

**North Seattle Community College
Seattle Community College District
Seattle, Washington 98103**

**BYLAWS
OF THE
ASSOCIATED STUDENTS OF NORTH SEATTLE COMMUNITY COLLEGE**

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

ASNSCC is to be governed by the Student Administrative Council, which will be referred to as SAC, as defined in the Constitution of the Associated Students of North Seattle Community College.

1 ASNSCC MEMBERSHIP

- 1.0 All currently enrolled students of North Seattle Community College (NSCC), taking a minimum of one credit, shall be considered official members of the ASNSCC.
- 1.1 All members shall conduct themselves in accordance with the Student Code of Conduct as outlined by title 132F of the Washington Administrative Code.
 - 1.1.1 The Code of Conduct for Seattle Community Colleges can be found at:
<http://apps.leg.wa.gov/WAC/default.aspx?cite=132F-121>
- 1.2 Membership of the ASNSCC is terminated once an individual is no longer an active student, but is reestablished if the person reenrolls at a later time.

2 AUTHORITY

2.0 Jurisdiction

- 2.0.1 SAC 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 ASNSCC Constitution and Bylaws.

2.1 Legal Framework

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

3 STUDENT ADMINISTRATIVE COUNCIL

3.0 Purpose and Organization

- 3.0.1 The Student Administrative Council (SAC) of NSCC is the official body that shall research, identify, and advocate all concerns and interests of the ASNSCC.
- 3.0.2 The Director and Program Coordinator of Student Leadership and Multicultural Programs (SLMP) or their designees shall act as advisors to SAC.
- 3.0.3 SAC consists of nine (9) lateral members, which are defined as:
 - 3.0.3.1 Director
 - 3.0.3.2 Project Manager

- 3.0.3.3 Research and Advocacy Coordinator
- 3.0.3.4 Communications Specialist Team (3 Members)
 - 3.0.3.4.1 Communications Team Lead
- 3.0.3.5 Student Cabinet Coordinator
- 3.0.3.6 Student Fee Board Coordinator
- 3.0.3.7 Clubs and Volunteer Coordinator
- 3.0.4 SAC shall have two subcommittees: the Student Fee Board, which shall be chaired by the Student Fee Board Coordinator, and the Student Cabinet, which shall be chaired by the Student Cabinet Coordinator
- 3.0.5 The Constitution of the ASNSCC is the document which defines the organizational framework of SAC and is officially recognized and approved by the Board of Trustees.
- 3.0.6 SAC members shall be paid the same hourly wage that may not drop below twelve (12) dollars per hour and may be increased at any time at the discretion of the Fee Board.

3.1 Membership

- 3.1.1 Prerequisites
 - 3.1.1.1 All members shall serve a one-year term that runs from the summer of one year to the end of the following spring quarter. Therefore, all candidates must be enrolled as students at NSCC, taking a minimum of ten (10) credits, for the duration of the academic year.
 - 3.1.1.2 Students shall have taken a minimum of twelve (12) credits upon application and must maintain a GPA of at least 3.0.
 - 3.1.1.3 All incoming students will be required to attend all scheduled training during the summer quarter prior to taking office.
 - 3.1.1.4 Candidates shall have demonstrated leadership and an interest in serving the needs of their college and community.
 - 3.1.1.5 All candidates shall be able to speak and write fluently in English.
 - 3.1.1.6 SAC provides equal opportunity to all and does not discriminate on the basis of race, sex, color, religion, sexual orientation, gender, national origin, age, marital status, or the presence of any physical, sensory, or mental disability.
 - 3.1.1.7 An exception may be made under special circumstances to any of the prerequisites upon a two-thirds (2/3) majority vote of SAC.
- 3.1.2 Selection Process
 - 3.1.2.1 During hiring drives, candidates shall submit an application to the SLMP office.
 - 3.1.2.2 Candidates will be required to interview before a hiring committee consisting of no fewer than: two (2) current members of SAC, two (2) students at large, one (1) faculty member, and one (1) administrator and must contain a two-thirds (2/3) student majority.

3.1.2.3 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.

3.1.3 Responsibilities of all Members

3.1.3.1 Abide by the Constitution and follow the rules and procedures outlined in these Bylaws

3.1.3.2 Attend all regular and special meetings of SAC

3.1.3.3 Be available to the ASNSCC for twelve (12) to sixteen (16) hours per week by any means established in this document and/or rules adopted by SAC

3.1.3.4 Perform all necessary and relevant duties as identified and delegated by the SAC Director and Project Manager

3.1.3.5 Perform all duties as outlined in these Bylaws

3.1.3.6 Maintain organization of relevant documents in position-specific folders on the SAC shared drive

3.1.3.7 No member shall be required to fulfill SAC obligations during their scheduled class time

3.1.3.8 At all times, demonstrate professionalism, teamwork, and personal integrity

3.1.4 Complaints

3.1.4.1 If a complaint is brought against a member of SAC, the complainant will be encouraged to complete a complaint form. They will then be given the option of proceeding to the formal complaint process.

3.1.4.2 If the complainant chooses not to participate in the formal complaint process, they will be given the option to try to resolve the complaint in a meeting with the SAC Advisor and Director.

3.1.4.3 The complainant or member of SAC against whom the complaint has been brought may, during any part of the complaint process, have present one person who may serve as a witness or provide moral support.

3.1.4.4 If a complaint is brought against the SAC Director, the Project Manager will sit in for the Director in any of these complaint proceedings.

3.1.4.5 No member of SAC has the right to singly terminate another member of SAC, the Student Cabinet, or the Student Fee Board.

3.1.4.6 A complaint may be brought against a member of SAC for any one of the following:

3.1.4.6.1 Is consistently negligent in carrying out the duties and requirements of their office

3.1.4.6.2 Is disruptive to the orderly process of SAC meetings

3.1.4.6.3 Is obstructive to the implementation of SAC decisions

- 3.1.4.6.4 In accordance with the provisions of the Student Code of Conduct, has been placed on disciplinary probation or suspension
- 3.1.4.6.5 No longer meets the qualifications for membership
- 3.1.4.6.6 Missed three (3) or more mandatory meetings in any one quarter without having a documented excuse approved by the SAC Director. Approved reasons include, but are not limited to, the following:
 - 3.1.4.6.6.1 Academic field trips
 - 3.1.4.6.6.2 Activities connected with the fulfillment of duties to the SAC
 - 3.1.4.6.6.3 Death in the family
 - 3.1.4.6.6.4 Illness with absence from school
 - 3.1.4.6.6.5 Legal summons
 - 3.1.4.6.6.6 Military reserve duty
 - 3.1.4.6.6.7 A pressing or urgent responsibility for a dependent
 - 3.1.4.6.6.8 Religious or cultural holidays with five (5) days' advance notice
- 3.1.4.7 Complaint Proceedings
 - 3.1.4.7.1 Informal Dispute Resolution
 - 3.1.4.7.1.1 Upon the completion of a formal complaint form, the SAC Advisor and Director will meet with the complainant in an attempt to resolve the issue.
 - 3.1.4.7.1.2 After said meeting, if the complainant does not feel satisfied with the resolution, the complainant may choose to initiate a hearing.
 - 3.1.4.7.2 Hearing
 - 3.1.4.7.2.1 If the complainant chooses to initiate a hearing, they will present their complaint to SAC at the next regular meeting at which the member of SAC against whom the complaint was brought may be present.
 - 3.1.4.7.2.2 The hearing must contain at least five (5) members of SAC not including the complainant and member against whom the complaint was brought.
 - 3.1.4.7.2.3 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:
 - 3.1.4.7.2.3.1 Absolution
 - 3.1.4.7.2.3.2 No Action

- 3.1.4.7.2.3.3 Formal Reprimand
- 3.1.4.7.2.3.4 Removal from Office
- 3.1.4.7.2.4 A motion for termination shall be made at a regularly scheduled meeting of SAC accompanied by the written complaint.
- 3.1.4.7.2.5 Absolution shall result if the motion for termination fails to receive a simple majority vote.
- 3.1.4.7.2.6 If the motion to impeach receives a simple majority, it must be followed by a motion for formal reprimand or a motion for removal from office.
- 3.1.4.7.2.7 A two-thirds 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.
- 3.1.4.7.2.8 A two-thirds majority in favor of removal from office will terminate the student's SAC membership.
- 3.1.4.7.2.9 If the impeached member is present, an opportunity to answer all charges shall be given.
- 3.1.4.7.2.10 If a motion to reprimand fails, a motion to remove is still allowable and vice versa. If neither action prevails, then no action shall result.
- 3.1.4.7.2.11 If the impeached member is not present, SAC shall:
 - 3.1.4.7.2.11.1 Automatically table the motion to reprimand or remove until the next regular meeting.
 - 3.1.4.7.2.11.2 The SAC Director must mail or deliver in person a letter notifying the member of the impending action within forty-eight (48) hours of the vote to impeach. The written complaint shall accompany the letter.
 - 3.1.4.7.2.11.3 If the member does not appear at the next regular meeting, such action shall constitute automatic acceptance of the SAC's final movement, be it either reprimand or removal.
- 3.1.4.7.2.12 Procedures for removal from office shall provide for due process and right of review in accordance with Washington Administrative Code 132F-121-170.

3.1.5 Recall

- 3.1.5.1 Recall of any candidate who has successfully gained office shall be initiated upon the presentation of a Petition for Recall at any regular meeting of SAC.
 - 3.1.5.1.1 A Petition for Recall against any appointed member must contain at least 300 student signatures.
 - 3.1.5.1.2 A Confidence Vote must occur by the ASNSCC no later than 15 instructional days after the presentation of a Petition for Recall.
 - 3.1.5.1.3 The ballot shall read: "Shall [member's name] remain in office?"
 - 3.1.5.1.4 A simple majority of "no" ballots shall result in the removal of that member from SAC.

3.1.6 Vacancies

- 3.1.6.1 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:
 - 3.1.6.1.1 Availability of qualified nominees
 - 3.1.6.1.2 Current workload of SAC
 - 3.1.6.1.3 Timing of vacancy in relation to the academic year
 - 3.1.6.1.4 Whether SAC meets the required minimum number of members
- 3.1.6.2 SAC's decision to hire or redistribute duties shall be made at the first meeting following notification of an upcoming vacancy.
- 3.1.6.3 If SAC chooses to hire a new member, the same procedure shall be followed as is outlined in section 3.1.2.

3.2 Definitions of Positions

3.2.1 Director

3.2.1.1 Purpose

- 3.2.1.1.1 Facilitate the work of SAC and be the primary public voice that represents SAC's work in official public forums

3.2.1.2 Responsibilities

- 3.2.1.2.1 Provide overall leadership for the SAC
- 3.2.1.2.2 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
- 3.2.1.2.3 Prepare reports to campus and district officials
- 3.2.1.2.4 Draft meeting agendas and conduct all SAC meetings

- 3.2.1.2.5 Initiate a review process for all SAC members that shall occur consistently on a quarterly basis
- 3.2.1.2.6 Write reports outlining meetings with faculty, staff, and administration
- 3.2.1.2.7 Initiate SAC projects and, in conjunction with the Project Manager, ensure projects are completed professionally and in a timely manner
- 3.2.1.2.8 Submit a monthly report of activities to the Project Manager
- 3.2.1.2.9 Check and reply, daily, to SAC business emails as necessary
- 3.2.1.2.10 Maintain communication between SAC, college administration, and the student body
- 3.2.1.2.11 Submit Board of Trustee (BOT) reports and attend BOT meetings
- 3.2.1.2.12 Ensure that regular Student Community Forums / Town Hall meetings occur throughout the year
- 3.2.2 Project Manager
 - 3.2.2.1 Purpose
 - 3.2.2.1.1 Facilitate internal communication systems and coordinate SAC efforts toward completing tasks on time and with quality
 - 3.2.2.2 Responsibilities
 - 3.2.2.2.1 Track and monitor project timelines and deliverables
 - 3.2.2.2.2 Create and maintain spreadsheets of SAC projects, initiatives and activities
 - 3.2.2.2.3 Organize and maintain all SAC business documents such as minutes, position manuals and memos
 - 3.2.2.2.4 Work with SAC Director to draft SAC meeting agendas
 - 3.2.2.2.5 Assist SAC members in using project management tools and methodologies to effectively manage large, multifaceted projects, tasks, and initiatives
 - 3.2.2.2.6 Summarize project outcomes and report them to the group and staff advisors on a regular basis
 - 3.2.2.2.7 Assist SAC members and advisors with team projects as needed and able
 - 3.2.2.2.8 Review Monthly Reports of all SAC members
 - 3.2.2.2.9 Complete Monthly Report to be reviewed by the Director
 - 3.2.2.2.10 In the event that the SAC Director can no longer fulfill their responsibilities, the Project Manager is to assume the Director's role in an interim capacity until the next regular meeting of SAC. At this meeting, SAC will take part in the following procedure:

- 3.2.2.2.10.1 There will be an anonymous vote of confidence to determine whether the Project Manager is fit to fulfill the Director's responsibilities.
- 3.2.2.2.10.2 If there is a simple majority in favor of the Project Manager assuming the position of Director, it will be in effect immediately and SAC will decide whether to redistribute the Project Manager's responsibilities or begin the hiring process outlined in section 3.1.2. If the vote is not in favor of the Project Manager assuming the position of Director, SAC will then elect a SAC member to assume the role of Director.
- 3.2.2.2.10.3 The Project Manager may decline to assume the position of Director and if so, SAC will then elect a current SAC member to assume the role of Director.

3.2.3 Student Cabinet Coordinator

3.2.3.1 Purpose

- 3.2.3.1.1 Coordinate the hiring and appointment of Student Cabinet members to key campus committees and provide students and committee chairs with support to fulfill responsibilities and maintain effective communication

3.2.3.2 Responsibilities

- 3.2.3.2.1 The Cabinet Coordinator shall be the liaison between SAC and the Student Cabinet
- 3.2.3.2.2 Monitor the performance of each Student Cabinet Representative
- 3.2.3.2.3 Work with the Student Fee Board Coordinator to convene a hiring committee that will select applicants for the Student Cabinet and Student Fee Board who best fulfill the requirements and preferred skills described in the employee manual
- 3.2.3.2.4 Read reports sent by student cabinet members and put them into the SAC shared drive in the Cabinet Coordinator folder
- 3.2.3.2.5 Designate a Cabinet member to take Cabinet meeting minutes to record oral reports, discussions, and attendance
- 3.2.3.2.6 Fill out quarterly performance and attendance evaluations for each cabinet member and store them in the SAC shared drive
- 3.2.3.2.7 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

- 3.2.3.2.8 Report concerns regarding any student member's performance to the SAC Director, Program Manager and/or the Director of SLMP
- 3.2.3.2.9 When a member resigns during the school year, replenish the vacancy in a timely manner, preferably from within the student leadership team
- 3.2.3.2.10 Connect the person who takes over the vacancy with the committee chair and help in any way possible to smooth the transition
- 3.2.3.2.11 Cabinet meetings are to be held at least twice per quarter and may occur at regular SAC meetings
- 3.2.3.2.12 Send out a reminder for reports approximately 10 days before the meeting. Cabinet members should be strongly encouraged to submit their reports more than one week in advance of the meeting
- 3.2.3.2.13 Send out a meeting reminder 2-3 days before the meeting.
- 3.2.3.2.14 Draft meeting agendas
- 3.2.3.2.15 Report the Student Cabinet's activities to the ASNSCC at SAC's open forum meeting
- 3.2.3.2.16 Submit a monthly report of activities to the Project Manager

3.2.4 Student Fee Board Coordinator

3.2.4.1 Purpose

- 3.2.4.1.1 Train, support, and coordinate the Student Fee Board in fee allocation processes. Ensure that the General Fund (GF), Service and Activities Fees (S&A), and Universal Technology Fees (UTF) are allocated appropriately

3.2.4.2 Responsibilities

- 3.2.4.2.1 Chair the Student Fee Board (SFB)
- 3.2.4.2.2 Work with the Student Cabinet Coordinator to convene a hiring committee that will select applicants for the Cabinet and Fee Board that best fulfill the requirements and preferred skills described in the employee manual
- 3.2.4.2.3 Work with staff advisors to administer the legal processes that guide the annual allocation of student fees
- 3.2.4.2.4 Hold SFB members accountable for carrying out their responsibilities in a professional and timely manner
- 3.2.4.2.5 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

- 3.2.4.2.6 Facilitate, plan, and prepare all materials needed to run weekly Fee Board meetings
- 3.2.4.2.7 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
- 3.2.4.2.8 Coordinate the annual S&A and UTF allocation.
- 3.2.4.2.9 Ensure the maintenance of the Student Fee Board webpage, its accuracy, and its weekly updates including meeting minutes, announcements and other pertinent information.
- 3.2.4.2.10 Maintain a database of all funding requests (both approved and denied) including notes that may be helpful to future Student Fee Board Coordinators
- 3.2.4.2.11 Work with campus business department personnel to update and revise all forms, monitor budget and other activities as needed
- 3.2.4.2.12 Regularly report SFB activities to the SAC
- 3.2.4.2.13 Attend or appoint a designee to attend all Student Cabinet meetings
- 3.2.4.2.14 Submit a monthly report of activities to the Project Manager
- 3.2.5 Communications Specialist Team
 - 3.2.5.1 Purpose
 - 3.2.5.1.1 Effectively using various forms of media, communicate publicly the activities of Student Leadership to the ASNSCC, faculty, staff, and administration.
 - 3.2.5.2 Responsibilities
 - 3.2.5.2.1 The following areas of responsibility shall be divided among the Communications Team (including the Lead) prior to the commencement of fall quarter.
 - 3.2.5.2.2 Online Communications
 - 3.2.5.2.2.1 Create regular timelines and due dates for written material that is needed from other members of the Communications Team to ensure timely delivery of information
 - 3.2.5.2.2.2 Communicate all timelines and due dates to Communications Team Lead
 - 3.2.5.2.2.3 SAC website content
 - 3.2.5.2.2.4 Maintain and promote the use of SAC electronic communications such as Facebook, Twitter, and the NSCC textbook exchange website.

- 3.2.5.2.2.5 Monitor and respond to user feedback and comments on the SAC webpage and forum.
- 3.2.5.2.2.6 Work with college IT Services and Public Relations staff to ensure that webpages are adequately maintained and enhancements are implemented as needed and in a timely manner
- 3.2.5.2.2.7 Identify and suggest improvements that enhance usability and increase site traffic.
- 3.2.5.2.2.8 Submit a monthly report of activities to the Project Manager

3.2.5.2.3 Public Relations and Marketing

- 3.2.5.2.3.1 Create regular timelines and due dates for written material that is needed from other members of the Communications Team to ensure timely delivery of information
- 3.2.5.2.3.2 Communicate all timelines and due dates to the Communications Team Lead
- 3.2.5.2.3.3 Maintenance of SAC bulletin boards
- 3.2.5.2.3.4 Update SAC RSS feed
- 3.2.5.2.3.5 Create promotional materials and ensure their visibility throughout campus
- 3.2.5.2.3.6 Submit a monthly report of activities to the Project Manager

3.2.5.2.4 SAC Newsletter

- 3.2.5.2.4.1 Create regular timelines and due dates for written material that is needed from other members of the Communications Team to ensure timely delivery of information
- 3.2.5.2.4.2 Communicate all timelines and due dates to the Communications Team Lead
- 3.2.5.2.4.3 Create a SAC newsletter, to be published consistently, which will inform the ASNSCC, faculty, staff, and administration of Student Leadership activities and news.
 - 3.2.5.2.4.3.1 The frequency of the newsletter is to be decided upon by the communications team prior to the commencement of fall quarter.
- 3.2.5.2.4.4 Submit a monthly report of activities to the Project Manager

3.2.6 Communications Team Lead

3.2.6.1 The Communications Team Lead is to be selected from the members of the Communications Team by the SAC Director, Project Manager, and Advisor before the commencement of fall quarter.

3.2.6.2 Purpose

3.2.6.2.1 Lead the communications team to complete quality work in a timely manner, ensuring that publications are released on time with the ultimate goal of communicating publicly the activities of Student Leadership to the ASNSCC, faculty, staff, and administration.

3.2.6.3 Responsibilities

3.2.6.3.1 Delegate areas of responsibility among the Communications Team. These responsibilities are outlined in section 3.2.5.2.

3.2.6.3.2 The Communications Team Lead is considered a member of the Communications Team and is responsible for one area of responsibility as outlined in section 3.2.5.2.

3.2.6.3.3 Meet with the Project Manager every other week to communicate the Communication Team's collective timeline and due dates

3.2.6.3.4 Submit a monthly report of activities to the Project Manager

3.2.7 Research and Advocacy Coordinator

3.2.7.1 Purpose

3.2.7.1.1 Organize activities to gather feedback from the ASNSCC and others to provide guidance to SAC in decision making when advocating for student needs

3.2.7.2 Responsibilities

3.2.7.2.1 Monitor, record, track, and respond to student suggestions in the Student Suggestion Box

3.2.7.2.2 Meet with students on a one-to-one basis about specific issues

3.2.7.2.3 Initiate surveys, focus groups, and open forums to analyze and assess ASNSCC opinion on current issues and student needs

3.2.7.2.4 Develop proposals, initiatives, and referendums on behalf of and in conjunction with SAC and the ASNSCC

3.2.7.2.5 As campus and student needs evolve, develop referendums and proposals to be presented to the administration of NSCC and the Seattle District Board of Trustees as an effort to change outdated school policy.

3.2.7.2.6 Study, review, maintain, edit and propose amendments, as necessary, to the Constitution and Bylaws of the ASNCC.

3.2.7.2.6.1 The Research and Advocacy Coordinator must be intimately familiar with NSCC and Seattle Community Colleges District policies

3.2.7.2.6.2 Submit a monthly report of activities to the Project Manager

3.2.8 Clubs and Volunteer Coordinator

3.2.8.1 Purpose

3.2.8.1.1 Oversees all aspects of fostering and maintaining student participation in volunteer activities and clubs

3.2.8.2 Responsibilities

3.2.8.2.1 Provide the training and support needed to ensure that club members and volunteers remain active and successful in completing their individual and collective goals

3.2.8.2.2 Foster awareness, visibility, and collaboration among all student groups in ways that help create a culturally diverse and welcoming campus climate

3.2.8.2.3 Advise, train, and support student clubs and club leaders in following campus, district, and statewide policies and procedures

3.2.8.2.4 May assist clubs with activities such as budget planning, member recruitment, retention, and goal setting

3.2.8.2.5 Support club advisors by organizing activities such as orientations, training sessions and maintaining regular face-to-face and electronic communications

3.2.8.2.6 Monitor club and student organization budgets.

3.2.8.2.7 Facilitate and review a monthly club report from each club to verify active status and confirm funding eligibility

3.2.8.2.8 Assist in coordinating, promoting and recruiting students to participate in workshop and leadership development activities

3.2.8.2.9 Promote the formation of new clubs

3.2.8.2.10 Facilitate and ensure ongoing communication and collaboration among all student groups

3.2.8.2.11 Plan, coordinate and facilitate regular volunteer and club meetings

3.2.8.2.12 Monitor, track, and report club membership and participant rates

3.2.8.2.13 Identify, organize and promote student volunteer opportunities

3.2.8.2.14 Submit a monthly report of activities to the Project Manager

3.3 Meetings

- 3.3.1 SAC members must attend all meetings, work sessions, and special meetings
- 3.3.2 Only a SAC member or official SAC Advisor can generate an agenda item
- 3.3.3 All meetings will be held on regular instructional days on the NSCC campus, except in the event of disruption of the normal educational process affecting instructional days
- 3.3.4 If a member consistently misses meetings without approval, refer to section 3.1.4 relating to reprimand procedures
- 3.3.5 Minutes of all SAC meetings will be taken by a SAC member or designee
- 3.3.6 Meetings of SAC shall be conducted according to the Robert's Rules of Order, or other meeting rules adopted by the current SAC Director at the beginning of fall Quarter
- 3.3.7 Members who are absent from or tardy to meetings will be responsible for reviewing the meeting minutes outside of the regular meeting time
- 3.3.8 Quorum
 - 3.3.8.1 A meeting at which a vote is required must have no fewer than five (5) student members in attendance
 - 3.3.8.2 A vote will pass with two-thirds (2/3) majority of all present voting members
- 3.3.9 Business and Work Session Meetings
 - 3.3.9.1 Business and Work Session meetings shall be held
 - 3.3.9.1.1 Twice per week during fall, winter, and spring quarters
 - 3.3.9.1.2 Not at all during the week of finals
 - 3.3.9.1.3 Specific meeting times and days shall be decided at the beginning of each quarter and are at the discretion of the SAC Director or Advisor
 - 3.3.9.1.4 All meetings of SAC shall be open to the ASNSCC in accordance with the Open Public Meetings Act Chapter 42.30 RCW.
 - 3.3.9.1.5 Any person may speak at any SAC meeting
 - 3.3.9.1.6 No member of ASNSCC shall be required to fulfill any condition in order to attend
 - 3.3.9.1.7 In the event that misconduct by any ASNSCC member in attendance renders the orderly process of business unfeasible, such persons may be expelled from the meeting
 - 3.3.9.2 Open Forum Meetings
 - 3.3.9.2.1 At least one open forum meeting, accessible to all of ASNSCC without specific invitation, shall be held once a quarter
 - 3.3.9.2.2 Additional open forum meetings can be held at the discretion of SAC
 - 3.3.9.3 Special Meetings
 - 3.3.9.3.1 Special meetings are not open to the ASNSCC.

3.3.9.3.2 Special meetings are held to discuss items of a sensitive nature that include but are not limited to:

3.3.9.3.2.1 Hiring

3.3.9.3.2.2 Complaint and impeachment hearings for SAC members

3.3.9.3.2.3 Other undefined special meetings may be called by the SAC Director or by a majority of the members of the SAC with two instructional days' notice except on any finals day for each quarter

3.3.9.4 Work Training Meetings

3.3.9.4.1 Work training meetings are held at the discretion of the Director of SLMP or the SAC Director

3.3.9.4.2 Work training meetings are not open to the public

3.3.9.5 Special Elections

3.3.9.5.1 Special Elections may be called to put any Initiative or Referendum to a general vote of the ASNSCC

3.3.9.5.2 No Special Election shall be called during Summer Quarter.

3.3.9.5.3 No Special Election shall be held during finals week of any quarter

3.3.9.5.4 There shall not be more than one Special Election in any one quarter

3.3.9.5.5 No Special Election shall be held within the first 10 instructional days of any quarter

3.3.9.6 Resolutions

3.3.9.6.1 A resolution is a statement of SAC's position on some matter of relevance

3.3.9.6.2 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

3.3.9.6.3 Require a simple majority vote of the SAC

3.3.9.7 Initiatives

3.3.9.7.1 An initiative is defined as a call from the ASNSCC for a general vote of SAC on any issue

3.3.9.7.2 Initiatives shall be called for by a petition containing no less than 250 student signatures

3.3.9.7.3 Petitions must contain the exact language of the proposed action when filed

3.3.9.7.4 Initiatives must be worded so as to be a question answerable as either "yes" or "no"

3.3.9.7.5 The proposed action must be within the authority of SAC to execute

- 3.3.9.7.6 No petition may be amended once filed.
- 3.3.9.8 Referendums
 - 3.3.9.8.1 Referendums are defined as calls from SAC for a special vote of the ASNSCC
 - 3.3.9.8.2 A referendum shall be generated by or through SAC and require a reading at two successive Business meetings of SAC
 - 3.3.9.8.3 Referendums must be worded so as to be a question answerable by “yes” or “no”
 - 3.3.9.8.4 Referendums must be within the authority of SAC to execute
 - 3.3.9.8.5 No Referendum may be amended after its second reading by SAC

4 FEE BOARD

4.0 Purpose and Organization

- 4.0.1 Evaluate and administer requests for student funds including the Service and Activity Fees, Universal Technology Fees and Student General Funds as well as the rollover accounts from these funds
- 4.0.2 Annually develop a budget recommendation for the use of Service and Activity Fees and submit to campus administration and Board of Trustees for approval.
- 4.0.3 Annually administer the Universal Technology Fees
- 4.0.4 Monitor and assess programs that receive Service and Activities Funds to ensure that student needs are prioritized and met through these programs.
- 4.0.5 Fee Board members shall be paid an hourly wage which must not drop below ten dollars and eighty-three cents (\$10.83) per hour and may be increased in the spring for the following year at the Fee Board’s discretion

4.1 Membership

- 4.1.1 All Fee Board committees must contain a two-thirds (2/3) student majority
- 4.1.2 Voting Members:
 - 4.1.2.1 Student Fee Board Coordinator, from the Student Administrative Council (SAC)
 - 4.1.2.2 A minimum of six students including the Fee Board Coordinator
 - 4.1.2.3 For Annual Universal Technology Fee Process
 - 4.1.2.3.1 Two faculty (one representing Transfer, one representing Professional Technical programs)
 - 4.1.2.4 For Annual Service and Activity Fee Budget Development Process:
 - 4.1.2.4.1 One college employee, which can come from faculty, classified or administration
- 4.1.3 Non-Voting Members:
 - 4.1.3.1 For Annual Universal Technology Fee Process
 - 4.1.3.1.1 Director of Information Technology
 - 4.1.3.2 For Annual Service and Activity Fee Budget Development Process

4.1.3.2.1 Program Coordinator, Student Leadership and Multicultural Programs

- 4.1.4 The Student Fee Board provides equal opportunity to all and does not discriminate on the basis of race, sex, color, religion, sexual orientation, gender, national origin, age, marital status or the presence of any physical, sensory, or mental disability.

4.2 Prerequisites

- 4.2.1 For prerequisites, refer to section 3.1.1

4.3 Selection Process

- 4.3.1 During hiring drives, candidates shall submit an application to the SLMP Office
- 4.3.2 Candidates will be required to interview before a hiring committee consisting of no fewer than: two (2) current members of the SAC, one (1) faculty or staff member, and one (1) SAC Advisor or designee and must contain a two-thirds (2/3) student majority
- 4.3.3 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

4.4 Responsibilities of All Members

- 4.4.1 Abide by the ASNSCC Constitution and follow the rules and procedures outlined in these Bylaws
- 4.4.2 Attend all regular and special meetings of the SFB
- 4.4.3 Perform all necessary duties as identified and delegated by SFB Coordinator.
- 4.4.4 Perform all duties as outlined in SFB procedures
- 4.4.5 At all times, demonstrate professionalism, teamwork and personal integrity
- 4.4.6 Study, analyze and evaluate budget requests
- 4.4.7 Research and familiarize self with programs that submit budget requests
- 4.4.8 Develop allocation recommendations for the Service and Activity Fees budget

4.5 Termination

- 4.5.1 For termination procedures, refer to Section 3.1.4
- 4.5.1.1 Where Section 3.1.4 reads "SAC Director" it should read "Student Fee Board Coordinator" and therefore transfers respective duties from the Director to the Coordinator. Complaints against the Fee Board Coordinator should be brought to SAC.

4.6 Vacancies

- 4.6.1 In the event of a vacancy due to resignation or termination, the Student Fee Board 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:
- 4.6.1.1 Availability of qualified nominees

- 4.6.1.2 Current workload of the Student Fee Board
- 4.6.1.3 The timing of the vacancy in relation to the academic year
- 4.6.1.4 Whether the SFB meets the minimum membership requirement
- 4.6.1.5 The Student Fee Board's decision to either hire or redistribute duties shall be made at the first meeting following notification of an upcoming vacancy.
- 4.6.1.6 If the Student Fee Board chooses to hire a new member, SAC will select the new member from the Student Cabinet.

4.7 Meetings

- 4.7.1 SFB members are required to attend twice weekly meetings fall through spring quarters.
- 4.7.2 All quarterly weekly meetings will be held on regular instructional days.
- 4.7.3 If a member consistently misses meetings without approval, refer to Section 3.1.4, relating to reprimand procedures
- 4.7.4 Minutes of all SFB meetings will be taken by a member of the SFB or designee
- 4.7.5 SFB meetings shall be conducted according to the Robert's Rules of Order or other meeting rules adopted by the current SFB
- 4.7.6 Quorum
 - 4.7.6.1 A meeting in which a vote is required must have no fewer than five (5) student members in attendance
 - 4.7.6.2 A vote will pass with a simple majority of all present voting members
- 4.7.7 Minutes/Documentation
 - 4.7.7.1 Meetings and all official decisions and recommendations of the SFB must be documented, archived, and publicly available
- 4.7.8 Meeting times shall be established and communicated to applicants prior to hiring to allow students to determine whether they can commit to completing their term. Reasonable accommodations may be made to adjust changing schedules for unanticipated and unavoidable schedule demands.

4.8 Programs

- 4.8.1 Programs provide services to the ASNSCC and to the college as a whole
- 4.8.2 Programs have paid staff workers
- 4.8.3 Programs must have set, posted office hours
- 4.8.4 All programs receiving S&A Fees must maintain financial records to be reconciled against the district budget status summary
- 4.8.5 All program managers must report to the Student Fee Board on a quarterly basis by submitting a budget report
- 4.8.6 Programs will be given a five percent (5%) budget overage allowance up to a maximum of five thousand dollars (\$5,000.00) before funds are suspended
- 4.8.7 Upon a one percent (1%) overage, program managers will be notified and must submit a new request to the Student Fee Board to compensate for reasonably foreseeable budget overages.

5 STUDENT CABINET

5.0 Purpose

- 5.0.1 The Student Cabinet exists to ensure that students consistently serve an active and meaningful role in the work and decisions of all college-standing committees. Through the committees, student leaders can improve the campus's responsiveness to student needs and desires, and thereby contribute to college governance.
- 5.0.2 The Student Cabinet consists of eligible members of the ASNSCC who sit on committees at the beginning of each academic year to serve a term of one academic year
- 5.0.3 SAC coordinates the necessary support and training to the student cabinet to enable them to fulfill the responsibilities of their positions
- 5.0.4 The Student Cabinet supports SAC initiatives
- 5.0.5 The Student Cabinet Coordinator oversees and evaluates the performance of student representatives and Cabinet training and structure
- 5.0.6 The Student Cabinet works as an intermediary between SAC and committees
- 5.0.7 The Student Cabinet Coordinator works as an intermediary between SAC and Student Cabinet members
- 5.0.8 The Student Cabinet Coordinator is responsible for dealing with resignation, termination and the replacement of student representatives for the committees

5.1 Organization

- 5.1.1 The Student Cabinet, with SAC, consists of a body of students who act as ASNSCC representatives on various NSCC committees. These committees include, but are not limited to, the following:
 - 5.1.1.1 Budget Planning Team
 - 5.1.1.2 Capital Projects Steering Committee
 - 5.1.1.3 Curriculum and Academic Standards Committee
 - 5.1.1.4 Chancellors Sustainability Committee
 - 5.1.1.5 College Council; E-TAC
 - 5.1.1.6 Health & Safety
 - 5.1.1.7 Space Allocation
 - 5.1.1.8 Sustainability
 - 5.1.1.9 Tutoring Advisory Committee
 - 5.1.1.10 Strategic Enrollment Management
- 5.1.2 Cabinet members shall be paid an hourly wage which must not drop below ten dollars and eighty-three cents (\$10.83) per hour and may be increased during spring quarter for the following year at the Fee Board's discretion.

5.2 Membership

- 5.2.1 The Student Cabinet provides equal opportunity to all and does not discriminate on the basis of race, color, sex, religion, sexual orientation, gender, national origin, age, marital status or the presence of any physical, sensory, or mental disability.

- 5.2.2 The Student Cabinet may contain no fewer than six (6) members, including the Cabinet Coordinator.
- 5.2.3 Prerequisites
 - 5.2.3.1 For prerequisites, refer to section 3.1.1
- 5.2.4 Selection Process
 - 5.2.4.1 Student cabinet members are hired annually for a term of one academic year
 - 5.2.4.2 During hiring drives, candidates shall submit an application to the SLMP Office
 - 5.2.4.3 Candidates will be required to interview before a hiring committee consisting of no less than: two (2) SAC members including the Cabinet Coordinator, one (1) faculty or staff member, and one (1) SAC Advisor or designee and must contain a two-thirds (2/3) student majority
 - 5.2.4.4 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.

5.3 Responsibilities of All Members

- 5.3.1 For Student Cabinet Coordinator responsibilities, refer to section 3.2.3 of these Bylaws
- 5.3.2 Maintain regular communication with fellow Cabinet Members, Committee Chairs, and the Cabinet Coordinator.
- 5.3.3 All Cabinet members must attend all Cabinet meetings and arrive on time. Missing a Committee or Cabinet meeting without notifying the Cabinet Coordinator or Committee Chair in advance may result in dismissal. All Cabinet members are expected to be prepared to present their report orally each meeting. When a committee does not meet during the month, the student is still required to attend the Cabinet meeting.
- 5.3.4 All Cabinet members are strongly encouraged to attend the SAC open forum meetings held at least once per quarter. Each Cabinet member will be required to give one oral report per year at these meetings to the student body summarizing the work of the committee s/he represents. When a cabinet member cannot attend the meeting, he/she must let the Cabinet Coordinator know in advance.
- 5.3.5 All Cabinet members must submit their reports one week before every Cabinet meeting. The reports shall follow the template provided. The reports shall be clearly composed and submitted electronically to the Cabinet Coordinator. The reports shall provide true and unbiased information about the most recent committee meeting. Failure to submit a report on time more than three times throughout the year without approval from the Cabinet Coordinator may result in dismissal.

- 5.3.6 All Cabinet members are to collaborate with other members and SAC when necessary.
- 5.3.7 At all times, demonstrate professionalism, teamwork, and personal integrity

5.4 Termination

- 5.4.1 For termination procedures, refer to section 3.1.4
 - 5.4.1.1 Where section 3.1.4 reads “SAC Director,” it should read “Student Cabinet Coordinator” and therefore transfers respective duties from the Director to the Student Cabinet Coordinator.

5.5 Vacancies

- 5.5.1 In the event of a vacancy due to either resignation or termination, the Student Cabinet reserves the right to either hire a new member, or simply 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
 - 5.5.1.1 Availability of qualified nominees
 - 5.5.1.2 Current workload of the Student Cabinet
 - 5.5.1.3 Number of Committees left unattended
 - 5.5.1.4 Timing of the vacancy in relation to the academic year
 - 5.5.1.5 Whether the cabinet meets the minimum number of members
- 5.5.2 SAC will decide to hire or redistribute duties at the first SAC meeting following notification of an upcoming vacancy
- 5.5.3 If SAC chooses to hire a new member, the same procedure shall be followed as is outlined in section 3.1.2 or SAC shall appoint a new Cabinet member from the Student Fee Board or SAC.

6 STUDENT CLUBS

6.0 Clubs

- 6.0.1 A club shall be defined as a group of ten (10) or more currently active students with a common interest and a faculty or staff advisor as verified by a member application.
- 6.0.2 Clubs whose active membership drops below five (5) can still operate and be officially recognized by NSCC, but will no longer be eligible for funding.
- 6.0.3 Clubs may be recreational, social, or educational in nature and shall provide a service to the ASNSCC.
- 6.0.4 Clubs must be open to all students of the ASNCC and must not exclude or discourage membership of any member of the ASNSCC on the basis of race, color, religion, sexual orientation, gender, national origin, sex, age, marital status or the presence of any physical, sensory, or mental disability.
- 6.0.5 All ASNSCC clubs must be recognized by the SAC to operate on campus.
- 6.0.6 All clubs must hold membership drives at least once quarterly.
- 6.0.7 All funded clubs must have a faculty or staff advisor.

6.0.8 All funded clubs must have a completed application form on file with the SAC Student Clubs and Volunteer Coordinator.

6.0.9 All organizations receiving S&A Fees must maintain (or appoint a designee to maintain) financial records to be reconciled against the District budget status summary.

6.1 Penalties

6.1.1 Any club's recognition and/or funding may be denied or revoked for failure to meet the general requirements outlined in this document, or for violation of Seattle District Policies and Procedures or local, state or federal laws.

7 SEVERABILITY AND SUPERCEDEENCE

7.0 If any portion of this document is proved invalid and unenforceable, all other portions of this document shall be held valid and enforceable.

7.1 This document supersedes and nullifies any provision in all prior bylaws and other rules not established by a superior agency, which regulates the recognized student governmental organization.