – Vacancy in the Position of ASCC Vice President**

In the event of a vacancy in the position of ASCC Vice President, the ASCC President shall assign, as agreed upon by the ASCC Executive Council, a member of the ASCC Executive Council to assume the responsibility of filling the position according to the vacancy procedure outlined in Article XI, Section 1.

## ***Article XII – Finances***

The ASCC Financial Code governs the use of public funds allocated by the Board of Trustees to the ASCC and revenues generated by the organizations administered by the ASCC. All funds collected and expended are subject to the policies, regulations, and procedures set forth in the ASCC Financial Code, in addition to those set by the Clark College Administrative Procedures, the Clark College Board of Trustees, opinions of the Washington State Attorney General, the State Board for Community and Technical Colleges, rules of the State Office of Financial Management, and the laws and regulations of the State of Washington.

## ***Article XIII – Initiatives and Referenda***

### **Section 1 – Initiatives**

Initiative measures shall be put to a vote of the general student body upon submission of a petition to the ASCC Executive Council, clearly stating the issue and signed by at least 500 currently enrolled students. Such petitions may be submitted to the ASCC Executive Council at any regularly scheduled meeting.

### **Section 2 – Referenda**

Referenda may be put to vote of the general student body upon a simple majority vote of the ASCC Executive Council. Approved initiative measures and/or referenda must be publicly posted for a period of two (2) weeks prior to the election in which it shall be voted on.

## ***Article XIV– Amendments***

### **Section 1: Grammar, Spelling and Punctuation**

Grammar, spelling, and punctuation changes may be recommended by a simple majority vote of the ASCC Constitution and Bylaws Review Committee and a simple majority vote of ASCC Executive Council. The ASCC Executive Council may independently initiate and approve grammar, spelling, and punctuation with a simple majority vote.

### **Section 2: House Keeping Revisions**

Minor revisions to the Bylaws, which do not substantially change the overall intent of the Bylaws or any of its articles may be recommended by the ASCC Constitution and Bylaws Review Committee and approved

by a simple majority vote of the ASCC Executive Council. The ASCC Executive Council may independently initiate and approve any House Keeping revisions that do not substantially change the overall intent with simple majority vote.

### **Section 3: Amendments**

Amendments to the Bylaws, which substantially change the overall intent of the Bylaws will be recommended by the ASCC Constitution and Bylaws Review Committee, and subject to approval by a simple majority vote of the ASCC Executive Council, the Director of Student Life, and the Vice President of Student Affairs.

- A. Any such amendment must be well publicized with written notice for five (5) business days before ratification takes effect. Students may appeal the amendment by submitting a petition to Executive Council with one hundred (100) signatures of registered students before ratification takes effect. At such time, the amendment may be placed on the ballot in any regular or special election and must be ratified by a simple majority of the students voting to be binding.
- B. In the event a proposed amendment is approved by the ASCC Executive Council, but is declined by the Director of Student Life or by the Vice President of Student Affairs, the proposed amendment shall be eligible to be ratified by a simple majority of the students voting in any regular or special election, provided written notice of such an amendment has been published for a period of two (2) weeks prior to the election.

## ***Article XV – Adoption and Implementation***

All Handbooks and supporting official documents shall be drafted, reviewed, and amended in accordance with the provisions set forth in, and shall be consistent with the ASCC Constitution and Bylaws. The provisions of the ASCC Constitution and Bylaws shall take precedence over inconsistencies in any Handbook.

### **Section 1 – Club 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 Club Coordinator and Director of Student Life. Amendments to this document must be approved by simple majority vote of the ASCC Executive Council.

### **Section 2 – ASCC Financial Code**

The Financial Code governs the permissible uses of collected student services and activities (“S&A”) fees and other public funds allocated by the Board of Trustees to the Associated Students of Clark College (ASCC) and those revenues generated by the organizations administered by the ASCC. The purpose of the Financial Code is to carry out the policies, procedures, and requirements of the budget approved by the Board of Trustees, and the policies, procedures and regulations of the State Board for Community and Technical Colleges, the Office of Financial Management, the opinions of the Attorney General, the Revised Code of Washington, and the College administrative code, while providing guidelines for the effective administration of student programs, activities, clubs, and organizations. The Director of Student Life is responsible for the administration and compliance of the Financial Code. The Financial Code may be revised as needed. Changes/additions must be submitted to the Director of Student Life. All changes to the Financial Code must be reviewed by the Vice President of Student Affairs (or his/her designee), the Vice President of Administrative Services, the Director of Business Services and the ASCC Finance Director.

### **Section 3 – Budget Handbook**

The Budget Handbook is the document resulting from the Services and Activities Fee Budget process each academic year. Once the budget is adopted by the ASCC Finance Committee, the handbook is drafted by the Finance Committee and approved by the ASCC Executive Council, Executive Cabinet of Clark College, and the Clark College Board of Trustees.

### ***Article XVI – Definition of Terms***

**Ad-hoc** - Formed or arranged for a particular purpose such as an ad-hoc fund or committee.

**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.

**Club Advisors**-Persons employed by the College who have club account responsibilities who may not also be a student.

**College Facilities** - Any or all real and personal property owned or operated by the College including all buildings and appurtenances affixed thereon or attached thereto.

**Ex officio** - By virtue of office or position.

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

**Initiative** - The right and procedure by which students can propose legislation or an amendment to the ASCC Constitution by petition and ensure its submission for a vote of the ASCC.

**Kiosks** – An interactive computer terminal available for public use, with internet access or site-specific information.

**Officer** – An ASCC Executive Council Member or ASCC Activities Programming Board Member.

**Parliamentarian** - One who is expert in parliamentary procedures, rules, or debate.

**Program Directors**-Persons employed by the College who have program responsibilities.

**Referendum** - The submission of a proposed ballot measure or legislation which is initiated by the ASCC Executive Council and put to a direct popular vote.

**S&A Fees** -Monies paid by students, with tuition, that are set aside for services and activities to benefit the student body.

**Seed Funding** - Extra finds for financial backing to start a club

**Student** - Any person who is registered for classes at the College.

**Students-at-Large** – Voting members who may not be a member of the ASCC Executive Council or Activities Programming Board, appointed by the ASCC Vice President.

**Tenure** - A faculty appointment for an indefinite period of time which may be revoked only for adequate cause and by due process.