



**ASSOCIATED STUDENTS OF  
WENATCHEE VALLEY COLLEGE**

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**ASWVC CONSTITUTION &  
BYLAWS**

**APPROVED BY THE ASWVC SENATE: MARCH 1, 2019**  
**APPROVED BY THE BOARD OF TRUSTEES: MARCH 20, 2019**

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## DEFINITION OF TERMS

### Section 1 - Terms

**Academic Standards Policies** - The ASWVC Student Senate are students first and leaders second. Senators are expected to make their academics a priority and are required to adhere to the “Academic Standards Policies” listed in the WVC Student Handbook.

**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](http://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.

**Initiative** - The right and procedure by which citizens can propose a law by petition and ensure its submission to the electorate.

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

**RCW** - “The Revised Code of Washington (RCW) is the compilation of all permanent laws now in force.” (<http://apps.leg.wa.gov/rcw/>)

**Referendum** - The submission of a proposed public measure or actual statute to a direct popular vote.

**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.

**Tenure** - The status of holding one’s position during the academic year.

# **ASWVC CONSTITUTION**

## **ARTICLE I PREAMBLE**

We, the Students of Wenatchee Valley College, 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 (ASWVC).

## **ARTICLE III MEMBERSHIP**

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

## **ARTICLE IV GOVERNING BODY**

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

## **ARTICLE V AUTHORITY**

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

**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 ASWVC Senate is authorized to speak on behalf of the ASWVC at college related functions, allocate Services and Activities Fees and management of student clubs.

## **ARTICLE VI ASWVC STUDENT SENATE**

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

**Section 2** - The term of the ASWVC Senate shall be for one academic year as defined in the Bylaws.

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

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

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

**Section 6** - There shall be one Ex-Officio member of the ASWVC 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 ASWVC 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** - ASWVC Student Senate shall make and amend the Constitution of the ASWVC as outlined in the Bylaws.

**Section 2** - Proposed constitutional amendments must be posted for ten (10) business days in the Campus Life office 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 Senate advisor 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 ASWVC 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 ASWVC Senate will follow and amend the Bylaws of the ASWVC according to the Bylaws.

**Section 2** - Proposed substantial amendments of the Bylaws must be posted for fifteen (15) business days in the Office of Campus Life 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 Senate Advisor, the WVC Vice President of 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 ASWVC Bylaws.

## **ARTICLE X Non-Discrimination Statement**

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses: To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, [title9@wvc.edu](mailto:title9@wvc.edu). To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, [sas@wvc.edu](mailto:sas@wvc.edu).



# **ASWVC BYLAWS**

## **ARTICLE I ASWVC STUDENT SENATE**

### **Section 1 - Purpose**

The purpose of the Senate is to advocate for students and represent the student voice in College decision making. The Senate shall:

- A. Manage, direct and monitor the activities, guidelines and procedures of the Associated Students of Wenatchee Valley College.
- B. Strive to learn, develop and achieve leadership skills and abilities.

### **Section 2 - Membership**

The Senate is comprised of the Executive Board, Campus Activities Board and Student Ambassador Representatives.

The Executive Board is responsible for the administrative coordination of the Senate and is comprised of the following four officers:

- A. ASWVC President
- B. ASWVC Vice President
- C. ASWVC Secretary
- D. ASWVC Treasurer

The Campus Activities Board (CAB) is responsible for coordinating activities and events and is comprised of the following five members:

- A. Director of Campus Activities
- B. Director of Public Relations
- C. Director of Diversity
- D. Director of Health & Wellness
- E. Director of Social and Civic Responsibility

The Student Ambassadors are responsible for coordinating campus tours and outreach.

- A. Student Ambassador Representative (minimum of 3 incoming first year students)

The WVC Vice President for Student Services shall appoint a WVC employee as the Senate advisor to the ASWVC Senate, whose duties are to assist the Senate with administrative procedures, Board members' leadership development, historical context and provide overall program direction. The Senate advisor shall have a presence at all meetings, but have no voting authority.

### **Section 3 - Term of Office**

The term of office shall commence in September of the academic year through the last day of spring quarter of the same academic year. In the case of a mid-year appointment, the term of office shall begin on the date of appointment and extend to the end of spring quarter of that academic year.

**Section 4 - Assumption of Duties**

Senators assume full responsibility of each positions duties on the first day of training, as outlined by Campus Life.

**Section 5 - Condition of Senate Member Tenure**

- A. Each member of the Senate is responsible for fulfilling the duties outlined in their job description.
- B. Senators must have a minimum 2.5 cumulative GPA and enrollment in a minimum of eight (8) credits at Wenatchee Valley College.
- C. To remain in office, Senators shall maintain successful academic progress and complete a minimum of eight (8) credits per quarter (excluding summer quarter) and maintain a quarterly GPA of at least 2.5.
- D. Senators not fulfilling their responsibilities may receive written notification from the Senate advisor to correct deficiencies.
- E. The Senate advisor shall have the discretion to conduct quarterly performance evaluations and process mid-quarter grade and attendance checks.
- F. Senators must have a minimum of three (3) quarters of academic coursework remaining (not including summer) at WVC upon the date of hire, or in the case of a mid-quarter appointment, the amount of academic work equal to the number of quarters remaining in the academic year they will serve as an officer.
- G. Senators shall adhere to WVC Academic Standards Procedure and the WVC Student Code of Conduct. Students who have been placed on Academic or Disciplinary Probation will immediately be relieved of their duties.

**Section 6 - Meetings**

- A. Regular meetings of the Senate shall be held weekly during fall, winter and spring quarters.
- B. The Senate reserves the privilege of executive session when deemed appropriate by the Chair and in accordance with Open Public Meetings Act and with RCW: 42.30.200.
- C. Meeting minutes will be recorded and made public in accordance with RCW 42.32.030.
- D. Parliamentary procedure, as outlined in Robert's Rules of Order (current edition) may be used.
- E. Each member of the Senate, except the chair, shall exercise the right to one vote. The chairperson shall remain neutral during meetings and cast a vote only in the event of a tie.
- F. Proxy votes will not be accepted.
- G. Quorum shall consist of 2/3 of the Senate, excluding the ASWVC President .
- H. Unless otherwise specified in this document, all matters under consideration shall be ratified by a simple majority vote.
- I. Voting procedures will follow Robert's Rules of Order.

### **Section 7 - Compensation**

Upon satisfactory completion of the responsibilities outlined in these bylaws and the ASWVC Terms of Appointment, members of the Senate shall receive compensation in the form of an hourly wage. Officers have the option of being paid monthly throughout their term of office or bi-weekly.

- A. Executive Board members work a minimum of 10 hours per week. With approval from the Senate advisor, the Executive Board may increase hours to a maximum of 19 per week.
- B. CAB and Ambassadors work agreed upon hours, but not to exceed 10 hours per week.

### **Section 8 - Responsibilities of the Senate**

General responsibilities of the Senate:

1. Promote the goals and objectives of the Associated Student Body, as outlined by the Student Senate.
2. Manage the funds and property of the ASWVC.
3. Professionally serve as a conduit of information or expression of concerns between College Administration, the Senate and WVC students.
4. Participate in required meetings, trainings, college events and leadership development opportunities.
5. Serve, when appointed, on applicable standing, ad hoc and college committees.
6. Provide reports to the Senate and College.
7. Follow all College policies, procedures, departmental guidelines and State laws while on or off campus.
8. Positively work with the ASWVC's and the Institution's internal procedures to voice concerns and resolve conflicts.
9. Communicate professionally through oral, written and electronic means.
10. Use Wenatchee Valley College email for all ASWVC electronic correspondence.
11. Post and maintain regular office hours.
12. Maintain records, reports and documents of business; and use WVC network for organization and electronic storage.
13. Have a working knowledge of the ASWVC bylaws.
14. Actively advocate for and address student concerns.
15. Meet regularly with the Senate advisor to review position responsibilities, projects, goals and student development.
16. Staff all Senate events per quarter as class schedule allows; attend a minimum of one ASWVC Club or Organization event per quarter.
17. Assist other senate members as necessary.
18. Perform other duties as assigned by the Senate advisor.

Duties of Executive Board Officers:

1. The ASWVC President shall:
  - a. Serve as the liaison with College administration, attend and provide written/oral reports to the WVC Board of Trustees.

- b. Meet weekly with the Senate advisor.
  - c. Serve as Chair for Senate and Executive Board meetings.
  - d. Serve as ASWVC Senate representative to WVC Instruction Council meetings
  - e. Appoint Senate members to College, pre-tenure, standing and ad-hoc committees; if not otherwise stated in Article III, or as the need arises.
  - f. Meet as needed with the WVC President and WVC Vice President of Student Services of Wenatchee Valley College.
  - g. Oversee the preparation and distribution of all Student Government related news and information. Distribute meeting agendas and supporting materials at least one (1) business day before the Executive Board/Senate meetings.
  - h. As needed, coordinate the facilitation of student surveys and gather student input on issues affecting the student body.
2. The ASWVC Vice President shall:
- a. Assume the duties of the ASWVC President in the case of absence, resignation, dismissal, or forfeiture of office.
  - b. Serve as Chair of the Interclub Council.
  - c. Oversee the preparation and distribution of all Interclub Council related news and information. Distribute meeting agendas and supporting materials at least one (1) business day before meetings.
  - d. Advocate for campus clubs & organizations to cultivate a strong campus community.
  - e. Provide the Executive Board/Senate with weekly reports on club activities, budget, chartering and affairs.
  - f. Oversee Club Recognition and Certification process.
  - g. Promote club and organization events to the campus community, in coordination with the Campus Life office.
  - h. Update the ASWVC Clubs Handbook in collaboration with the Senate advisor.
  - i. Meet as needed with WVC Vice President for Instruction regarding co-curricular programming, support for clubs and club advisors, and mentorship opportunities.
  - j. Coordinate the ASWVC Club Showcases during each quarter.
3. The ASWVC Treasurer shall:
- a. Serve as Chair of the S&A Budget Committee.
  - b. Serve as co-chair of Interclub Council.
  - c. Act as the financial manager of the Associated Students in coordination with the Senate.
  - d. Maintain an accurate inventory of all ASWVC property, including items purchased during the fiscal year.
  - e. Meet as needed with the Senate advisor regarding S&A budget, operations and mentorship opportunities.
  - f. Provide the Senate with monthly reports on budgets managed by the ASWVC during the year: Events/Activities and ASWVC Special Projects accounts.

- g. Follow up on money motions passed through the Senate to ensure purchase and payment in a timely manner.
  - h. Annually prepare the ASWVC program budget for the Senate, in collaboration with the Senate advisor.
  - i. Update, as needed but no more than annually, the ASWVC Financial Code, with the guidance of the Senate advisor.
4. The ASWVC Secretary shall:
- a. Serve as Chair of the ASWVC Constitution and Bylaws Review Committee.
  - b. Coordinate the recording of the Executive Board and/or Senate meeting minutes.
  - c. Distribute a draft of meeting minutes within one (1) business day of the meeting.
  - d. Distribute and post approved minutes within one (1) business day.
  - e. Meet as needed with the Senate advisor regarding student services activities and mentorship opportunities.
  - f. Implement action on motions passed by the Senate.
  - g. Organize quarterly ASWVC tabling/outreach.
  - h. Serve as the Chair for the Student Ambassadors.

Duties of Campus Activities Board (CAB) members:

1. The Director of Campus Activities shall:
- a. Serve as Chair of the Campus Activities Board meetings and support programming for campus events.
  - b. Serve on the campus Academic Calendar Committee.
  - c. Identify, plan and coordinate a minimum of one program per quarter supporting experiential and co-curricular programs for the student body.
2. The Director of Diversity shall:
- a. Identify, plan and coordinate a minimum of two programs per quarter related to Diversity, Equity and Inclusion for the student body.
    - i. Provide students with education, information and resources that meet the needs of our diverse student body including, but not limited to topics of pluralism, equity, ability, gender, age, sexual orientation, religious affiliation, race and ethnicity.
  - b. Participate in weekly CAB meetings.
  - c. Serve on the Academic Regulations Committee (ARC).
3. The Director of Health & Wellness shall:
- a. Identify, plan and coordinate a program promoting student health and wellness for the student body.
    - i. Provide students with education, information and resources regarding general mental, physical and social health issues including, but not limited to: stress management, healthy diet, exercise, sexual assault prevention and HIV/AIDS.
  - b. Identify, plan and coordinate a program related to Intramural and Recreational programs for the student body.

- i. Provide students with education, information and resources to engage in competitive sports and recreational activities such as, but not limited to, volleyball, dodgeball, hikes, ski trips, white water rafting, capture the flag and ping-pong tournaments.
  - c. Serve as chair of the Intramurals Committee.
  - d. Participate in weekly CAB meetings.
- 4. The Director of Social and Civic Responsibility shall:
  - a. Oversee and manage voter registration for the campus community.
  - b. Identify, plan and coordinate a program related to social and civic responsibility for the student body.
    - i. Provide students with education, information and resources to help students engage with their ability to impact the world around them including, but not limited to: sustainability, human rights, health care, local government and bystander intervention.
  - c. Update the Senate on legislative issues affecting community college students and maintain a working relationship with local legislators.
  - d. As able, represent the ASWVC at legislative functions pertaining to students.
  - e. Attend and coordinate student representatives to attend the CUSP Legislative Cycle: Fall Student Legislative Academy and the Spring Legislative Voice Academy.
  - f. Acquire a working knowledge of Washington State Legislative structure, hotlines and bill procedures.
  - g. Participate in weekly CAB meetings.
- 5. The Director of Public Relations shall:
  - a. Coordinate the preparation of a notice, no less than once per month, to inform the campus community about the ASWVC activities during fall, winter and spring quarters (e.g. posters, flyers and web advertising).
  - b. Serve on the Campus Spirit Committee or equivalent.
  - c. Promote ASWVC Student Senate and Coordinate recruitment of new members during spring quarter.
  - d. Meet as needed with WVC's Public Information Officer regarding marketing, campus projects/programs and mentorship opportunities.
  - e. Coordinate ASWVC social media accounts in collaboration with the Campus Life office.
  - f. Participate in weekly CAB meetings.
  - g. Provide students with education, information and resources that engage them with the college in creative ways such as performances, dances and annual events.
- 6. Duties of Student Ambassadors:
  - a. Participate in weekly Ambassador meetings.
  - b. Provide individual and group campus tours.
  - c. Participate in WVC outreach and enrollment efforts to help increase attendance and student retention.

- d. Help coordinate ASWVC session of new student orientation.
- e. Assist with the promotion and staffing of CAB events.
- f. Promote ASWVC Student Senate to the student body and help recruit membership and participation in Senate events.

### **Section 9 - Coordinators**

The Senate, with the approval of the Senate advisor, may appoint Student Coordinators as necessary. Coordinators will specialize and focus in specific areas of responsibility to accomplish the duties deemed necessary to fulfill the mission and vision of the ASWVC.

### **Section 10 - Probation**

In the event a Senator does not satisfy the responsibilities outlined in Article 1, Section 4; Article I, Section 6; and Article I, Section 9 the officer may be placed on probation. The probation process is detailed in Article VI, Section 5 of these bylaws.

## **ARTICLE II COMMITTEES**

### **Section 1 - Initiation**

Committees may be created as outlined by the ASWVC Bylaws and as deemed necessary by the Senate and the Senate advisor. The appointment of the committee chair shall be the responsibility of the ASWVC President, in collaboration with the Senate advisor. The appointment of committee members will be the responsibility of the Committee Chair, in consultation with the Senate and approval of the Senate advisor.

### **Section 2 - Standing Committees**

#### **A. Student Services & Activities (S&A) Fee Budget Committee (Spring Quarter)**

1. Membership:
  - a. ASWVC Treasurer, Chair, non-voting member
  - b. One (1) Executive Board member, voting member
  - c. Two (2) students-at-large, voting members, who are not members of the Executive Board
  - d. One (1) WVC Faculty or Staff member, voting member, appointed by the Senate advisor
  - e. Senate advisor, non-voting member

#### **B. Interclub Council**

1. Membership:
  - a. ASWVC Vice President, Chair
  - b. ASWVC Treasurer, Co-Chair
  - c. One (1) representative from each ASWVC Certified Club, voting member
  - d. Senate advisor or his/her designee, non-voting, Senate advisory member
2. Responsibilities:
  - a. Create forum for campus clubs to maintain a working relationship with the college.
  - b. Participate in regularly scheduled meetings/trainings.
  - c. Meet at least monthly, and no more than weekly, during the academic year.

- d. The Club Handbook shall be the official rules and procedures manual for the ASWVC Interclub Council.
- C. Senate Membership Selections Committee (Spring Quarter)
  - a. The method of selection, group membership, timeline, committee responsibilities and voting shall be outlined in Article V - Selections and Appointments. This shall be the official rules and procedures for the selection committee.

### **Section 3 - Ad Hoc Committees**

Ad hoc committees arise as deemed necessary by the Senate.

#### **A. ASWVC Constitution and Bylaws Review Committee**

This committee reviews the ASWVC Constitution and Bylaws as outlined in Article XIII.

##### **1. Membership:**

- a. ASWVC Secretary, Chair, (non-voting member)
- b. One (1) Executive Board member; (voting member)
- c. Two (2) Senators: One (1) member from CAB and one (1) member from the Student Ambassador team; (voting members)
- d. Three (3) students at large (non-Senate members); (voting members)
- e. Senate advisor, non-voting member

#### **B. Budget Dispute Resolution Committee**

##### **1. Membership:**

As per RCW 28B.15.045, the Budget Dispute Resolution Committee shall be comprised of:

- a. The Services and Activities (S&A) Fee Committee chair shall appoint one (1) student member of the Services and Activities Fee Committee who will chair the Dispute Resolution Committee, non-voting member.
- b. The Services and Activities Fee Committee chair shall appoint three (3) students of the Services and Activities Fee Committee, voting members.
- c. Three (3) representatives appointed by the Wenatchee Valley College Board of Trustees, voting members.
- d. Two (2) representatives appointed by the Wenatchee Valley College Administration, non-voting Senate advisory members.

##### **2. Responsibilities:**

- a. Resolving disputes, by vote, which might exist between the Services and Activities Fee Committee and College Administration, relative to the Services and Activities Fee Budget. The findings of the committee are forwarded to the Board of Trustees for final action.
- b. Meet only in the instance that a dispute regarding the Services and Activities Fee budget arises, according to the procedures set forth in the Financial Code.
- c. The Committee must meet within fourteen (14) business days of a dispute.

#### **C. Judicial Review Committee (meets only upon the receipt of an officially filed grievance)**

##### **1. Membership:**

- a. Vice President for Student Services or designee, Chair
- b. Five (5) students-at-large, voting members, selected by the Vice President for Student Services, or their designee and confirmed by the Senate



2. Responsibilities:
  - a. Review upon request and modify, if necessary, any action taken against a member of the Senate, or student representative on any campus committee.
  - b. Evaluate appeals pertaining to the interpretation of the ASWVC Constitution and Bylaws after the ASWVC President and Senate have evaluated said appeals.
  - c. Review appeals of selection results.
  - d. The Judicial Review Committee quorum shall be 100% of all Judicial Review Committee members. All votes taken by the committee will need a majority vote of all members to pass. The Chair will vote only in the case of a tie.
  - e. All Judicial Review issues and discussions are confidential until the Judicial Review Committee has reached an official decision.
3. Committee Process:
  - a. Review written reports of all parties involved in said grievance.
  - b. Hear verbal reports from each party involved. Each party will voice their argument to the committee separately from the parties involved.
  - c. Review the written and spoken testimonies and hold a final vote. The Judicial Review Committee shall compose a written explanation of its decision pertaining to the grievance within three (3) weeks of receipt of the grievance. The decision may be immediately made available to the Senate and campus community.
  - d. The final recommendation of the Judicial Review Committee shall comply with the ASWVC Constitution and Bylaws.

## **ARTICLE III ASWVC CERTIFIED/RECOGNIZED CLUBS**

WVC students desiring to organize may seek club recognition. Procedures for obtaining club recognition shall be set forth in the ASWVC Club Handbook.

### **Section 1 - Purpose**

The purpose of clubs shall be to give current WVC students the opportunity to foster campus community, explore various interests and engage with student leadership.

### **Section 2 - Chartering Requirements**

The Club Handbook shall be the official procedures manual for all chartering requirements. Student clubs must be student led and student run; not governed, facilitated, or directed by outside organizations.

### **Section 3 - Recognition**

To become a recognized club, final approval is granted by the Senate. The club recognition process can be found in the Club Handbook.

### **Section 4 - Membership**

Club membership is limited to current WVC Students.

- Membership in the club or organization may not eliminate, discriminate, or harass students on the basis of race, creed, color, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military

status, or the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability.

- Exceptions are chapters of national associations whose bylaws require limitations on membership. These limits can only be made based on academic standing and/or academic merit.

### **Section 5 - Conditions**

Organizations recognized by the Senate may:

- A. Use the name of the College.
- B. Use the facilities of the College.
- C. Administer services, programs, or activities.

### **Section 6 - Funding**

ASWVC clubs are funded with the use of Students Services and Activities Fee (S&A) as outlined in the Club Handbook.

### **Section 7 - Club Advisors**

Each recognized club shall have a WVC Faculty/Staff advisor as outlined in the ASWVC Club Handbook.

### **Section 8 - Rights, Responsibilities and Discipline of Clubs**

The rights and responsibilities of clubs, as well as disciplinary actions are outlined in the ASWVC Club Handbook.

### **Section 9 - Training**

New Club Officers and Club Advisors shall attend annual club orientation/training coordinated by Campus Life, in order to receive recognition. Any change in club officers will also require training for the new officer(s).

## **ARTICLE IV SELECTIONS & APPOINTMENTS**

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 Student Senate to allow leadership opportunities to more students who have not had such experience.

### **Section 1 - Standard Filing Process for ASWVC Student Senate**

Applicants may apply for more than one position. A fully completed ASWVC Senate Application packet shall include:

1. Completed ASWVC Campus Life Application Form
2. Cover Letter
3. Resume

### **Section 2 - Selections Committee Membership & Responsibilities**

#### **A. Membership:**

1. Chair, appointed by the ASWVC President, non-voting member
2. Two (2) current Executive Board members, voting members

3. Three (3) students-at-large, who are not members of the Executive Board, voting members
4. Senate advisor, voting member

Once the committee is established (after first meeting is held), members may not apply for Senate position.

**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. All Senate positions must be posted within the WVC community and advertised for a minimum of three weeks.
2. 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, 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.
3. 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.

**D. Ambassador Selection Process**

1. Ambassador positions will be reserved for incoming new students. The positions will be posted and filled during the fall quarter of the year they will be holding office. Their selection will follow the same candidate selection process as other officer positions which are filled in the Spring.

**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. If all positions are unable to be filled in spring then the new Selections Committee will continue into the fall.

**Section 5 - Senate Appointments to Campus Committees**

Appointments of student positions on campus committees shall be made by the ASWVC President. Exceptions made in the case of vacancies will be at the discretion of the Senate advisor.

- A.** The ASWVC President shall announce openings for student representation on all applicable campus committees by the first (1st) week of fall quarter and/or as they become available.
- B.** Candidates for campus tenure committees may attend a training session coordinated by the Senate advisor or their designee.

- C. Campus committee appointments shall be reported by the ASWVC President at the next available Senate Meeting. Names shall then be forwarded to the WVC President's Office and respective College administrators.

#### **Section 6 - Appointments Due to Vacancies**

Appointments to vacant Senate positions shall be made as specified in Article IX - Vacancies of the ASWVC bylaws.

## **ARTICLE V ASWVC CODE OF CONDUCT AND ACCOUNTABILITY**

### **Section 1 - ASWVC Student Senate Expectations**

- A. Each year, during training, the Senate shall generate a formal set of behavioral expectations, based on Wenatchee Valley College values, as a standard of performance for the Senate. If any member does not meet the group expectations, they may be subject to review and probation by the Senate advisor.
- B. Comply with all College rules and regulations as outlined by the WVC Rules of Conduct, Student Code of Conduct and these ASWVC Bylaws.

### **Section 2 - Attendance Policies**

Senators are expected to abide by the following attendance guidelines:

- A. Miss no meeting/shift in any one (1) quarter without an oral/written exemption from the Senate advisor or ASWVC President. Notice must be received within twenty-four (24) hours of the meeting/shift by the Senate advisor. Exceptions for extenuating circumstances will be taken into consideration.
- B. Obtain an oral/written exemption one week in advance from the Senate advisor and the ASWVC President prior to missing any training, retreat, or event in which the member has agreed to and/or is obligated to attend.

### **Section 3 - ASWVC Process of Accountability**

The accountability process describes actions to be taken in the event a Senator receives allegations or fails to abide by the Standards of Conduct at Wenatchee Valley College and as outlined in Article V, section 1. Final decisions regarding accountability will be at the discretion of the Senate advisor.

#### **A. Corrective Action**

Corrective action will be taken utilizing the philosophy of restorative justice.

#### **B. Verbal Warning / Counseling**

A meeting shall be convened by the Senate advisor to investigate allegations brought against a member of the Senate. If appropriate, the Senator may receive a verbal warning to correct their behavior. Repeat or multiple offenses may mandate probation. Except when necessary, this counseling shall be kept confidential.

### **Section 4 - Reprimands**

Reprimands shall be initiated in writing by the Senate and/or the Senate advisor, and kept in member's file and kept confidential, when possible.

### **Section 5 - Probation**

If a written reprimand is not effective, or if the seriousness of the offense warrants immediate probation, a probationary timeline and terms will be set by the Senate advisor. If the member has not improved within the established timeline, dismissal from office may occur. Senate members falling

below specified quarterly GPA requirements will be subject to a probationary period for a minimum of six (6) weeks under the supervision of the Senate advisor.

## **ARTICLE VI REMOVAL FROM OFFICE**

### **Section 1 - Terms and Conditions**

Any Senate member may be dismissed from office for the following:

- A. Failure to maintain the responsibilities, duties and/or minimum qualifications of their office. Failure to follow policies and procedures outlined in ASWVC Bylaws, Constitution, Wenatchee Valley College Rules of Conduct, Student Code of Conduct and State / Federal Law.
- B. Abuse of power of office as determined by the Senate.
- C. Failure to successfully complete the terms of probation outlined by Senate advisor.

### **Section 2 - Removal by the Senate**

If no improvement of performance/behavior is recognized after the process outlined in Article VI Section 3, there may be impeachment by a majority vote of the Senate. The Senate shall provide written explanation outlining their decision and post in a public place for no less than two weeks. If the action(s) of the member is deemed serious or dangerous, the Senate advisor may terminate the member immediately.

### **Section 3 - Suspension/Removal by the Senate advisor**

The Senate advisor shall:

- A. Suspend with or without pay, pending the outcome of an investigation pertaining to a violation of WVC's Rules of Conduct, Student Code of Conduct, ASWVC Terms of Appointment, or Duties of Officers (Article I, Section 9).
- B. After following performance/behavior processes (Article VI, Section 3), terminate a Senate member for not abiding by these bylaws or the ASWVC Terms of Appointment.

### **Section 4 - Petition for Removal by the Student Body**

- A. Any member of the associated student body may initiate a recall against a Senator.
- B. The recall process shall follow (Article VI, Section 3, Part A).

## **ARTICLE VII RESIGNATION AND ABANDONMENT**

### **Section 1 - Voluntary Resignation**

Any member of the Senate who wishes to resign from their position shall submit to the ASWVC President and Senate advisor a signed letter of resignation. In the case of the ASWVC President's resignation the letter shall be submitted to the Senate advisor. Membership tenure will end immediately upon submission of the letter of resignation.

### **Section 2 - Unauthorized Absence/Position Abandonment**

Any member of the Senate who is absent without authorized leave and has failed to contact the Senate advisor for a period of five (5) consecutive business days will be considered to have abandoned their position. The Senate advisor will make at least five (5) attempts to contact the Senator to determine the cause of the absence. The member's tenure may end immediately with notice from the Senate advisor.

## **ARTICLE VIII VACANCIES**

### **Section 1 - Vacancies on the Senate**

Vacancies occurring on the Senate during the academic year shall be filled through the Appointment Committee:

#### **A. Membership:**

1. Chair, appointed by the Senate advisor, non-voting member
2. One (1) current Executive Board member, voting member
3. Three (3) students-at-large, who are not members of the Executive Board, voting members
4. Senate advisor, voting member

#### **B. Responsibilities:**

1. The committee is responsible for the interview process to include, but not limited to, establishing a timeline, advertising position(s), reviewing the applications, developing a list of questions for the position(s), scheduling and conducting the interviews, and making the final decisions for selection.
2. Applications for filling a vacancy on the Senate shall be accepted by the Office of Campus Life for a minimum of two (2) calendar weeks after the date a vacancy has been announced.
3. In the event a vacancy occurs during a break in the academic quarter, the vacancy shall be announced and posted the first day of the following quarter.
4. All committee members must be present at each interview, the entire deliberation and voting process; in order to cast a vote.
5. Each member of the committee must sign a letter of confidentiality.

#### **C. Exception:**

With the approval of the Senate, a committee of at least three (3) Senators has the right to appoint a replacement from the pool of candidates that applied for Student Leadership positions, if there are vacancies due to resignation within one month of the beginning of the academic year.

## **ARTICLE IX FINANCES**

### **Section 1 - Guideline**

The ASWVC Senate oversees the management of the Services and Activities Fee designated by the Washington State Legislature in RCW: 28B.15.044. The ASWVC Financial Code governs the use of these funds allotted by the Board of Trustees to the ASWVC and revenues generated by the organizations administered by the ASWVC. All funds collected and expended are subject to the policies, regulations and procedures set forth in the Financial Code, in addition to those set by Wenatchee Valley College Administrative Procedures, the Wenatchee Valley 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 X INITIATIVE AND REFERENDUM PROCESS**

### **Section 1 - Initiatives**

Initiative measures shall be put to a vote of the general student body upon submission of a petition to the Senate, clearly stating the issue and signed by at least 300 currently enrolled students. Such petitions may be submitted to the Senate at any regularly scheduled meeting. Approved initiative measures must be publicly posted for a period of two (2) weeks prior to the election in which it shall be voted on.

### **Section 2 - Referenda**

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

## **ARTICLE XI POSITION STATEMENT**

### **Section 1 - Establishing Position & Opinions**

The Senate reserves the right to clarify and interpret documents and policies, answer complaints and establish Senate position statements on issues relating to students and their education.

### **Section 2 - Process**

The Senate may issue a position statement when:

- A. A member of the ASWVC makes a written request for clarification of any document or procedure relating to student governance.
- B. The Senate, through the passage of a motion, desires to take a position on an issue of importance to the ASWVC or for clarification necessary for the maintenance of internal affairs.

### **Section 3 - Procedure**

The procedure for adopting a position statement shall be as follows:

- A. The ASWVC President shall coordinate in depth research into the situation and draft a preliminary recommendation.
- B. Not more than two (2) weeks shall elapse during this drafting. No later than the first Senate meeting following the conclusion of the two (2) week draft period, the preliminary draft shall be presented.

### **Section 4 - Approval**

Approval of a position statement shall require a majority vote of the Senate.

## **ARTICLE XII AMENDMENTS**

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

Grammar, spelling and punctuation changes may be recommended by a simple majority vote of the ASWVC Constitution and Bylaws Review Committee and a simple majority vote of Senate. The Senate

may independently initiate and approve grammar, spelling and punctuation with a simple majority vote. Additional approval is required from the Senate advisor and approval from Wenatchee Valley College's President or Board of Trustees, before amendments may take effect.

### **Section 2 - House Keeping Revisions**

Minor revisions to the bylaws, which do not substantially change the overall intent of the bylaws or any of its articles, may be recommended by the ASWVC Constitution and Bylaws Review Committee and approved by a simple majority vote of the Senate. The Senate may independently initiate and approve any House Keeping revisions that do not substantially change the overall intent with a simple majority vote. Additional approval is required from the Senate advisor and approval from Wenatchee Valley College's President or Board of Trustees, before amendments may take effect.

### **Section 3 - Amendments**

Amendments to the bylaws which substantially change the overall intent of the bylaws or any of its articles must be recommended by the ASWVC Constitution and Bylaws Review Committee. The amendments must then be approved by a majority vote of the Senate, the Senate advisor and by the Wenatchee Valley College's President or Board of Trustees before amendments may take effect.

- A. Any such amendment must be well publicized with written notice for fifteen (15) business days before ratification takes effect. Students may appeal the amendment by submitting a petition to Senate advisor with three hundred (300) signatures of currently registered students before ratification takes effect. At such time, the amendment may be placed on the ballot in any regular or special election and must be ratified by a simple majority of the students voting to be binding.
- B. Each time the Constitution or Bylaws are revised, a written report must be made documenting each change, why the change is needed and the intent of the change made.

## **ARTICLE XIII OTHER REGULATORY DOCUMENTS**

### **Section 1 - Club Handbook**

The Club Handbook is a document for clubs that includes information on the certification/recognition process, funding information and helpful hints for running an effective organization. It is reviewed annually by the ASWVC Vice President and Senate advisor.

### **Section 2 - ASWVC Financial Code**

The Financial Code governs the use of collected student fees and other public funds allotted by the Board of Trustees to the Associated Students, including those revenues generated by the organizations administered by the Senate. The Senate advisor is responsible to the College for the administration and compliance of the Financial Code. The Financial Code may be revised as needed. Changes/additions must be submitted to the Senate advisor. All changes to the Financial Code must be reviewed by the WVC Vice President of Student Services or their designee, the WVC Vice President of Administrative Services, the WVC Presidents' Cabinet and finally to the Board of Trustees for approval.