

# BYLAWS

*Amended 5/23/23*

# ASCC BYLAWS

Table of Contents

[**Article I – ASCC Student Government 4**](#_Toc75429480)

[Section 1 – Purpose 4](#_Toc75429481)

[Section 2 – Membership 4](#_Toc75429482)

[Section 3 – Authority 4](#_Toc75429483)

[Section 4 – Assumption of Duties 4](#_Toc75429484)

[Section 5 – Student Government Members Qualifications 4](#_Toc75429485)

[Section 6 – Compensation 5](#_Toc75429486)

[Article II – Meetings 5](#_Toc75429487)

[Article III – Voting 6](#_Toc75429488)

[Article IV– Standing Committees 6](#_Toc75429489)

[Section 1 – Services & Activities (S&A) Fee Committee 6](#_Toc75429490)

[Section 2 – ASCC Student Government Budget Committee 7](#_Toc75429491)

[Section 3 – Appointments Committee 7](#_Toc75429492)

[Article V – Ad Hoc Committees 8](#_Toc75429493)

[Section 1 – ASCC Constitution and Bylaws Review Committee 8](#_Toc75429494)

[Section 2 – Dispute Resolution Committee 8](#_Toc75429495)

[Section 3 – Judicial Review Committee 9](#_Toc75429496)

[Article VI – ASCC Chartered Clubs 9](#_Toc75429497)

[Section 1 – Chartering Requirements 9](#_Toc75429498)

[Section 2 –Funding 10](#_Toc75429499)

[Section 3 – Advisors 10](#_Toc75429500)

[Section 4 – Rights, Responsibilities, and Discipline of Clubs 10](#_Toc75429501)

[Section 5 – Training 10](#_Toc75429502)

[Article VII – ASCC Programs 10](#_Toc75429503)

[Section 1 – New Program Requirements 10](#_Toc75429504)

[Section 2 – Funding 11](#_Toc75429505)

[Section 3 – Program Directors 11](#_Toc75429506)

[Section 4 – Training 11](#_Toc75429507)

[Article VIII – Appointments 11](#_Toc75429508)

[Section 1 – Standard Filing Process for ASCC Student Government Positions 11](#_Toc75429509)

[Section 2 – Appointments of ASCC Student Government 11](#_Toc75429510)

[Section 3 – Appointments to Committees 12](#_Toc75429511)

[Article IX – Removal from Office 13](#_Toc75429512)

[Section 1 – Probation 13](#_Toc75429513)

[Section 2 – Suspension 13](#_Toc75429514)

[Section 3 – Dismissal 14](#_Toc75429515)

[Section 4 – Judicial Review 14](#_Toc75429516)

[Article X – Resignation 14](#_Toc75429517)

[Article XI - Vacancies 15](#_Toc75429518)

[Article XII – Finances 15](#_Toc75429519)

[Article XIII – Initiatives and Referenda 16](#_Toc75429520)

[Section 1 – Initiatives 16](#_Toc75429521)

[Section 2 – Referenda 16](#_Toc75429522)

[Article XIV - Suspended Operations 16](#_Toc75429523)

[Article XV– Amendments 16](#_Toc75429524)

[Section 1: Grammar, Spelling and Punctuation 16](#_Toc75429525)

[Section 2: House-Keeping Revisions 16](#_Toc75429526)

[Section 3: Amendments 17](#_Toc75429527)

[Article XVI – Adoption and Implementation 17](#_Toc75429528)

[Section 1 – Club Handbook 17](#_Toc75429529)

[Section 2 – ASCC Financial Code 17](#_Toc75429530)

[Section 3 – Budget Handbook 18](#_Toc75429531)

[Article XVII – Definition of Terms 18](#_Toc75429532)

## **ASCC Bylaws**

*These ASCC Bylaws outline the organizational structure, membership responsibilities, and operating procedures of the Associated Students of Clark College (ASCC) Student Government, the governing body of the ASCC, ASCC committees, clubs, and programs.*

## **Article I – ASCC Student Government**

### **Section 1 – Purpose**

The purpose of the ASCC Student Government is to function as a voice for the concerns and/or interests of students at Clark College and manage, direct, and monitor all the activities, policies, and procedures of the ASCC.

### **Section 2 – Membership**

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

-President

-Vice President

-Club Coordinator

-Finance Director

-Civics and Sustainability Director

-Student Relations and Promotions Coordinator

-Executive Assistant

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

### **Section 3 – Authority**

As defined in the Constitution, all legislative powers herein granted will be vested in the ASCC Student Government. 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 Student Government officers assume their full responsibilities and duties as determined by the ASCC Student Government Employment Contract.

### **Section 5 – Student Government Members Qualifications**

It will be the responsibility of the ASCC Student Government members to:

1. Maintain the academic requirements for holding office during each academic quarter, except summer:
2. Be currently enrolled in eight (8) credits or more at Clark College.
3. Possess a 2.50 cumulative grade point average at Clark College.
4. Have completed a minimum of twelve (12) college level credits at Clark College at the time of application.
	1. Completed credits are defined as grade of A, B, C, D, S, or P on each class counted toward the eight (8) credit hour requirement.
	2. 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 Student Government. Incompletes must be completed within the quarter following the incomplete grade.

1. Abide by all terms and conditions of the ASCC Student Government Employment Contract. Position duties and responsibilities are available online at [www.clark.edu/student-life](http://www.clark.edu/student-life) as well as on file in the Office of Student Life.

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### **Section 6 – Compensation**

Upon satisfactory completion of the responsibilities outlined in the ASCC Student Government Employment Contract members of the ASCC Student Government will receive compensation in the form of an hourly wage paid twice a month.

## **Article II – Meetings**

Regular meetings of ASCC Student Government will be open to the public unless an Executive Session is convened by the ASCC President for any reason allowed under the Open Public Meetings Act (RCW 42.40.110).

1. All meetings of the ASCC Student Government and Services & Activities Fee Committee will be conducted according to the provisions of the Open Public Meetings Act, Chapter 42.30 RCW.
2. The regular meetings of the ASCC Student Government will commence the second week of each quarter during fall, winter, and spring quarters.
3. The ASCC Student Government will meet on a weekly basis at an appointed time throughout fall, winter, and spring quarter except during finals week. Specific days and times will be posted in the Office of Student Life and on the Clark website.
4. Special meetings may be called at the request of the ASCC President.
5. Minutes will be recorded by the ASCC Executive Assistant and will be posted for review in the Office of Student Life and on the Clark website.
6. The rules of Parliamentary Procedure as contained in Robert’s Rules of Order, Newly Revised, will be a guideline for the ASCC Student Government and ASCC Committees in all cases to which they are applicable and not inconsistent with the ASCC Constitution and Bylaws, or any special rules of order as determined by the ASCC Student Government or Clark College.

## **Article III – Voting**

* 1. All items will be passed with a simple majority vote, unless otherwise specified.
	2. The Committee Chair may vote, only if their vote changes the outcome.
	3. All items submitted before the ASCC Student Government will be passed by a simple majority vote, unless otherwise stated within the ASCC Constitution for exceptional circumstances.
	4. Committee chairs may only vote to break a tie in the deliberation of an item.
	5. The Executive Assistant shall hereby be granted voting powers on all ASCC Student Government matters unless otherwise specified in the ASCC Bylaws and its respective Committees.

## **Article IV– Standing Committees**

Standing Committees will convene each year and meet regularly at designated times.

### **Section 1 – Services & Activities (S&A) Fee Committee**

1. Membership:
2. Voting Chair, appointed by the S&A Fee Committee
3. ASCC Finance Director, voting member.
4. Six (6) students-at-large, voting members, who may not be a member of the ASCC Student Government appointed by the ASCC Vice President.
5. One (1) Clark College faculty member, voting member, who may not be an ASCC Program Director, appointed by the Vice President of Instruction.
6. Director of Business Services or designee, voting member.
7. Director of Student Life, non-voting, advisory member.
8. Responsibilities:
9. Develop and recommend the Services and Activities (S&A) Fee Budget for approval by the Clark College Board of Trustees.
10. The Financial Code will be the official policies and procedures manual for the S&A Fee Committee.

### **Section 2 – ASCC Student Government Budget Committee**

1. Membership:
2. ASCC Finance Director, Chair, non-voting.
3. ASCC Student Government: President, Vice President, Club Coordinator, Student Relations and Promotion Coordinator, Civics and Sustainability Director, and Executive Assistant, voting members.
4. Responsibilities:
5. Review and approve one-time funding requests submitted by the annual deadline.
6. The ASCC Financial Code will be the official policies and procedures manual for the ASCC Student Government Budget Committee.

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

1. Membership is comprised of the following voting members:
2. ASCC Vice President or designee from the ASCC (appointed by ASCC Student Government), Chair.
3. Four (4) students at-large, who may not be a candidate for any ASCC Student Government position or a member of the ASCC Student Government, appointed by the ASCC Vice President and approved by the Director of Student Life. There may not be more than one representative from any one student club or program.
4. ASCC President or designee from the ASCC Student Government.
5. One (1) member of the ASCC Student Government who is not a candidate for any ASCC Student Government position, may also sit on the Appointments Committee if they so desire.
6. The Director of Student Life.
7. A faculty or staff advisor, appointed by ASCC Student Government.
8. Responsibilities:
9. Establish rules and regulations necessary for the administration of appointments.
10. Assist the ASCC Appointment Committee Chair in running all official ASCC Student Government appointments.
11. Support and enforce the policies and procedures outlined in the Bylaws.
12. Oversee appointments.
13. Meet as needed to complete appointments in a timely matter, as outlined by the ASCC Vice President and Director of Student Life
14. The ASCC Bylaws will be the official policies and procedures manual for the ASCC Appointments Committee.
15. Any person applying for or reapplying for a position in ASCC Student Government may not sit on the Appointments Committee under any circumstances. In the event the ASCC President or Vice President reapply for Student Government positions, the ASCC Student Government will appoint a designee from their group.

## **Article V – Ad Hoc Committees**

Ad Hoc Committees are committees formed, arranged, or done for a particular purpose only. The committees below do not have regularly scheduled meetings but meet as needed.

### **Section 1 – ASCC Constitution and Bylaws Review Committee**

1. Membership:
2. ASCC Vice President, Chair.
3. ASCC President, voting member.
4. Two (2) additional ASCC Student Government members, voting members, appointed by the ASCC Vice President.
5. Three (3) students-at-large, appointed by the ASCC Vice President.
6. Faculty/Staff member, non-voting advisory member, selected by the committee.
7. Responsibilities:
8. Reviewing and proposing amendments or revisions to the ASCC Constitution and Bylaws.
9. Meet as deemed necessary by the committee chair or ASCC Student Government.

### **Section 2 – Dispute Resolution Committee**

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

### **Section 3 – Judicial Review Committee**

1. Membership:
2. Vice President of Student Affairs or designee, Chair.
3. Five (5) students-at-large, selected by the Vice President of Student Affairs and appointed by the ASCC Vice President who have little or no prior knowledge and no bias for or against the grievance, as determined by the Vice President of Student Affairs.
4. Responsibilities:
5. Review upon request and modify, if necessary, any disciplinary action taken against an ASCC Student Government member.
6. Review upon request and modify, if necessary, any action taken against a student representative on any campus committee.
7. Evaluate appeals pertaining to interpretation of the ASCC Constitution and Bylaws, after the ASCC President and ASCC Student Government have evaluated said appeals.
8. Hear appeals of disqualified candidates.
9. Convene only upon the receipt of an officially filed grievance.

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

A Club is an organized group of students with an advisor and statement of purpose that supports the guiding principles of the ASCC Student Government and has met all qualifications for establishing and maintaining a charter. All Clubs must charter according to the procedures as outlined in these Bylaws and the ASCC Club Handbook.

## **Section 1 – Chartering Requirements**

1. Complete a Club Charter application.
2. Select a club name and formulate a statement of purpose.
3. Acquire written commitment from a college employee, not also a student, to serve as Club Advisor.
4. Other requirements as outlined in the ASCC Club Handbook.
5. Submit the Club Charter to the Club Coordinator for review and approval.
6. The Club Coordinator will obtain an approval signature from the Director of Student Life.
7. Clubs which fail to remain active as outlined in the Club Handbook will be considered inactive and their charter withdrawn, and funding withheld.

### **Section 2 –Funding**

Seed funding and Club Service Funding will be provided as set forth in the ASCC Financial Code.

### **Section 3 – Advisors**

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

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

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

### **Section 5 – Training**

All club representatives will attend an orientation meeting with the Club Coordinator and/or Student Life staff.

## **Article VII – ASCC Programs**

A Program is an organized activity provided for students by a Program Director whose budget is submitted for review and approval during the annual budgeting cycle by the ASCC Services & Activities Fee (S&A) Committee and Clark College Board of Trustees.

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

1. The S&A Fee Committee must ensure the proposed activity is in appropriate use of S&A Fees as outlined in the ASCC Financial Code.
2. A study of no less than one academic year must be conducted with an accompanying written report submitted to the S&A Fee Committee. The study will include the potential benefit to students, budgetary 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 club quarterly reports, petition, letters of recommendation, College community input.
3. Endorsement is received from a simple majority of the voting members of the S&A Fee Committee.
4. Approval for the program is given by the Clark College Board of Trustees.

### **Section 2 – Funding**

Program funding is provided as set forth in the ASCC Financial Code. Any budget request not submitted by the deadline provided by ASCC Student Government will not be considered. Budget appeal requests will only be provided to budgets submitted by the deadline.

### **Section 3 – Program Directors**

The role and responsibilities of a Program Director to an ASCC Program is set forth in the “Program Director Job Description” in the ASCC Budget Handbook and Program Director Guidebook.

### **Section 4 – Training**

All Program Directors will attend an orientation meeting with the ASCC Finance Director and/or Student Life staff as needed.

## **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 Student Government Positions**

Officially filing for candidacy for any ASCC Student Government position recognized in these Bylaws, requires the following to be submitted no later than the time and date assigned on the ASCC Student Government Application:

1. A typed qualification statement no less than 250 words and no longer than five hundred words.
2. An ASCC Student Government job application form, including 1-2 references.

### **Section 2 – Appointments of ASCC Student Government**

The ASCC Student Government Appointment Committee appoints the President, Vice President, Club Coordinator, Finance Director, Civics and Sustainability Director, Student Relations and Promotions Coordinator, and Executive Assistant.

Membership:

1. The ASCC Student Government Appointment Committee will be comprised of the following voting members:
2. Outgoing Vice President or designee from the ASCC Student Government (selected by the ASCC Student Government), Chair
3. Four (4) students at-large, who may not be a candidate for any ASCC Student Government position or denied candidate, or a member of the ASCC Student Government, appointed by the ASCC Vice President with approval from the Director of Student Life. There may not be more than one representative from any one student club or program.
4. ASCC President or designee from the ASCC Student Government.
5. One (1) member of the ASCC Student Government that is not a candidate for any ASCC Student Government position, may also sit on the Appointments Committee if they so desire.
6. Director of Student Life, or designee.
7. A faculty or staff advisor, appointed by the ASCC Student Government.
8. Candidate Requirements: All candidates for ASCC Student Government must meet qualifications outlined in Article I, Section 5 and fulfill requirements in Article VIII, Section 1 at time of application.
9. Applications for appointed ASCC Student Government positions will be made available for up to four (4) weeks and will remain open until filled.
10. 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 the position(s) to more applicants. Applications for the re-opened position(s) will be made available to students until filled.
11. Appointments of all ASCC Student Government Positions must be completed by the last business day of spring quarter. If candidates are not found, the ASCC Vacancy Committee will be convened and resume recruitment and filling of vacant roles.
12. 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.
13. If all roles are not filled prior to the first day of fall quarter, ASCC Student Government may convene work with appointed members available and adjust quorum accordingly, while continuing to search for candidates.

### **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 will be made by the ASCC Vice President.

1. The ASCC Vice President will announce openings for student representation on all applicable campus and Tenure Review Committees by the first (first) week of fall quarter.
2. The ASCC Vice President will actively recruit potential committee members.
3. All appointments to campus committees will be reported to the ASCC Student Government by the ASCC Vice President after the Vice President has interviewed and approved the appointment.
4. Appointments to the Appointments Committee and other hiring committees is the only exception to Article VIII, Section 3 C, in that candidates for the Appointments Committee and other hiring committees and complete the Equity in Hiring Training offered by the Office of Diversity, Equity & Inclusion.

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

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

1. Failure to maintain the responsibilities, duties, and/or minimum qualifications of office.
2. Failure to follow policies and procedures outlined in the ASCC Constitution & Bylaws, Club Handbook, or Financial Code.
3. Failure to abide to the terms and conditions of the employment contract.
4. Abusing power of office.
5. Violation of the Code of Student Conduct.

### **Section 1 – Probation**

1. Any ASCC Student Government officer who fails to meet the requirements in Article I, Section 5A or fulfill the job responsibilities in their ASCC Student Government Employment Contract may be placed on probation by the Director of Student Life.
2. The officer placed on probation will meet with the Director of Student Life to draft a plan of compliance.
3. No officer will serve more than one probationary period. Failure to meet probationary period plan of compliance will result in immediate dismissal.
4. 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 Student Government 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**

1. Any officer may be dismissed by a simple majority vote of the ASCC Student Government, with the approval of the Director of Student Life.
2. 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**

1. The Judicial Review Committee will 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 Student Government.
2. All Judicial Review Committee members will 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.
3. Hearings of the Judicial Review Committee reviewing actions taken by the ASCC Student Government against an officer will be closed.
4. The Judicial Review Committee may take testimony, hear oral argument, and consider written statements from the parties.
5. If the Judicial Review Committee finds that an officer has violated the ASCC Constitution or Bylaws, the ASCC Financial Code, or provisions in the ASCC Club Handbook, the Committee may modify or affirm the decision of the ASCC Student Government or impose any sanction it deems appropriate. The final decision of the Judicial Review Committee will follow the ASCC Constitution and Bylaws.
6. Within three (3) weeks of receipt of the appeal, the Committee Chair will provide the parties with the Judicial Review Committee’s written decision which will include an explanation for the decision. The decision of the Judicial Review Committee is final.

## **Article X – Resignation**

Any member of the ASCC Student Government who wishes to resign their duties must submit to the ASCC President and Director of Student Life a written letter of resignation. Resignations must be submitted to the ASCC Student Government in a regularly scheduled meeting and are effective the next business day following submission.

## **Article XI - Vacancies**

In the event of a vacancy in the ASCC Student Government, the ASCC Vice President will assume the responsibility of filling the position(s) according to the vacancy procedure outlined below. In the event of a vacancy in the ASCC President role, the ASCC Vice President will assume the position of President and assume the responsibility of filling the vacant Vice President position according to the vacancy procedure outlined below. If the vacancy is in the position of the ASCC Vice President, the ASCC President will assume responsibility of filling the vacant position(s).

A. In the case of a vacancy, the Vacancy Appointment Committee will consist of:

1. Vice President, Chair
2. President
3. Director of Student Life, or designee.
4. Two (2) members of the ASCC Student Government that are not candidates for the open ASCC Student 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 will be appointed in their place by the Director of Student Life.
6. In the event a vacancy occurs or remains on the ASCC Student Government after fall quarter, the ASCC Student Government may determine by a simple majority vote whether to fill the position or leave it vacant for the remainder of the academic year.

## **Article XII – Finances**

The ASCC Financial Code governs the use of public funds allocated by the Board of Trustees to the ASCC Student Government and revenues generated by the organizations administered by the ASCC Student Government. 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**

Initiatives are 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.

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

### **Section 2 – Referenda**

Referenda are the submission of a proposed ballot measure or legislation that may be put to a vote of the general student body upon a simple majority vote of the ASCC Student Government. Approved initiative measures and/or referenda must be publicly posted for a period of two (2) weeks prior to when it will be voted on.

## **Article XIV - Suspended Operations**

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

## **Article XV– Amendments**

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

Grammar, spelling, and punctuation changes may be recommended by the ASCC Constitution and Bylaws Review Committee and approved by a simple majority vote of the ASCC Student Government. The ASCC Student Government 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 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 Student Government. The ASCC Student Government may independently initiate and approve any housekeeping revisions that do not change the overall intent with simple majority vote.

### **Section 3: Amendments**

Amendments to the Bylaws, which 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 Student Government, the Director of Student Life, and the Vice President of Student Affairs.

1. Any such amendment must be publicized with written notice for five (5) business days before ratification takes effect. Students may appeal the amendment by submitting a petition to ASCC Student Government with one hundred (one hundred) signatures of registered students before ratification takes effect. At such time, the amendment may be placed on the ballot in any special election and must be ratified by a simple majority of the students voting to be binding.
2. In the event a proposed amendment is approved by the ASCC Student Government but is declined by the Director of Student Life or by the Vice President of Student Affairs, the proposed amendment will 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 voting.

## **Article XVI – Adoption and Implementation**

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

### **Section 1 – Club Handbook**

The Club Handbook is a document for clubs containing information on the chartering process, funding information, and helpful hints for running an effective organization. It is reviewed annually by the ASCC Club Coordinator and Director of Student Life. Amendments to this document must be approved by simple majority vote of the ASCC Student Government.

### **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) Student Government and those revenues generated by the organizations administered by the ASCC Student Government. 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 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 S&A Fee Committee, the handbook is drafted by the ASCC Finance Director and approved by the Clark College Board of Trustees.

## **Article XVII – Definition of Terms**

**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 14, State of Washington.

**Officer –** An ASCC Student Government Member.

**Services & Activities (S&A) Fees -** Fees other than tuition, operation, and building fees charged to all students at Clark College for the promotion of student services and activities as indicated in RCW 28.B.15.041.

**Seed Funding -** Funds from Services and Activities Fees allocated for club startup as specified in the ASCC Financial Code.

**Students-at-Large** –Voting members appointed by the ASCC Vice President, who do not serve on the ASCC Student Government.

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