

ASSOCIATED STUDENTS OF HIGHLINE COLLEGE

ASHC BY-LAWS

ARTICLE I *AUTHORITIES AND POWERS*

- Section 1: The Board of Trustees of Highline College, acting from the authority vested in the local Board of Trustees as specifically stated in Section 14, paragraphs 13 and 14, SHB 548, Chapter 8, Law of Extraordinary Session, 167, by written order included in the minutes of the regular Board of Trustees meeting held on February 10, 1994, now delegates the responsibility for student representation to the Associated Student Body of Highline College. Such delegation of responsibility shall confine itself to the defined articles and By-Laws as prescribed in the Constitution of Associated Students of Highline College.
- Section 2: The ASHC Executive Council has the sole authority to administer, interpret, and enforce these By-Laws.

ARTICLE II *BY-LAWS*

- Section 1: These By-Laws govern all ASHC Clubs, Caucus, Communities, and Organizations.
- Section 2: Proposed amendment(s) to these By-Laws shall be submitted to the Associated Council five (5) instructional days prior to a vote on the amendment(s).
- Section 3: Proposed amendments to these By-Laws shall become effective upon ratification by simple majority of the Associated Council.

ARTICLE III *APPOINTMENTS/VACANCIES*

- Section 1: The ASHC President may appoint and remove members to serve on special committees or as ASHC representatives as necessary.
- Section 2: All vacancies on the Executive Council shall be filled by appointment and conferral from the ASHC Council.
- Section 3: The order of appointment is:
- A. A vacancy in the Executive Council may be filled by a remaining member of the Executive Council as agreed upon by the remaining members of the Executive Council.
 - B. The remaining position not filled by A. above, shall be filled by appointment by the Executive Council.
 - C. The Associated Council must ratify the appointed officer.

ARTICLE IV *DUTIES OF THE ASHC COUNCILS*

- Section 1: The Associated Council shall:
- A. Serve as the official representative of the students of Highline College (HC) and implement all matters and responsibilities derived from the College Trustees Policy and work to enact programs which will be of benefit to HC students.

- B. Legislate the voice of students, allocate student resources as the stewards of Services and Activities Fees, and support leadership development for all students.
- C. Be actively involved in the development, implementation, and promotion of student political and educational programs and activities.

Section 2: The Executive Council shall:

- A. Sanction all student Clubs and Caucus programs at Highline College.
- B. Act as consultant in matters dealing with all campus standing committees.
- C. Be responsible for the establishment of policies necessary to uphold the Constitution and the By-Laws.
- D. Serve on committees as appointed by the ASHC President and/or Director of CLS and Associate Dean of Student Life.
- E. Execute and implement the decisions of the ASHC Council.

ARTICLE V *REQUIREMENTS FOR OFFICE*

Section 1: A student holding any ASHC position on the Executive Council must maintain a cumulative grade point average (CGPA) of 2.5 or above. Should the student's CGPA drop below 2.5 at any time, they shall be subject to the review of the ASHC Advisor(s) which will decide on the most appropriate course of action, which may include actions A, B or a combination thereof.

- A. Probationary period to raise their CGPA.
- B. Immediate removal of office.

Section 2: Executive Council members must be enrolled for at least six (6) credit hours at HC. If the student fails to enroll in at least six (6) credit hours, they will be automatically removed from their position.

ARTICLE VI *COUNCILS AND REMOVAL THEREFROM*

Section 1: Any student who meets the requirements of Article V shall be eligible to participate in ASHC Executive Council.

Section 2: The Executive Council order of succession shall be:

1. Determined by the remaining members of the ASHC Executive Council. With the approval of advisors, council executives may advance into open offices created by a vacancy.
2. Appointments to open positions due to vacancy may also be made by the remaining members of the Executive Council and approved by the ASHC Council.

Section 3: The Associated Council shall be made up of:

- A. Those mentioned in Article VI, Section 2.
- B. A representative from each ASHC Recognized Student Clubs.

Section 4: Removal of membership from Executive Council:

- A. Any council member may submit a resignation to the Executive Council.

- B. Any member of the Executive Council may be removed from office by a majority vote of the Executive Council with supporting ratification of the Associated Council.
- C. Documented non-attendance at any three (3) regularly scheduled business meetings in one quarter may result in removal by the ASHC Advisor under their discretion..
- D. Documented violation of the Student Rights and Responsibilities Code of Highline College may result in removal by the ASHC Advisor under their discretion.

ARTICLE VII

OFFICERS

Section 1: Officers of the Executive Council shall:

- A. Attend all ASHC Executive and Associated Council meetings.
- B. Make bi-weekly reports to the Associated Council.
- C. Attend all ASHC sponsored events.
- D. Participate on various campus committees, as decided upon by the Executive Council and the Director of CLS and/or Associate Dean of Student Life.
- E. Attend various club meetings, as decided upon by the Executive Council.
- F. Work on assigned projects under the supervision of the ASHC Advisor(s).
- G. Maintain accurate records and information on all programs, responsibilities, and materials used while in office.
- H. Act within the guidelines of state laws, school regulations and rules of the ASHC legislation and constitution.
- I. Work up to nineteen (19) hours a week upon the pre-approval of the ASHC Advisor and upon a budget available basis.

Section 2: The President shall:

- A. Act as the official liaison between the ASHC and the Highline College Board of Trustees, college administration faculty, and community.
- B. Build community and leadership skills to all officers and appointed officials of the Student Government.
- C. Serve on the Services and Activities (S&A) Budget Committee.
- D. Appoint students to serve on various campus committees.
- E. Schedule and serve as presiding officer of all regular Executive Council meetings.
- F. Hold responsibility for studying and reporting ASHC perspectives/opinions on state and federal government actions and their effect on students.
- G. Work with campus administrators to plan legislative awareness programs.
- H. Commencement Ceremony responsibilities as assigned.
- I. Schedule quarterly meeting with college President.
- J. Maintain 15 hours per week, with at least 10 posted office hours unless exempted for other duties as assigned and approved by the ASHC Advisor.
- K. Increase involvement in ASHC (i.e. legislative academy, statewide initiatives, student- based leadership opportunities).
- L. Serve as the primary student public relations officer for the ASHC.
- M. As a representative of the Executive Council, create and appoint students to campus committees.
- N. Facilitate other projects as taken on by the ASHC.
- O. Attend bi-weekly ASHC meetings and participate as a servant leader and voting member.
- P. Attend weekly ASHC Executive Council meetings.

Q. ASHC duties as assigned by ASHC Advisor(s) or the ASHC Executive Council.

Section 3: The Vice-President shall:

- A. Schedule, coordinate, promote and preside over all business meetings of the Associated Council.
- B. Develop agenda and implement decisions for all Associated Council meetings.
- C. Serve as student representative on Faculty Tenure Review Committee.
- D. Lead ASHC in the maintenance of the Constitution and By-Laws of the ASHC.
- E. Serve on the S&A Budget Committee and work with the ASHC Advisor(s) to stay current on ASHC Budget and S&A Contingency Fund.
- F. Serve as the chairperson of the ASHC SElection Committee (if the Vice-President is running for an office, the chairperson will be appointed by a majority vote of the Executive Council).
- G. Work with ASHC Executive Council to develop needed trainings for student leaders.
- H. Monitor and maintain the ASHC contingency balance and funding process.
- I. Participate on campus committees as appointed by the ASHC Executive Council.
- J. Maintain 15 hours per week, with at least 10 posted office hours unless exempted for other duties as assigned and approved by the ASHC Advisor.
- K. Create leadership and direction for involvement in ASHC, especially in the bi-weekly ASHC Council Meetings.
- L. Facilitate other projects as taken on by the ASHC.
- M. Attend bi-weekly ASHC Council meetings and participate as a chair and voting member to break ties.
- N. Attend weekly ASHC Executive Council meetings.
- O. ASHC duties as assigned by ASHC Advisor(s) or the ASHC Executive Council.

Section 4: The Speaker of the Caucus shall:

- A. Provide administrative leadership for the Associated Council members, building communities of leaders.
- B. Facilitate community building/caucus discussions, meetings, and activities.
- C. Build and nurture student leadership passions and encourage to take action to deepen their leadership positions.
- D. Promoting the council in to the campus community, communities of leaders, and to other HC partners in order to institutionalize the program.
- E. Foster relationships with faculty to create co-curricular programming with student communities.
- F. Locate, train, and support student servant leaders.
- G. Initiate and coordinate student communities/caucus members to plan service/action projects.
- H. Establish connections with the local community related to caucus issues for civic involvement and promote activism on campus.
- I. Coordinate the Student Leader of the Month program.
- J. Create an action base for ASHC (i.e., legislative academy, voter registration, student based leadership action, Washington State Community and Technical College Student Association) as legislative coordinator of the organization.
- K. Take the lead on programs and offerings geared at harnessing the voice of students.
- L. Gather information and get student feedback on campus issues.
- M. Attend bi-weekly ASHC meetings and participate as a servant leader and voting member.
- N. Attend weekly ASHC Executive Council meetings.
- O. ASHC duties as assigned by ASHC Advisor(s) or the ASHC Executive Council.

Section 5: The ASHC Finance Director shall:

- A. Maintain ASHC records, including transcribing minutes of bi-weekly meetings.
- B. Work with the President and VP of ASHC to prepare documents for ASHC meetings and Board of Trustees presentations.
- C. Report to ASHC Council meetings on S&A and Contingency related matters.
- D. Reconcile Contingency Fund transactions.
- E. Understand fully the policies regarding fund usage determined by ASHC Financial Code and Killian Guidelines.
- F. Attend bi-weekly ASHC meetings and participate as a servant leader and voting member.
- G. Attend weekly ASHC Executive Council meetings.
- H. ASHC duties as assigned by ASHC Advisor(s) or the ASHC Executive Council.
- I. Report to the CLS Program Specialist and/or designee.

ARTICLE VIII
CAUCUS, COMMITTEES, and
CLUBS, COMMUNITIES AND ORGANIZATIONS

Section 1: ASHC CAUCUS, COMMITTEES, CLUBS, COMMUNITIES AND ORGANIZATIONS provide a leadership and activity framework for the work and structure of the ASHC. They are formed and renewed annually during the year by the ASHC Executive Council and Center for Leadership & Service.

Section 2: ASHC President may also create and appoint members to ASHC Committees. Committees will be established by an Executive order of the ASHC President during their ASHC Council Presidential report. Committees' membership will be through appointment of the president and confirmation by the ASHC Council. Committee duration will be on-going and ad-hoc, until the need for the created committee is no longer present. Committee Chairs are not, in themselves, eligible to vote as members of the ASHC Council.

Section 3: The ASHC President and Vice President of the Associated Council shall serve as the default liaison to the governance committees of Highline College. These members shall attend all campus governance meetings that require student voice to be recognized. ASHC President may delegate these responsibilities to appointed members of the Association with the approval of the ASHC Council.

Section 4: Student Groups have different designations and definitions that impact their potential funding and voting privileges in ASHC Council. The following definitions provide the framework of understanding these student groups.

- A. Clubs: Student Clubs are defined as student-initiated chartered student groups formed around special interests. One member from each ASHC recognized (chartered) Club is eligible to vote at ASHC Council Meetings. Instructional Organizations are defined in the class of Organizations below.
- B. Communities: Communities are defined as campus groups recognized by the Center for Leadership and Service office.. These communities are not eligible to vote on the ASHC Council.
- C. Organizations: Organizations are defined as student-sponsored/staff-supported (often co-curricular) groups that have a designated annual Services and Activities (S&A) Budget allocation. Organizations are not eligible to vote on the ASHC Council.

ARTICLE IX
MEETINGS

- Section 1: The Associated Council shall hold a regular meeting once every two weeks during the school year, with the exception of finals week and summer quarter.
- A. The Associated Council meetings shall be open to the public unless an Executive Session is called.
- Section 2: Executive Session may be called by the presiding officer, or by motion of any voting member of the Associated Council. The Associated Council meeting will be terminated and all persons not involved in the Executive Session shall leave the room. Upon completion of the Executive Session, the Associated Council meeting will again be open to the public.
- A. No minutes of the Executive Session will be taken.
- B. The Associated Council meeting minutes will reflect that an Executive Session has taken place.
- C. No voting shall take place during an Executive Session.
- Section 3: The first regular meeting of the Associated Council shall take place no later than the third week of each quarter.
- Section 4: A quorum shall be at least one half (1/2) of the Executive Council, and four (4) representatives from recognized Clubs. This requirement shall be automatically waived if there are not four (4) recognized student Clubs.
- Section 5: A quorum must be present in order for the Associated Council to transact business.
- A. If a quorum is lost during the course of a meeting, it shall be recorded in the minutes and any actions taken while there was no quorum must be ratified at the next business meeting when a quorum is present.
- B. If a quorum is re-established during the meeting it shall be recorded in the minutes and any action taken must be ratified during the course of that meeting.
- Section 6: In the event that a quorum has not been obtained at three (3) consecutive scheduled business meetings, the officers may operate under Article XI, Section 1.
- Section 7: The order of business at regular council business meetings shall include, but not be limited to:
1. Call to Order
 2. Roll Call
 3. Officer Reports
 4. Committee Reports
 5. Old Business
 6. New Business
 7. Announcements
 8. Unscheduled Business
 9. Adjournments

Section 8: The Vice-President shall provide for preparation and distribution of agendas for every scheduled meeting.

Section 9: Items to be placed on the agenda shall be submitted in writing to the Vice-President at least two (2) instructional days prior to a scheduled meeting.

All funding and governance decisions of all Associated Council meetings must be documented in the ASHC office within two weeks after the scheduled meeting.

Section 10: The Executive Council shall hold a meeting at least once a week to plan for the next Associated Council meeting and conduct any necessary business.

ARTICLE X *VOTING*

Section 1: Standard methods of voting shall be used as outlined in Robert's Rules of Order insofar as they are not inconsistent with the ASHC By-Laws or Constitution.

Section 2: The presiding officer of the Associated Council meeting may vote only in the event of a tie, but may refrain from voting in order to necessitate a re-casting of the vote.

ARTICLE XI *RULES*

- Section 1: Suspension of Rules:
- A. These By-Laws may be suspended by *Article(s) and Section(s)* by a majority vote of the Associated Council.
 - B. Suspension of these *Article(s) and Section(s)* shall apply only to the meeting during which the vote is being taken, and shall be noted in the minutes along with a statement indicating the reason for the suspension.
 - C. Any financial or governance decisions made by ASHC while Rules are Suspended shall require the approval of both the ASHC Advisor and the Vice President for Student Services.

ARTICLE XII *ASHC EXECUTIVE COUNCIL SELECTION*

- Section 1:
- A. Executive Council selection shall be held during Spring quarter of each year for President, and Vice President,
 - B. Applicants shall submit a completed application for a position during the month of March, with selection held in April, and ratification held in May.
 - C. A candidate may apply for one (1) position
 - D. Candidates must meet requirements for the position outlined in Article V to apply.
 - E. Current Executive Council officers shall form a Selection Committee to supervise and validate the selection of new officers. This committee shall also establish any selection rules and guidelines. Officers who are also candidates shall be excluded from this committee.
 - F. Speaker of the Caucus and ASHC Finance Director shall be selected as part of The Center annual student leadership selection process. Selected candidates for these two (2) positions shall be ratified by the Associated Council.

ARTICLE XIII
JUDICIARY FUNCTIONS

- Section 1: Interpretive decisions regarding the ASHC Constitution and By-Laws shall be interpreted by an official action of the Associate Council.
- Section 2: Any college community member may bring a question regarding the Constitution and By-Laws to the Associated Council.