



**Associated Students of
Wenatchee Valley College
at Omak
Bylaws**

**Approved by the Associated Students of Wenatchee Valley College at Omak
Student Senate on: April 10th 2017
Approved by the Board of Trustees on: April 19th 2017**

INTRODUCTION

We, the students of Wenatchee Valley College at Omak announce our desire and intent to take an active and responsible role in our own educational, cultural, social and recreational development, to exhibit intelligence and concern by making meaningful contributions to the administrative process of the institution, and to unite in association under the direction of these bylaws for the purpose of promoting, directing and financing student affairs.

INTERPRETATION

Section 1: Interpretation of the wording of the Wenatchee Valley College at Omak constitution and bylaws shall be the responsibility of the Wenatchee Valley College at Omak Student Senate.

Section 2: Students, faculty, classified staff, and administrators have the right to appeal the decision of the Wenatchee Valley College at Omak Student Senate through the following chain of command:

- A. First, the Vice President of Instruction, or designee, of Wenatchee Valley College at Omak
- B. Second, the College President
- C. Finally, the Wenatchee Valley College Board of Trustees

Section 3: The Board of Trustees shall make the final interpretation concerning any appeals of the Wenatchee Valley College at Omak constitution and bylaws.

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.

Club Advisors - Persons employed by the College who have club account Responsibilities.

Code of Conduct - The Washington State Community and Technical College system developed a standard code of conduct. Refer to the WVC website for the most current version of the Code of Conduct (www.wvc.edu).

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

Office Hours - Time spent in the office doing work and remaining available to the Students.

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

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

Student Rights and Responsibilities – To improve our college learning environment, all students are asked to work together to promote positive, respectful interactions on our campus. Student “Rights and Responsibilities” are outlined in the WVC Student Handbook

ASWVC CONSTITUTION

ARTICLE I – PREAMBLE

We, the Students of Wenatchee Valley College at Omak, strive to enhance the experience of the student body by representing interests, needs, and the welfare within the college community. We aim to foster communication among students, faculty, and staff; administer the financial and business affairs of the students; and provide social, academic, cultural, and recreational activities for the student body. In order to provide a means of self-governance, we hereby establish and submit ourselves to these Constitution and Bylaws.

ARTICLE II – RECOGNITION

The student body shall now and hereafter be known as the Associated Students of Wenatchee Valley College (ASWVCO).

ARTICLE III – MEMBERSHIP

All students currently enrolled in one or more credits at Wenatchee Valley College are members of the ASWVCO and shall be referred to as the student body.

ARTICLE IV – GOVERNING BODY

The recognized governing entity of the ASWVCO shall be the ASWVCO Student Senate.

ARTICLE V – AUTHORITY

Section 1 - The ASWVCO Senate shall have the authority as granted by the Board of Trustees of Wenatchee Valley College, to administer the Bylaws and the distribute student Service and Activities fees, and conduct business of the ASWVCO.

Section 2 - As delegated by the Wenatchee Valley College Board of Trustees, the Senate shall have the authority and responsibility for making final decisions and implementation of legislation. The ASWVCO Senate is authorized to speaking on behalf of the ASWVCO at college related functions, allocating Services and Activities Fees, and management of student clubs.

ARTICLE VI – ASWVC STUDENT SENATE

Section 1 - The duties of the members of the ASWVCO Student Senate shall be defined in the ASWVCO Bylaws.

Section 2 - The term of the ASWVCO Senate shall be for one academic year as defined in the bylaws.

Section 3- The selection process for the ASWVCO Senate shall be enumerated within the ASWVCO Bylaws.

Section 4 - If any of the ASWVCO Senate positions are vacated during the year, the position will be filled by the processes outlined in the ASWVCO Bylaws.

Section 5 - The ASWVCO Senate shall hold regularly scheduled meetings and reserves the privilege of executive session when deemed appropriate by the Chair, as defined in the ASWVCO Bylaws.

Section 6 - There shall be one Ex-Officio member of the ASWVCO Senate, the Senate advisor. This member is present for the purpose of advising the Student Senate and shall not receive voting privileges.

ARTICLE VII – APPOINTED REPRESENTATIVES

Section 1 - The ASWVCO Senate shall have the authority to appoint students to committees as specified in the Bylaws.

Section 2 - The selection and approval process for appointed representatives shall be defined and stated in the Bylaws.

Section 3 - Students selected as appointed representatives may be recalled for just cause as described in the Bylaws.

ARTICLE VIII – CONSTITUTIONAL AMENDMENTS

Section 1 - ASWVCO Student Senate shall make and amend the Constitution of the ASWVCO as outlined in the bylaws.

Section 2 - Proposed constitutional amendments must be posted for ten (10) business days in the Office of Student Programs prior to being approved by a two-thirds vote at a regularly scheduled meeting of the Student Senate. The amendments shall be submitted to the Director of Student Programs and the Vice President of Student Services.

Section 3 - Students may appeal amendments to the Constitution by submitting a petition to the Senate with signatures from ten percent (10%) of the student body supporting the amendment. The appeal must be filed with the ASWVCO Senate to be reviewed for appropriateness, clarity, and accuracy. The appeal must then be approved by a two-thirds vote at a regularly scheduled meeting of the Student Senate.

ARTICLE IX – BYLAW AMENDMENTS

Section 1 - The ASWVCO Senate will follow and amend the Bylaws of the ASWVCO according to the bylaws.

Section 2 - Proposed amendments of the Bylaws must be posted for fifteen (15) business days in the Office of Student Programs prior to being approved by a two-thirds vote at a regularly scheduled meeting of the Student Senate. The proposed amendments must then be submitted to the Director of Student Programs, the WVC Vice President for Student Services, the WVC President of the College and the Board of Trustees for final consideration.

Section 3 - Students may appeal amendments to the Bylaws. The process for appeal shall be specified in the ASWVCO Bylaws.

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ASWVCO BYLAWS

ARTICLE I

NAME

Section 1: The name of the college of this organization is the Wenatchee Valley College at Omak. (WVCO)

Section 2: The name of this organization shall be the Associated Students of Wenatchee Valley College at Omak (ASWVC O).

ARTICLE II

MEMBERSHIP

Section 1: The membership of the ASWVCO shall consist of all currently enrolled students of WVCO.

Section 2: The status of honorary membership in the ASWVCO may be granted for life by the Executive Cabinet of WVCO, to those persons who have made an outstanding contribution to the ASWVCO and/or the WVCO in general.

ARTICLE III

AUTHORITY

Section 1: The Executive Cabinet shall have the authority, as granted by the Board of Trustees of WVCO, to legislate, promote and regulate the affairs of the Association.

Section 2: This authority shall extend to all areas of WVCO student affairs as deemed necessary by the Executive Officers, except where reserved by a specific statute or regulation.

ARTICLE IV

THE STUDENT CABINET

Section 1: The ASWVCO Executive Officers shall be the President, the Vice President, the Director of Administrative Affairs and the Director of Operations. The ASWVCO Student Cabinet will consist of the Executive Officers, the Director of Student Activities, Director of Public Affairs, Director of Legislative and Student Affairs, Assistant to the Director of Public Affairs, and Assistant to the Director of Legislative and Student Affairs..

Section 2: Members of the ASWVCO Student Cabinet will not hold any elected office for more than two (2) consecutive academic years, including the time served by an appointed officer holding an Executive position, if such time served is more than one (1) quarter.

Section 3: Minimum qualification to hold office for all ASWVCO Student Cabinet officers is a 2.50 cumulative grade point average when applying for and assuming a Student Cabinet office. A 2.50 cumulative grade point average must be maintained and

at least 6 credits completed each quarter during the term of office, excluding summer quarter.

Section 4:

A. All ASWVCO Cabinet Officers, except Assistant to the Director of Legislative and Student Affairs, and Assistant to the Director of Public Affairs, shall maintain and document a minimum of eight (8) scheduled office hours per week each quarter, to be maintained during regular college business hours. Office hours shall be defined as: scheduled office hours, Student Cabinet, Senate and Committee meetings, and any other official representative functions, such as college events and any on campus function done for the students of WVCO. The Assistant to the Director of Legislative and Student Affairs, and Assistant to the Director of Public Affairs must maintain and document a minimum of four (4) hours per week each quarter.

B. The ASWVCO President will monitor the office hour schedules of the Student Cabinet officers.

C. The ASWVCO Senate Advisor will monitor the hours of the Student Cabinet President.

Section 5: All Student Cabinet Officers, except the Assistant to the Director of Legislative and Student Affairs, and Assistant to the Director of Public Affairs shall assume office the first day of summer quarter and shall maintain office until the first day of the following summer quarter.

Section 6: All officers, except the Assistant to the Director of Legislative and Student Affairs, and Assistant to the Director of Public Affairs will receive a 12 credit leadership scholarship of in-state tuition, but not fees, to be distributed at the end of each quarter, upon fulfillment of specified job duties. The Assistant to the Director of Legislative and Student Affairs, and Assistant to the Director of Public Affairs, will receive a grant of 6 credits of the in-state tuition, not including fees, to be distributed at the end of each quarter, upon fulfillment of specified job duties. (Scholarship amounts will be dependent on credits completed by each officer for the quarter specified.)

Section 7: No Executive Officer of the Cabinet shall serve in the capacity of President, Vice President, or Treasurer for any WVCO club, due to potential conflicts of interest.

Section 8: The advisor of the ASWVCO Student Cabinet shall be appointed by the Dean, or designee, of WVCO.

Section 9: Incoming Student Cabinet Officers shall be responsible for attending and assisting the exiting Student Cabinet Officers at the WVCO graduation ceremony.

Section 10: Relatives of the first degree are not eligible to hold elected or appointed office as Executive Officers of WVCO concurrently.

ARTICLE V DUTIES OF OFFICERS

Section 1: The ASWVCO President shall:

- A. Preside at all ASWVCO Student Senate and Cabinet meetings except in case of illness and/or with proper notice to the next highest officer.
- B. Preside at assemblies and special events sponsored by the ASWVCO Student Senate.
 - 1. If unable to attend, the officer will contact the Student Senate Advisor. If the Advisor is unavailable, the officer is to contact the appropriate designee
- C. Be responsible for all official communication of the ASWVCO Student Senate.
- D. Assist Student Senate Advisor in preparing a leadership transition program during the spring quarter for the incoming ASWVCO Student Cabinet Officers.
- E. Attend monthly board meetings at the request of the WVCO Dean, or designee, and submit monthly reports to the Wenatchee Valley College Board of Trustees.
- F. Review and keep documentation on the attendance and activities of the Student Cabinet members and make disciplinary recommendations as necessary at the next regularly scheduled meeting, unless the president is among the members in review. The duty shall then fall on the next highest officer not involved in the infraction.
- G. Serve as an official spokesperson after consultation with the ASWVCO Student Cabinet and/or appropriate WVCO official.
- H. Appoint Student Cabinet members to various committees as needed, including appointment of a Student Graduation Chairperson.
- I. Call roll at the Student Cabinet and Senate.

Section 2: The ASWVCO Vice President shall:

- A. Be available to assist the ASWVCO President whenever it is deemed necessary.
- B. Attend all ASWVCO Student Cabinet and Senate meetings.
 - 1. If unable to attend, the officer will contact the Student Senate Advisor. If the Student Senate Advisor is unavailable, the officer is to contact the appropriate designee
- C. Assume the office of ASWVCO President if that officer is no longer capable or eligible to hold office.
- D. Be in charge of the Wenatchee Valley College Student Cabinet elections and the election committee, unless running in said election.
- E. Present to the ASWVCO Student Senate any/all student programs to be considered for sponsorship.
- F. Chair and organize the bylaws committee in a review of the ASWVCO bylaws every other year, or as necessary due to discrepancy. A club representative from each active club and volunteer students may assist. The Chairperson will determine the number of persons in the committee.
- G. Be responsible for reviewing club attendance at Student Senate meetings and recommending appropriate action.
- H. Prepare and implement new club orientation.
- I. Assist in upkeep and maintenance of the ASWVCO vehicles.

J. Shall serve on any committee appointed by the President.

Section 3: The ASWVCO Director of Administrative Affairs shall:

- A. Attend all Student Cabinet and Senate meetings.
 - 1. If unable to attend, the officer will contact the Student Senate Advisor. If the Advisor is unavailable, the officer is to contact the appropriate designee
- B. Record and distribute all minutes of Student Cabinet and Senate meetings. Post a copy of minutes by the Student Cabinet information board or other designated area.
- C. Shall format and compose any letters or memos as needed.
- D. Keep accurate records of attendance.
- E. Handle all Student Senate correspondence, including keeping accurate files.
- F. Shall serve on any committee appointed by the President.

Section 4: The ASWVCO Director of Operations shall:

- A. Attend all Student Cabinet and Senate meetings.
 - 1. If unable to attend, the officer will contact the Student Senate Advisor. If the Advisor is unavailable, the officer is to contact the appropriate designee
- B. Present an accurate report of accounts as per request, must be approved by ASWVCO President.
- C. Shall receive all financial records dealing with activities and/or student programs, and maintain the accounts in a timely and orderly fashion.
- D. Facilitate the budget process within the Student Senate.
- E. Chair and organize the budget committee.
- F. Assist WVCO clubs with expenditures and the budget process.
- G. Compile a yearly event and activity summary and earning report for each club at WVCO.
- H. Facilitate locker policy and rentals.
- I. Shall serve on any committee appointed by the President.

Section 5: The ASWVCO Director of Student Activities shall:

- A. Attend all Student Cabinet and Senate meetings.
 - 1. If unable to attend, the officer will contact the Student Senate Advisor. If the Advisor is unavailable, the officer is to contact the appropriate designee
- B. Be responsible for the planning and coordination of all Student Senate entertainment functions, which would include preparing contracts, arranging travel plans, coordination of ticket distribution, and advertisement with the Student Cabinet Advisor.
- C. If requested, assist any/all student-sponsored programs in coordinating their events.
- D. Assist the ASWVCO Student Cabinet President when deemed necessary.
- E. Shall serve on any committee appointed by the President.

Section 6: The ASWVCO Director of Public Relations shall:

- A. Attend all Student Cabinet and Senate meetings.

1. If unable to attend, the officer will contact the Student Senate Advisor. If the Advisor is unavailable, the officer is to contact the appropriate designee
- B. Chair and organize the awards banquet committee.
- C. Maintain all of ASWVCO social media accounts.
- D. Be responsible for keeping all bulletin boards and reader boards updated and accurate. Attend staff meetings upon request of the President.
- E. Maintain Student Cabinet computers and printers.
- F. Shall serve on any committee appointed by the President.

Section 7: The ASWVCO Director of Legislative and Student Affairs shall:

- A. Attend all Student Cabinet and Senate meetings.
 1. If unable to attend, the officer will contact the Student Senate Advisor. If the Advisor is unavailable, the officer is to contact the appropriate designee
- B. Be responsible for distributing posters, flyers, memos, announcements, etc, necessary to inform the ASWVCO student body and faculty of all events and activities.
- C. Serve as a legislative liaison between the students and any government officials.
- D. Attend all WACTCSA activities and meetings.
 1. If unable to attend, the officer will delegate to ASWVCO Assistant to the Director of Legislative and Student Affairs.
- E. Remove all outdated materials in a timely fashion
- F. Shall serve on any committee appointed by the President.

Section 8: The ASWVCO Assistant to the Director of Public Relations shall:

- A. Attend all Student Cabinet and Senate meetings.
 1. If unable to attend, the officer will contact the Student Senate Advisor. If the Advisor is unavailable, the officer is to contact the appropriate designee
- B. Assist the ASWVCO Director of Public Relations with any duties as described in Article V Section 6.
- C. Attend staff meetings upon request of the President.
- D. Shall serve on any committee appointed by the President.

Section 9: The ASWVCO Assistant to the Director of Legislative and Student Affairs shall:

- A. Attend all Student Cabinet and Senate meetings.
 - a. If unable to attend, the officer will contact the Student Senate Advisor. If the Advisor is unavailable, the officer is to contact the appropriate designee
- B. Assist the ASWVCO Director of Legislative and Student Affairs with any duties as described in Article V Section 7.
- C. Attend staff meetings upon request of the President.
- D. Shall serve on any committee appointed by the President.

Section 10: The ASWVCO Senators (1 representative from each club) shall:

- A. Attend all senate meetings.

1. If unable to attend, the officer will contact the Student Senate Advisor or ASWVCO Secretary. If they are unavailable, the officer is to contact the appropriate designee.
- B. Report at senate meetings about the activities of their clubs.
- C. Liaison between their clubs and the ASWVCO Cabinet.
- D. Submit a copy of their clubs' minutes to the ASWVCO Secretary after each meeting.
- E. Shall serve on any committee appointed by the President.

Section 11: All officers shall be responsible for upholding the ASWVCO constitution, bylaws, and financial code.

ARTICLE VI RESPONSIBILITIES OF THE STUDENT SENATE

The WVCO Student Senate shall consist of the WVCO Student Cabinet and all club Senators from active clubs.

Section 1: It shall be the duty of the ASWVCO Student Senate to plan, approve, and coordinate all ASWVCO student programs in accordance with Washington State laws through the ASWVCO Student Senate Advisor.

Section 2: The ASWVCO Student Senate shall review and recommend sponsorship of ASWVCO student programs to the Student Senate Advisor and the Dean, or designee, of Wenatchee Valley College at Omak.

Section 3: The ASWVCO Student Senate shall determine if proposed activities are within planned programs of the sponsoring organization. Activities not within the planned program of the organization must receive approval of the Dean, or designee, of WVCO as special events.

Section 4: The ASWVCO Student Senate shall determine the financial solvency of all organizations requesting events.

Section 5: The ASWVCO Student Senate shall facilitate the total program by informing and/or teaching organizational representatives the contents of the ASWVCO constitution, bylaws, and financial code.

Section 6: The ASWVCO Student Senate shall serve as the official voice of all ASWVCO members.

Section 7: The ASWVCO Student Senate shall be responsible for evaluating all budget requests from the ASWVCO student programs and making recommendations for the use of those funds assigned to WVCO.

ARTICLE VII SELECTION OF OFFICERS

All selections and appointments are made by majority vote and are final upon acceptance of the appointment. Priority in selection shall not be granted to students with

prior experience with the Student Senate, to allow leadership opportunities to more students who have not had such experience.

Section 1: Standard Filing Process for ASWVCO Student Senate Applicants may apply for more than one position. A fully completed ASWVCO Senate Application packet shall include:

1. Completed ASWVCO Student Programs Application Form
2. Cover Letter
3. Resume
4. Completed Constituency Election Form
5. Minimum of one letter of recommendation (preference from WVC Faculty or Staff)

Section 2: Selections Committee Membership & Responsibilities

A. Membership:

1. Chair, either ASWVCO President or Advisor
2. One (1) current Executive Board member, excluding ASWVCO President, voting member
3. One (1) students-at-large, who are not members of the Executive Board, voting members
4. One (1) WVC Administrator, Faculty or Staff member, voting member.
5. One (1) Student Senate member, voting member

B. Responsibilities:

1. All committee members must be present at each interview and the entire deliberation in order to cast a vote
2. Each member of the committee must sign a letter of confidentiality

C. Candidate Selection Process

1. The Candidate Handbook shall be the official procedure manual for the ASWVCO Selections Committee
2. All Senate positions must be posted within the WVCO community and advertised for a minimum of three weeks
3. The Selections Committee will:
 - i. Review applications
 - ii. Outline the experience, skills, abilities, and/or strengths the committee is seeking in a final candidate
 - iii. Identify and agree upon interview dates and times, and final selection meeting
 - iv. Interview each candidate in a non-biased manner, utilizing the same interview questions and providing the same amount of time for each candidate's interview
 - v. Send final proposal to Senate advisor who will then conduct reference and conduct checks and make job offers
4. The committee will begin the process of selecting the best candidate to fill the position – based on interview scores and candidate's experience, skills, abilities, and strengths.

Section 3: Voting All decisions made by the committee require a majority vote.

Section 4: Timeline The Selections Committee shall be organized within the first two (2) weeks of spring quarter for the formation of next year's Senate. Selections shall be finalized by the end of spring quarter.

Section 5: Spring Election.

The spring elections shall be held the second Wednesday and Thursday in May unless otherwise directed by the Dean, or designee, of WVCO.

- A. ASWVCO Student Cabinet officers will be elected during this time. Any positions not filled at this time will be filled in the fall election.

Section 6: Fall Election.

The fall election will be held within 25 days of the beginning of the fall quarter at WVCO. Assistant to Director of Public Relations and Assistant to Legislative and Student Affairs shall be elected in the fall election, as well as any positions not filled in the spring election.

Section 7: Vacancy of offices.

- A. If there is a vacancy for any reason, the Student Cabinet should appoint someone into the vacant position until the next selection or a special selection can be called by the ASWVCO President. The appointee is subject to the approval of a two-thirds majority vote of the Student Cabinet sitting in quorum.
- B. In the special selection case, official election notices should be posted seven days prior to the selection date, announcing the selection date and the individuals to be voted on. Only Student Cabinet Officers sitting in quorum may vote on which candidate is to fill the vacant position.
- C. In either case, by appointment or special selection, the individual that fills the vacant position will receive a leadership scholarship for that quarter, and any other quarter served in the Student Cabinet position.
- D. Candidates applying for, or being appointed to, a vacant position must meet the requirements for the ASWVCO Student Cabinet membership, Article VIII, section 2.

ARTICLE VIII REQUIREMENTS FOR THE ASWVCO AT OMAK STUDENT SENATE MEMBERSHIP

Section 1: General Requirements.

A student shall hold no more than one (1) ASWVCO Student Senate position concurrently.

Section 2: Cabinet Membership.

- A. All candidates for ASWVCO Student Cabinet officers must have earned a minimum of 15 credits hours at WVCO prior to the commencement of the quarter elections, with the exception of the Assistant to the Director of Legislative and Student Affairs, and Assistant to the Director of Public Affairs.

- B. Candidates must have a cumulative GPA of at least 2.50.
- C. All ASWVCO Student Cabinet Officers must maintain a cumulative GPA of 2.50, and complete a minimum of 6 credits per quarter during their term of office.
- D. No student on disciplinary probation may be a candidate for an ASWVCO Student Cabinet office.
- E. Candidates for ASWVCO Offices, except the Assistant to the Director of Legislative and Student Affairs, and Assistant to the Director of Public Affairs must have earned 45 quarter credits prior to assuming office, with a cumulative GPA of at least 2.50.
- F. Candidates for ASWVCO Assistant to the Director of Legislative and Student Affairs, and Assistant to the Director of Public Affairs cannot have earned more than 44 credits prior to assuming office.
- G. No student may hold more than one (1) incomplete when filing for a Student Cabinet office.
- H. Exceptions may be granted by vote of Student Cabinet membership.
- I. Students will sign and adhere to the Associated Students of Wenatchee Valley College Code of Conduct policy.
- J. Upon appointment officers shall take oath of office and sign laptop sign-out waiver.

Section 3: Club Senators.

The Student Senate Representative (Senator) of ASWVCO sponsored student programs must be an elected officer or designated representative in accordance to the sponsoring groups' constitution and bylaws.

Section 4: Removal from Student Cabinet.

- A. Student Cabinet Officers may be removed from office for just cause by a majority secret ballot vote of the Student Cabinet.
- B. Any Student Cabinet member may be removed from office by a two-thirds (2/3) majority vote and approval of the Dean, or designee, due to conduct unbecoming an ASWVCO Student Cabinet officer.
- C. Just cause.
 - 1. Failure to complete assigned duties as stated in the bylaws.
 - 2. Failure to maintain necessary GPA (2.50 cumulative).
- D. Student Cabinet officers shall be allowed no more than one (1) incomplete course, to be completed by the last day of the following quarter. Failure to do so, or further incomplete courses, shall result in termination of office.
- E. If an officer has one (1) unexcused absence in a Student Cabinet or Senate meeting in any quarter, then said person will be notified within one (1) week. After two (2) unexcused absences, the person will be informed in writing, within one (1) week, that his/her position on the Student Cabinet is on probation. After the third time, he/she may be dropped from the Student Cabinet by a majority secret ballot vote of the Student Cabinet.

- F. If a Student Cabinet Officer violates the ASWVCO Code of Conduct, they may be removed from the position and will no longer be able to hold an office in the future.
- G. If a Student Cabinet Officer's status becomes on disciplinary probation, for any reason, a Student Cabinet meeting shall be called, and Student Cabinet shall vote as to determine if officer on disciplinary probation shall receive a leadership scholarship at the end of that quarter.
- H. Any Student Cabinet Officer on disciplinary probation, for any reason, for a second quarter shall be immediately removed from office, without receiving a leadership scholarship for the second quarter of disciplinary probation.

**ARTICLE IX
SPONSORED STUDENT CLUBS**

Section 1: All ASWVCO Student Clubs must be officially recognized by the ASWVCO Student Senate if they are to do any of the following:

- A. Use the name of Community College District No. 15.
- B. Use the facilities of WVCO.
- C. Be eligible to administer programs for the ASWVCO Student Senate on an as needed basis.
- D. Receive ASWVCO Student Senate service and activities fees subsidy.

Section 2: Requirements for continuing Official Recognition.

- A. Each student club must provide a current copy of the constitution and bylaws to be held on file in the ASWVCO Student Senate office.
- B. Have an official faculty/staff advisor.
- C. Provide for membership in the club, which does not eliminate students on basis of race, religion, sex, creed, national origin, color, or physical ability.
- D. Must submit to the Director of Administrative Affairs the minutes of each meeting within 5 business days by paper or electronically. After two (2) un-submitted sets of minutes, a written notice will be sent to the President and Advisor of that club. After three (3) unsubmitted minutes, club funds will be frozen.
- E. The ASWVCO Vice President will verify the eligibility of the club for sponsorship each fall and recommend ASWVCO Student Senate approval for each qualifying organization.
- F. No new clubs will be eligible to apply for sponsorship after fall quarter unless they are approved by a 2/3 majority vote of the Student Senate. At this time they should be able to demonstrate adequate attendance, interest, and activity in the proposed club.
- G. No club may hold their regular meeting during the time of the Student Senate meeting and each club shall send a Senator to each ASWVCO Student Senate meeting.

Section 3: Procedures for Acquiring Sponsorship.

- A. Adopt club constitution and/or bylaws, and complete an application for sponsorship, indicating the following:
 - 1. A minimum of eight (8) members involved with the club.
 - 2. A faculty/staff advisor.
 - 3. Whether or not ASWVCO subsidy is desired in accordance with the financial code.
- B. Appear before the ASWVCO Student Senate through the ASWVCO Vice President, and request sponsorship.
- C. The ASWVCO Student Senate will take the proposal under consideration and review the application and constitution subject to vote on approval at the next regularly scheduled meeting.
- D. Upon approval of the constitution and bylaws, including application form, the ASWVCO Student Senate will grant the organization an official sponsorship, and a new club shall receive a maximum of one thousand dollars (\$1,000) startup subsidy.

Section 4: Definition of level of activity status.

- A. An active student program is a club which conducts business, holds meetings and/or events, conducts financial transactions, and/or uses college facilities during any quarter.
- B. An inactive student program is a club that has:
 - 1. Been suspended by the Dean, or designee, of WVCO, or the ASWVCO Student Senate, either because of lack of attendance at ASWVCO Student Senate meetings or because of failure to comply with Omak Student Senate and/or college policy, or the laws of the city, state, or federal government.
 - 2. Failed to complete the application for sponsorship within 30 days of the club's formation.
 - 3. Failed to comply with the adopted club constitutional purpose, actual or implied.
 - 4. Failed to conduct a program or meet requirements for more than one (1) quarter.
- C. Definition of Suspension
 - 1. If a club has one (1) unexcused absence in a Student Senate meeting in any quarter, the club President and Advisor shall be informed in writing within one (1) week. If the club has two (2) unexcused absences within one (1) quarter, the club President and Advisor shall receive written notice that the club is on probation, but only by a majority secret ballot vote of the Student Senate. After the third unexcused absence, funds will be frozen and, upon a majority secret ballot vote of two-thirds (2/3) by Student Senate, the club may be suspended.
 - 2. Clubs under suspension may only conduct re-organization meetings for the purpose of petitioning for reinstatement.
 - 3. Clubs may not utilize funds, conduct activities, fund raisers, etc., while under suspension.
 - 4. Suspension period shall be a minimum of two (2) weeks.

D. Probationary Period

1. Following one (1) suspension, the club must consider itself on probation for the remainder of the year.
2. Further suspensions may result in disbandment.

E. Reasons for disbanding of sponsored clubs.

An organization which has been:

1. Inactive for two (2) quarters.
2. Failed to meet election requirements as provided by the clubs constitution and bylaws.

F. When a club is disbanding, the monies will be appropriated back to Student Senate contingency.

G. Clubs can petition for reinstatement by the Student Senate after all requirements have been met. Student Senate will decide by two-thirds (2/3) vote whether to release funds back to the club.

Section 5: Partial Membership Club Definition:

- A. Partial membership clubs shall have all the same requirements of sponsorship as a full-fledged club with the exception of:
 - a. Clubs shall consist of at least five (5) members.
 - b. Clubs may function without a WVC faculty/staff advisor.
- B. Partial membership clubs shall follow all requirements stated in Article IX Section 4.
- C. Partial membership clubs shall receive a maximum of one hundred dollars (\$100) startup subsidy.
- D. Partial membership clubs shall have the same amount of representation in Student Cabinet as a full-fledged club.

**ARTICLE X
AMENDMENTS**

Section 1: These bylaws may be amended by a two-thirds (2/3) majority vote of the Student Senate sitting in quorum, PROVIDED that at least one (1) week prior notice is given to the Student Senate, PROVIDED FURTHER that the students, faculty, classified staff, and Dean, or designee, are given an opportunity to speak to the amendments.

Section 2: The Board of Trustees of WVCO shall be notified of the amended changes to the bylaws of the ASWVCO constitution and shall vote for approval.

**ARTICLE XI
IMPLEMENTATION**

Section 1: The bylaws shall be implemented immediately upon a two-thirds (2/3) majority vote of the Student Senate sitting in quorum and approval by the Board of Trustees.

Section 2: Policies and Procedures, separate from the bylaws, can be changed with a two-thirds (2/3) Student Senate majority vote and enacted immediately. They can be appealed by anyone in Section 2, Interpretation.

ARTICLE XII VOTING

Section 1: Voting in Student Cabinet Meetings: Only elected Cabinet Officers shall be allowed to vote in Student Cabinet Meetings.

Section 2: Voting in Student Senate Meetings: Only elected Cabinet Officers and elected Senators shall be allowed to vote in Student Senate Meetings.

Freshmen

Section 3: Voting in Committee Meetings: All WVCO students that are participating in the committee shall be allowed to vote in the Committee's Meeting, except the chair person.

Section 4: Absentee Ballots: To have your vote counted if you will be absent from a meeting in which a vote will be taking place, you must:

- A. Be eligible by the above standards to vote in the meeting and
- B. Submit a written vote by 5 pm the day prior to the meeting to the ASWVCO Secretary.