

**ASSOCIATED STUDENTS OF
NORTH SEATTLE COLLEGE
ASNSC BYLAWS**

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North Seattle College
A branch campus of the Seattle Community Colleges District
Seattle, Washington 98103

BYLAWS
OF THE
ASSOCIATED STUDENTS OF NORTH SEATTLE COLLEGE

The Associated Students of North Seattle College will be officially referred to as ASNSC.

It is the intent of the state legislature that a body of students be identified on each campus to govern the allocation of their student fees and to support the college in their mission of fostering student success and retention. The Student Administrative Council, which shall henceforth be referred to as SAC, and Students Leaders who serve on the six (6) boards coordinated by SAC, are defined in the Constitution of the Associated Students of North Seattle College as the officially recognized body that shall represent the ASNSC.

Article I - ASNSC MEMBERSHIP

Section 01 - Membership

- a) All currently enrolled students of North Seattle College (NSC), taking a minimum of one (1) credit, shall be considered official members of the ASNSC.

Section 02 - Code of Conduct

- a) All members shall conduct themselves in accordance with the Student Code of Conduct as outlined by title 132F of the Washington Administrative Code. The Code of Conduct for Seattle Community Colleges can be found at:
<http://apps.leg.wa.gov/WAC/default.aspx?cite=132F-121>

Section 03 - Termination

- a) Membership of the ASNSC is terminated once an individual is no longer an active student taking credits at NSC.

Article II - OVERSIGHT AND AUTHORITY

Section 01 - Oversight

- a) SAC and all branches of student leadership are employees overseen by the Student Leadership and Multicultural Programs (SLMP) permanent staff who provide training, support, and have the responsibility per state legislature and Board of Trustees to ensure that legal mandates and professional guidelines are followed in order to maintain an effective Student Leadership team.

Section 02 - Executive Board (SAC)

- a) Student Leadership is comprised of the executive board known as the Student Administrative Council (SAC) which supports the hiring, training and management of the six (6) other branches of Student Leadership—the Student Fee Board, the Research and Advocacy Board, the Student Cabinet, and Arts, Lectures, and Activities Board, Communications Board, and Clubs.

Section 03 - Authority

- a) SAC, in conjunction with SLMP staff, has the authority granted by the Board of Trustees of the Seattle Community College District to interpret, perform, and execute the duties and responsibilities as referenced in the ASNSC Constitution and Bylaws.

Article III - STUDENT LEADERSHIP

Section 01 - Definition

- a) Student leadership shall be the representative and governing student body of North Seattle College. Their aim is to give voice to and advocate for the needs and concerns of all NSC students.

Section 02 - Structure

- a) Student Leadership shall consist of one executive board and six (6) functional branches (hereafter referred to as “boards”) including but not limited to¹:
 - i. Research and Advocacy Board
 - ii. Communications Board
 - iii. Student Cabinet Board
 - iv. Student Fee Board
 - v. Student Clubs Board
 - vi. Arts Lectures and Activities Board
- b) The Student Administrative Council (SAC) is the executive board of Student Leadership which coordinates and facilitates the work of the aforementioned boards.
 - i. **Purpose**
 - 1) SAC is tasked with representing all concerns and interests of the ASNSC. Each SAC member (with the exception of the Club Coordinator) shall coordinate and lead a board consisting of fellow Student Leaders. SAC shall meet on a regular basis to discuss the work occurring on their individual boards and co-lead projects together.
- c) SAC shall be comprised of the following individuals:
 - i. Chair
 - ii. Research and Advocacy Board Coordinator
 - iii. Communications Board Coordinator
 - iv. Student Cabinet Board Coordinator
 - v. Student Fee Board Coordinator
 - vi. Club Board Coordinator

¹ Board Descriptions are in **Section 13**

- vii. Arts Lectures and Activities Board Coordinator
- d) The Director and Program Coordinator(s) of Student Leadership and Multicultural Programs (SLMP) or their designees shall act as advisors to SAC/SL.

Section 03 - Meetings, Training, and Work Sessions

- a) SAC members must attend all meetings, work sessions, and special meetings unless given special permission
- b) Only a SAC member or official SAC Advisor can generate an agenda item
- c) All meetings will be held on regular instructional days on the NSC campus, except in the event of disruption of the normal educational process affecting instructional days
- d) If a member consistently misses meetings without approval, refer to **Article III Section 10** relating to reprimand procedures
- e) Minutes of all SAC meetings will be taken by a SAC member or designee and then posted to the SL website
- f) Meetings of SAC shall be conducted according to the Robert's Rules of Order, or other meeting rules adopted by the current SAC Chair at the beginning of fall Quarter
- g) Members who are absent from or tardy to meetings will be responsible for reviewing the meeting minutes outside of the regular meeting time
- h) Quorum
 - i. A meeting at which a vote is required must have no fewer than five (5) SAC members in attendance
 - ii. A vote will pass with four-sevenths (4/7) majority of all present voting members
- i) Business and Work Session Meetings
 - i. Held twice per week during fall, winter, and spring quarters
 - ii. Not held at all during the first week of the quarter or the week of finals
 - iii. Specific meeting times and days shall be decided at the beginning of each quarter and are at the discretion of the SAC Chair or Advisor based upon the current team's class/work schedules
 - iv. All meetings of SAC shall be open to the ASNSC in accordance with the Open Public Meetings Act Chapter 42.30 RCW.
 - v. Any person may speak at any SAC meeting unless the session has been specifically closed to the public
 - vi. No member of ASNSC shall be required to fulfill any condition in order to attend
 - vii. In the event that misconduct by any ASNSC member in attendance renders the orderly process of business unfeasible, such persons may be expelled from the meeting

Section 04 - Board Creation

- a) If such a need arises, a new board may be created with a two-thirds (2/3) majority vote of all Student Leaders. A coordinator will be appointed by SAC and the Director of SLMP at that time.

Section 05 - Eligibility

- a) To hold a position, all candidates of SL must commit to serving a one-year term that runs from the summer quarter to the end of the following spring quarter. To maintain a position, candidates must be enrolled as students at NSC, taking a minimum of three (3) credits, for the duration of the academic year. Candidates who are hired in the middle of a school year will be expected to commit to serving through the remainder of the term.
- b) Candidates must have and maintain a GPA of 3.0 or higher.
- c) Candidates shall have demonstrated leadership and an interest in serving the needs of their college and community.
- d) All candidates shall be able to speak and write proficiently in English.
- e) An exception may be made under special circumstances to any of the prerequisites upon a two-thirds (2/3) majority vote of the hiring committee
- f) Student Leadership provides equal opportunity to all and does not discriminate on the basis of race, sex, color, religion, sexual orientation, gender, gender identity, national origin, age, marital status, or the presence of any physical, sensory, or mental disability.

Section 06 - Selection Process

- a) During hiring drives, candidates shall submit an application to the SLMP office.
- b) Candidates will be required to interview before a hiring committee that will be led by the current SAC Chair. In the case that the Chair is reapplying for a position, another member of SAC will be asked to take over the committee.
- c) The hiring committee shall consist of current SAC members, students at-large, faculty, and a minimum of one (1) administrator. There should be a 2/3 student majority unless other circumstances should arise.
- d) Potential members will be offered a position by phone or email and given no longer than five (5) working days to accept. If the individual does not respond within the given time or declines the offer, an alternate will be selected at the discretion of the hiring committee.
- e) If all requisite positions within the SLMP office are not filled by the end of Summer Quarter, an alternate hiring committee consisting of current SAC members, SL board members, and advisors may form to repeat a hiring process similar to that which members of the current year were processed through. This process may also be changed at the discretion of the hiring committee but should be appropriately documented for purposes of austerity.
- f) Should a mid-year vacancy occur either within SAC or within a board thereof throughout the course of the year, a hiring committee may be formed to find a replacement. This may be done at the discretion of the SAC Chair, Board Coordinator(s), and advisors based on:
 - i. Existing workload of the board in question.
 - ii. Time remaining until academic year end.

Section 07 - Training

- a) Training dates will be decided and implemented by the SLMP advisors. Additional training dates may be added by the SAC Chair or Board Coordinators as necessary.
- b) All Student Leaders are required to attend all scheduled trainings unless permission is granted in advance.

Section 08 - Expectations

- a) Abide by the Constitution and follow the rules and procedures outlined in these Bylaws.
- b) Abide by the NSC [Student Code of Conduct](#) at all times.
- c) Represent the college and Student Leadership in a professional manner both on and off campus.
- d) Obtain written exemption from the advisor(s) and Board Coordinator prior to missing any training, retreat, or event in which the member has agreed to and/or is obligated to attend.
- e) Attend all regular and special meetings unless communicated otherwise.
- f) Continue to meet the requirements for membership eligibility.
- g) Perform all necessary and relevant duties.
- h) No member shall be required to fulfill Student Leadership obligations during their scheduled class and/or work times.
- i) At all times, demonstrate professionalism, teamwork, and personal integrity.

Section 09 - Student Leader Complaints

- a) **Complaints against another Student Leader may be taken on a case by case basis but should generally fulfill the outlined process below (also refer to WAC 132F-121-070):**
 - i. A student leader who has a complaint is encouraged to discuss the matter directly with the respondent in an attempt to resolve it.
 - ii. If the complainant believes that informal discussion will not resolve the issue, they should take the complaint to either
 - 1) Their Board Coordinator
 - 2) The SAC Chair
 - 3) An SLMP Advisor.
 - iii. Dispute resolution in which one of the aforementioned individuals shall mediate may occur.
 - iv. Should the above resolutions not apply or fail to resolve the issue, the complainant may
 - 1) Take the issue to a SAC meeting for discussion (if applicable)
 - 2) To the Director of SLMP.
 - v. If a complaint persists, the student should refer to WAC 132F-121-080 for formal processing of complaints.
 - vi. Any and all processes must be completed in a timely manner and accurately documented as necessary to the nature of the complaint.

Section 10 - Probation

- a) This disciplinary process serves as a means of holding all Student Leaders accountable to professional standards and performance levels. Conditions for discipline include but are not limited to:
 - i. failure to perform duties;
 - ii. behavior not representative of a Student Leader;
 - iii. discriminatory speech or actions;
 - iv. abuse of power, position or state resources;
 - v. insubordination;
 - vi. violation of the Student Code of Conduct.
- b) Students who fail to meet the requirements of their contract, and/or who fall under the above conditions, and/or, miss three (3) scheduled meetings in a quarter without explanation shall be placed on probation. The probation process is as follows:
 - i. Students who are placed on probation will be notified by the SAC Chair and/or an advisor in writing. A mandatory meeting will be set to include the probationer, SAC Chair, and the probationer's advisor. Should the student being placed on probation be the Chair, another SAC member shall serve as a representative in this process. During this meeting terms and conditions for the probationary period shall be set and documented and submitted to the student in writing and electronically.
 - ii. The student shall remain on probation for no less than two (2) weeks and not exceeding one (1) month unless otherwise decided by an advisor.
 - iii. Students will be removed from probation if they have met the terms agreed upon during the initial probationary meeting. If these terms have not been met, the student will be eligible for termination.
 - iv. Students who believe they have been put on probation in error, may follow the dispute resolution process as outlined in Section 11.
 - v. Students who fail to comply with the above processes shall be subject to immediate termination.

Section 11 - Dispute Resolution and Termination

- a) Informal Dispute Resolution
 - i. Upon following the guidelines within **Article III Section 09**, the SAC Advisor and Chair will meet with the complainant in an attempt to resolve the issue.
 - ii. After said meeting, if the complainant does not feel satisfied with the resolution, the complainant may choose to initiate a hearing.
- b) Hearing
 - i. If the complainant chooses to initiate a hearing, they will present their complaint to SAC at the next regular meeting or a special meeting may be called for purposes of the hearing. All parties involved in the dispute

- must be present unless exception is given by the Director of SLMP or their designee.
- ii. The hearing must be presided over by at least four (4) members of SAC and one (1) non-SAC student leader, not including the complainant and member against whom the complaint was brought.
 - iii. A two-thirds (2/3) majority of SAC members (not including the complainant and member against whom the complaint was brought) present at the hearing may choose to do one of the following as a result of the complaint:
 - 1) Absolution
 - 2) Dismissal
 - 3) Formal Reprimand
 - 4) Termination
 - iv. Absolution shall result if the two-thirds (2/3) majority vote to absolve the member to whom the complaint was brought against.
 - v. Dismissal of the complaint shall result if a motion to dismiss passes with a two-thirds majority vote of SAC and approval of the advisors. If a motion to reprimand fails, a motion to dismiss is still allowable and vice versa. If neither action prevails, then no action shall result.
 - vi. A two-thirds (2/3) majority in favor of formal reprimand will direct the written complaint, with any amendments, to the member as a statement that a change in behavior is expected. If a motion to reprimand passes, the Director of Student Leadership and Multicultural Programs shall follow up with SAC to administer the reprimand.
 - vii. A two-thirds (2/3) majority in favor of termination will result in removal of office and end employment in Student Leadership.
 - viii. If the member of SL to be terminated is present at the hearing, the conditions of their termination shall be set at that time.
 - ix. If the terminated member is not present at the hearing, SAC shall:
 - 1) Designate the Chair, or another individual, who must mail or deliver in person a letter notifying the member of the impending action within forty-eight (48) hours of the vote to terminate. An email containing the aforementioned information must also be sent within forty-eight (48) hours.
 - 2) If the member does not appear (without prior approved notice) at the next regular meeting, such action shall constitute automatic acceptance of the SAC's final decision, be it either reprimand or removal.
 - x. A final motion to terminate will be made at the next regularly scheduled meeting of SAC accompanied by the conditions of the termination.
 - xi. Procedures for removal from office shall provide for due process and right of review in accordance with **Washington Administrative Code 132F-121-170**.

Section 12 - Filling Vacancies

- a) In the event of a vacancy due to either resignation or termination, SAC reserves the right to hire a new member or redistribute unattended responsibilities among the remaining members. The final decision is heavily dependent on each situation, so absolute procedure cannot be defined. However, key factors that will determine this decision include, but are not limited to:
 - i. Availability of qualified nominees
 - ii. Current workload of SAC
 - iii. Timing of vacancy in relation to the academic year
 - iv. Whether SAC meets the required minimum number of members to produce quorum.
- b) SAC's decision to hire or redistribute duties shall be made at the first meeting following notification of an upcoming vacancy.
- c) If SAC chooses to hire a new member, the same procedure shall be followed as is outlined in **Article III Section 06 Subheading E.**

Section 13 - Position and Board Descriptions

a) Chair

- i. Purpose
 - 1) Facilitate the work of SAC and be the primary public voice that represents SAC/Student Leadership's work in official public forums. The Chair serves as the main liaison between the administration and Student Leaders in an effort to make sure that student voices are heard, and is the team leader for Student Leadership.
- ii. Responsibilities
 - 1) Chair SAC.
 - 2) Provide overall leadership for SAC/SL.
 - 3) Ensure that SAC members are aware of and fulfill their responsibilities, comply with campus, district and state policies and procedures, conduct business effectively and efficiently and are accountable for their performance.
 - 4) Facilitate internal communication systems and coordinate SAC efforts toward completing tasks on time and with quality.
 - 5) Assist SAC members in using project management tools and methodologies to effectively manage large, multifaceted projects, tasks, and initiatives.
 - 6) Summarize project outcomes and report them to the group and staff advisors on a regular basis.
 - 7) Prepare reports to campus and district officials.
 - 8) Draft meeting agendas and conduct all SAC meetings.
 - 9) Write reports outlining meetings with faculty, staff, and administration.
 - 10) Check and reply, daily, to SAC business emails as necessary.
 - 11) Maintain communication between SAC, college administration, and the student body.
 - 12) Submit Board of Trustee (BOT) reports and attend BOT meetings.

- 13) Ensure that regular Student Community Forums / Town Hall meetings occur throughout the year.
- 14) SAC meetings are to be held at least twice per week or at the discretion of the Chair.

b) Student Cabinet Board Coordinator

i. Responsibilities

- 1) Chair the Cabinet (CAB).
- 2) Facilitate, plan, and prepare all materials needed to run weekly Board meetings.
- 3) The Cabinet Coordinator shall be the main liaison between SAC and the Student Cabinet.
- 4) Monitor the performance of each Student Cabinet Representative.
- 5) Hold CAB members accountable for carrying out their responsibilities in a professional and timely manner.
- 6) Read reports sent by student cabinet members and put them into the SAC shared drive in the Cabinet Coordinator folder.
- 7) Designate a Cabinet member to take Cabinet meeting minutes to record oral reports, discussions, and attendance.
- 8) Contact the committee chairs at least once per quarter to ensure that members attend the meetings as required and work well with the committees to which they have been assigned.
- 9) Report concerns regarding any student member's performance to the SAC Chair, Program Manager and/or the Director of SLMP.
- 10) When a member resigns during the school year, replenish the vacancy in a timely manner, preferably from within the student leadership team in congruence with **Article III Section 06**.
- 11) Connect the person who takes over the vacancy with the committee chair and to ensure an easy transition.
- 12) Cabinet meetings are to be held at least once per week or at the discretion of the Board Coordinator.
- 13) Send out a reminder for reports approximately two (2) days before the meeting. Cabinet members should be strongly encouraged to submit their reports more than one week in advance of the meeting.
- 14) Send out a meeting reminder 2-3 days before the meeting.
- 15) Draft meeting agendas.
- 16) Report to SAC at regular intervals and as necessary.

ii. The Board

1) Purpose:

- A) Student Cabinet members serve on various committees on the North Seattle Campus in order to voice student opinions and concerns.

2) Structure:

- A) The Board shall have a minimum of 2 and a maximum 10 student leaders.
- 3) Eligibility Requirements:
 - A) All student leaders (SL's) as defined in **Article 3 section 5** are eligible to be on any of Student Leadership's boards.
- 4) Position Description:
 - A) Refer to the Cabinet Board Manual for board member roles and responsibilities.
- 5) Attendance:
 - A) Attendance at Board Meetings should comply with all attendance policies.

c) Student Fee Board Coordinator

- i. Responsibilities
 - 1) Chair the Student Fee Board (SFB).
 - 2) Facilitate, plan, and prepare all materials needed to run weekly Board meetings.
 - 3) The Student Fee Board (SFB) Coordinator shall be the liaison between SAC and the SFB.
 - 4) Work with staff advisors to administer the legal processes that guide the annual allocation of student fees.
 - 5) Hold SFB members accountable for carrying out their responsibilities in a professional and timely manner.
 - 6) Chair (or support an appointed Student Fee Board member to chair) and facilitate the Student & Activity (S&A) Fee and the Universal Technology Fee (UTF) committees procedures.
 - 7) Understand the procedures and processes, while following State and District laws and guidelines, involved in allocating student fees and the workings of the college operating budget.
 - 8) Coordinate the annual S&A and UTF allocation.
 - 9) Maintain a database of all funding requests (both approved and denied) including notes that may be helpful to future Student Fee Board Coordinators.
 - 10) Work with campus business department personnel to update and revise all forms, monitor budgets and other activities as needed.
 - 11) Report concerns regarding any student member's performance to the SAC Chair, Program Manager and/or the Director of SLMP.
 - 12) When a member resigns during the school year, replenish the vacancy in a timely manner, preferably from within the student leadership team in congruence with **Article III Section 06**.
 - 13) Ensure that the person who takes over receives all the relevant information required to be on the SFB.
 - 14) SFB meetings are to be held at least twice per week or at the discretion of the Board Coordinator.

- 15) Send out a meeting reminder 2-3 days before the meeting.
- 16) Draft meeting agendas.
- 17) Report to SAC at regular intervals and as necessary.
- ii. The Board:
 - 1) Purpose:
 - A) Student Fee Board (SFB) members work on screening applications and allocating funds for the Universal Technology Fund (UTF) and Student & Activity Fees (S & A).
 - 2) Structure:
 - A) The Board shall have a minimum of 5 and a maximum 10 student leaders.
 - 3) Eligibility Requirements:
 - A) All student leaders (SL's) as defined in Article 3 section 4 are eligible to be on any of Student Leadership's boards.
 - 4) Position Description:
 - A) Refer to the Student Fee Board Manual, the UTF Bylaws and the Financial Code for board member roles and responsibilities.
 - 5) Attendance:
 - A) Attendance at Board Meetings should comply with all attendance policies.

d) Communications Board Coordinator

- i. Responsibilities
 - 1) Chair the Communications Board (CB).
 - 2) Facilitate, plan, and prepare all materials needed to run weekly Board meetings.
 - 3) The Communications Board Coordinator shall be the main liaison between SAC and the CB.
 - 4) Monitor the performance of each Communications Board Member.
 - 5) Hold CB members accountable for carrying out their responsibilities in a professional and timely manner.
 - 6) Maintain and regularly update online communications as defined below:
 - A) Student Leadership (SL) website content. Review and create content for the website as needed.
 - B) Maintain and promote the use of SL electronic communications such as Facebook, Instagram, and other social media outlets.
 - C) Monitor and respond to user feedback and comments on the SAC webpage, Facebook, and any other forms of social media that are currently being utilized.
 - D) Work with SLMP advisors, college IT Services and/or Public Relations staff to ensure that webpages are adequately maintained and enhancements are implemented as needed and in a timely manner.

- E) Identify and suggest improvements that enhance usability and increase site traffic.
- 7) Designate a Communications Board Member to take meeting minutes to record oral reports, discussions, and attendance.
- 8) Maintain and Create all Public Relations and Marketing including but not limited to:
 - A) Maintenance of SAC bulletin boards
 - B) Update SAC RSS feed
 - C) Create promotional materials and ensure their visibility throughout campus.
- 9) Report concerns regarding any student member's performance to the SAC Chair, Program Manager and/or the Director of SLMP.
- 10) Develop and maintain the communications request form to ensure timely delivery of information.
- 11) When a member resigns during the school year, replenish the vacancy in a timely manner, preferably from within the student leadership team in congruence with **Article III Section 06**.
- 12) Ensure that the person who takes over receives all the relevant information required to be on the Communications Board.
- 13) Communications Board meetings are to be held at least once per week or at the discretion of the Board Coordinator.
- 14) Send out a meeting reminder 2-3 days before the meeting.
- 15) Draft meeting agendas.
- 16) Report to SAC at regular intervals and as necessary.
- ii. The Board
 - 1) Purpose:
 - A) The Communications Board (CB) works to effectively use various forms of media to communicate publicly the activities of Student Leadership to the ASNSC, faculty, staff, community, and administration.
 - 2) Structure:
 - A) The Board shall have a minimum of 2 and a maximum 10 student leaders.
 - 3) Eligibility Requirements:
 - A) All student leaders (SL's) as defined in **Article 3 section 05** are eligible to be on any of Student Leadership's boards.
 - 4) Position Description:
 - A) Refer to the Communications Board Manual for board member roles and responsibilities.
 - 5) Attendance:
 - A) Attendance at Board Meetings should comply with all attendance policies.

e) **Research and Advocacy Board Coordinator**

i. Responsibilities

- 1) Chair the Research and Advocacy Board (RAB).
- 2) Facilitate, plan, and prepare all materials needed to run weekly Board meetings.
- 3) The RAB Coordinator shall be the main liaison between SAC and the RAB.
- 4) Monitor the performance of each SL RAB Board member.
- 5) Hold RAB members accountable for carrying out their responsibilities in a professional and timely manner.
- 6) Monitor, record, track, and respond to student suggestions in the Student Suggestion Box
- 7) Meet with students on a one-to-one basis about specific issues
- 8) Initiate surveys, focus groups, and open forums to analyze and assess ASNSC opinion on current issues and student needs
- 9) Develop proposals, initiatives, and referendums on behalf of and in conjunction with SAC and the ASNSC.
- 10) Study, review, maintain, edit and propose amendments, as necessary, to the Constitution and Bylaws of the ASNSC.
 - A) The Research and Advocacy Board Coordinator must be intimately familiar with NSC and Seattle Community Colleges District policies.
- 11) As campus and student needs evolve, develop referendums and proposals to be presented to the administration of NSC and the Seattle District Board of Trustees as an effort to change outdated school policy.
- 12) Designate a RAB member to take RAB meeting minutes to record oral reports, discussions, and attendance.
- 13) Report concerns regarding any student member's performance to the SAC Chair, Program Manager and/or the Director of SLMP.
- 14) When a member resigns during the school year, replenish the vacancy in a timely manner, preferably from within the student leadership team in congruence with **Article III Section 06**.
- 15) Ensure that the person who takes over receives all the relevant information required to be on the RAB.
- 16) RAB meetings are to be held at least once (1) per week or at the discretion of the Board Coordinator.
- 17) Send out a meeting reminder 2-3 days before the meeting.
- 18) Draft meeting agendas.
- 19) Report to SAC at regular intervals and as necessary.

ii. The Board

- 1) Purpose:
 - A) The Research and Advocacy Board (RAB) aims to gather information and effectively advocate for the ASNSC on both local and legislative levels.

2) Structure:

A) The Board shall have a minimum of 2 and a maximum 10 student leaders.

3) Eligibility Requirements:

A) All student leaders (SL's) as defined in **Article III Section 06** are eligible to be on any of Student Leadership's boards.

4) Position Description:

A) Refer to the Research and Advocacy Board Manual for board member roles and responsibilities.

5) Attendance:

A) Attendance at Board Meetings should comply with all attendance policies.

f) Events Board Coordinator

i. Responsibilities

1) Chair the events board.

2) Facilitate, plan, and prepare all materials needed to run weekly Board meetings.

3) The Events Coordinator shall be the main liaison between SAC and the events Board.

4) Create a programming plan for each quarter based on the needs of the students and the suggestions of the Events Board.

5) Hold Events members accountable for carrying out their responsibilities in a professional and timely manner.

6) Monitor, track, and report event attendance rates

7) Identify, organize and promote student events

8) Submit a monthly report of activities to the Events Advisor

9) Events:

A) Execute staple events for year such as Welcome Day, Spring Fest, and diversity speaker series.

B) Plan, Coordinate and facilitate new/reoccurring events throughout the year.

C) Work with CB to create flyers/banners for events.

D) Maintain the Events budget.

E) Partner with other groups on campus as needed for events.

10) Report concerns regarding any student member's performance to the SAC Chair, Program Manager and/or the Director of SLMP.

11) When a member resigns during the school year, replenish the vacancy in a timely manner, preferably from within the student leadership team in congruence with **Article III Section 06**.

12) Ensure that the person who takes over receives all the relevant information required to be on the events board

13) Events meetings are to be held at least once (1) per week or at the discretion of the Board Coordinator.

- 14) Designate an event board member to take meeting minutes to record oral reports, discussions and attendance and send out minutes to all event members
 - 15) Send out a meeting reminder 2-3 days before the meeting.
 - 16) Draft meeting agendas.
 - 17) Report to SAC at regular intervals and as necessary.
- ii. The Board
- 1) Purpose:
 - A) The Events Board works to create events for the ASNSC and campus at-large.
 - 2) Structure:
 - A) The Board shall have a minimum of 2 and a maximum 10 student leaders.
 - 3) Eligibility Requirements:
 - A) All student leaders (SL's) as defined in Article 3 section 4 are eligible to be on any of Student Leadership's boards.
 - 4) Position Description:
 - A) Refer to the Events Board Manual for board member roles and responsibilities.
 - 5) Attendance:
 - A) Attendance at Board Meetings should comply with all attendance policies.

g) Clubs Coordinator

- i. Responsibilities
 - 1) Chair the Club Council.
 - 2) Facilitate, plan, and prepare all materials needed to run weekly Council meetings.
 - 3) Collect and keep track of all club paperwork
 - 4) Bring new club documents to SAC meetings
 - A) A new club will be voted on by SAC and approved with a two-thirds (2/3) majority vote
 - 5) Provide the training and support needed to ensure that club members and volunteers remain active and successful in completing their individual and collective goals.
 - 6) Foster awareness, visibility, and collaboration among all student groups in ways that help create a culturally diverse and welcoming campus climate.
 - 7) Advise, train, and support student clubs and club leaders in following campus, district, and statewide policies and procedures.
 - 8) May assist clubs with activities such as budget planning, member recruitment, retention, and goal setting

- 9) Support club advisors by organizing activities such as orientations, training sessions and maintaining regular face-to-face and electronic communications.
 - 10) Monitor club and student organization budgets.
 - 11) Facilitate and review a monthly club report from each club to verify active status and confirm funding eligibility.
 - 12) Assist in coordinating, promoting and recruiting students to participate in workshop and leadership development activities.
 - 13) Promote the formation of new clubs.
 - 14) Plan, coordinate and facilitate regular volunteer and club meetings such as the Club Fair.
 - 15) Monitor, track, and report club membership and participant rates.
 - 16) Identify, organize and promote student volunteer opportunities.
 - 17) Refer to the Club Handbook and Club Coordinator Handbook for more details and responsibilities.
 - 18) Report concerns regarding any student member's performance to the SAC Chair, Program Manager and/or the Director of SLMP.
 - 19) When a member resigns during the school year, replenish the vacancy in a timely manner, preferably from within the student leadership team in congruence with **Article III Section 06**.
 - 20) Ensure that the person who takes over receives all the relevant information required to be on the Club Council
 - 21) Club Council are to be held at least once (1) per week or at the discretion of the Clubs Coordinator.
 - 22) Designate an Club Council member to take meeting minutes to record oral reports, discussions and attendance and send out minutes to all event members
 - 23) Send out a meeting reminder 2-3 days before the meeting.
 - 24) Draft meeting agendas.
 - 25) Report to SAC at regular intervals and as necessary.
- ii. The Club Council
- 1) Purpose:
 - A) Facilitate and ensure ongoing communication and collaboration among all student groups.
 - 2) Structure:
 - A) The Club Council shall have a minimum of 2 and a maximum 10 student leaders.
 - 3) Eligibility Requirements:
 - A) All student leaders (SL's) as defined in Article 3 section 5 are eligible to be on any of Student Leadership's boards.
 - 4) Position Description:
 - A) Refer to the Club Council Handbook for member roles and responsibilities.

5) Attendance:

- A) Attendance at Council Meetings should comply with all attendance policies.

Article IV - Open Forums, Resolutions, Initiatives, and Referendums

Section 01 - Open Forums Meetings

- i. At least one open forum meeting, accessible to all of ASNSC without specific invitation, shall be held once a quarter.
- ii. Additional open forum meetings can be held at the discretion of SAC.
- b) Special Meetings
 - i. Special meetings are not open to the ASNSC.
 - ii. Special meetings are held to discuss items of a sensitive nature that include but are not limited to:
 - 1) Hiring
 - 2) Complaint and impeachment hearings for SAC members
 - 3) Other undefined special meetings may be called by the SAC Chair or by a majority of the members of the SAC with two instructional days' notice except on any finals day for each quarter
- c) Additional Meetings
 - i. Additional meetings for training/work or other purposes are held at the discretion of the Director of SLMP or the SAC Chair.
 - ii. These meetings may not be open to the public.

Section 02 - Resolutions

- i. Resolutions are formal declarations of SAC's position on a particular policy opinion, or position on behalf of the ASNSC in any subject area.
- ii. Resolutions must be submitted to the SAC Chair at least 1 week prior to the meeting in which the resolution is being considered.
- iii. Each resolution must be sponsored by at least one member of SAC. Those members sponsoring the resolution shall be considered by rule to have moved its adoption.
- iv. Requirements of Resolutions:
 - 1) Resolutions shall not be considered if they contain untrue or unverifiable statements of fact.
 - 2) Resolutions cannot authorize the use, spending or other modifications of student funds.
 - 3) Resolutions shall not be considered if they are so vague that they do not provide enough information for SAC to make an informed decision.
 - 4) Resolutions shall not be considered if they are in violation of city, state, or federal laws.
- v. Require a simple majority vote of SAC.
- vi. May be submitted in advance or generated during the course of any SAC meeting but must be communicated clearly by the member motioning for adoption before the vote is taken.

- vii. Require a simple majority vote of SAC.
- viii. If deemed necessary, resolutions will be submitted to the VP of Student Services, or their designee, as a representative of the college, from Student Leadership, on behalf of the ASNSC. Will be submitted to the Director of SLMP before further action is taken.

Section 03 - Initiative

- i. An initiative is defined as a call to action by the ASNSC for consideration and/or implementation by North Seattle College on any issue.
- ii. Requirements of an initiative:
 - 1) Initiatives shall not be considered if they contain untrue or unverifiable statements of fact.
 - 2) Initiatives cannot authorize the use, spending or other modifications of student funds.
 - 3) Initiatives shall not be considered if they are so vague that they do not provide enough information for SAC to make an informed decision.
 - 4) Initiatives shall not be considered if they are in violation of city, state, or federal laws.
- iii. Initiatives shall be called for by a petition containing no less than 250 student signatures.
- iv. SLMP staff and SAC may work with the student(s) of the ASNSC to facilitate the preparation of the petition to ensure that the initiative follows the afore mentioned requirements.
- v. Once an initiative has completed the requirements it shall be submitted to the Director of SLMP for final review.
- vi. The initiative will then be submitted to VP of Student Services, or their designee, as a representative of the college, on behalf of the ASNSC.
- vii. An appropriate designee of the college will then review the initiative for final consideration and/or implementation.

Section 04 - Referendums

- i. Referendums are defined as calls from SAC for a special vote of the ASNSC.
- ii. A referendum shall be generated by or through SAC and require a reading at two successive Business meetings of SAC.
- iii. Referendums must be worded so as to be a question answerable by "yes" or "no".
- iv. Referendums must be within the authority of SAC to execute.
- v. No Referendum may be amended after its second reading by SAC.

Section 05 - Amendment Procedure

- i. An amendment of these Bylaws requires a two-thirds (2/3) majority vote of SAC.
- ii. An amendment of these Bylaws will take effect the quarter following the time at which the change was adopted unless otherwise specified.

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