

ASSOCIATED STUDENTS OF HIGHLINE COLLEGE  
CONSTITUTION

DERIVATION OF POWER

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 affairs governance to Associated Students of Highline College. Such delegation of responsibility shall confine itself to the defined Articles and By-Laws as prescribed in the following Constitution of Associated Students of Highline College.

PREAMBLE

We (the Associated Students of Highline College) assume responsibilities and privileges of participation in self-government, to represent student interests, needs and welfare within the college community, initiate and coordinate active student involvement, provide the opportunity to develop individual leadership qualities and an understanding of group action, and supplement and complement formal education at Highline College, do affirm and establish this Constitution.

**ARTICLE I**  
*NAME*

Section 1: The name of the organization shall be Associated Students of Highline College (ASHC).

**ARTICLE II**  
*PURPOSE*

Section 1: The purpose of the ASHC is to be of service to students through campus, community, legislative activities, as well as leadership development to ensure student success. Additionally, ASHC serves as the representatives for students on the campus and in the community, fosters cooperation among students, staff, faculty, administration, and the Highline College Board of Trustees.

**ARTICLE III**  
*RULES*

Section 1: The ASHC shall operate under abbreviated Parliamentary Procedure (Robert's Rules of Order) where they do not conflict with this Constitution and the By-Laws.

**ARTICLE IV**  
*MEMBERSHIP*

Section 1: The membership of the ASHC shall consist of all currently enrolled students of Highline College.

Section 2: Highline College actively promotes and supports a learning and work environment which ensures social justice, mutual respect, understanding, civility, and non-violence.

Highline College is committed to the elimination of discrimination based on biological sex, gender identity and expression, sexual orientation, race, ethnic background, national origin, class, economic status, age, military and veteran status, disability, language, culture, and religious beliefs.

**ARTICLE V**  
*AUTHORITY*

- Section 1: The ASHC is the sole representative governing body for students of Highline College, operating under the authority of the Board of Trustees of Community College District 9.
- Section 2: The ASHC Executive Council has the sole authority to administer, interpret, and enforce this Constitution and the By-Laws.
- Section 3: The name Associated Students shall apply only to the student group outlined in Article V, Sect. 1.

**ARTICLE VI**  
*ORGANIZATION*

- Section 1: The Executive Council shall be made up of the ASHC President, ASHC Vice President, Speaker of the Caucus, and the ASHC Finance Director. Their duties shall be defined in the By-Laws.
- A. The President, Vice President, and Speaker of the Caucus is advised by the Director of the Center for Leadership and Service (CLS) and/or ASHC designee.
  - B. The ASHC Finance Director is advised by the CLS Program Specialist II-Budgets and/or designee.
- Section 2: The Associated Council shall be made up of the Executive Council and designated representatives from ASHC Recognized Student Clubs. Their duties shall be defined in the By-Laws.
- Section 3: The Advisor to the Executive Council and the Associated Council shall be the Director of the Center for Leadership and Service (CLS) and/or ASHC designate.
- Section 4: The Executive Council may conduct general business without the authority of the Associated Council; however, those actions must be ratified by a vote of the Associated Council.

**ARTICLE VII**  
*OFFICERS*

- Section 1: Selected officers of the ASHC shall be the President, and Vice-President.
- Section 2: The Speaker of the Caucus and the ASHC Finance Director shall be designated according to the By-Laws.
- Section 3: Minimum qualifications of the Executive Council shall be set forth in the By-Laws.

**ARTICLE VIII**  
*VOTING RIGHTS*

- Section 1: Each member of the Associated Council shall have one vote.
- A. Each member of the Executive Council shall have one vote.
  - B. One representative from each ASHC Recognized Student Club shall be a voting member. Other representatives from student funded programs and organizations, unaffiliated to an ASHC Recognized Club, are not voting members.
  - C. The voting member shall define which voting group they are representing at Associated Council meetings

**ARTICLE IX**  
*SELECTION COMMITTEE*

- Section 1: Selection process for the Executive Council of the ASHC will begin in March for the following council year. This process will be planned and executed by the ASHC Selection Committee, which is chaired by the ASHC Vice President. The ASHC Selection application must be open for four (4) weeks prior to the application deadline.
- Section 2: The ASHC Selection Committee will consist of the current ASHC Executive Council, four (4) representatives from the Associated Council, two (2) CORE Student Leadership representatives, and Director of Center for Leadership and Service.
- Section 3: No fewer than six (6) student representatives should be present in the selection committee in order to vote. The Director of CLS is a non-voting member.
- Section 4: The Speaker of the Caucus and ASHC Finance Director is a selected position that is coordinated through the Center for Leadership and Service. The selected candidate must be ratified by the Associated Council.
- Section 5: Election procedures shall be set forth in the By-Laws.

**ARTICLE X**  
*APPLICATION PROCESS*

- Section 1: Applicants can only apply for one position.
- Section 2: Applicants must have 2.5 CGPA or higher in order to apply.
- Section 3: Application shall open for four (4) weeks.
- Section 4: Applicants shall be students who have submitted completed application and are returning students of Highline College for the next academic year.
- Section 5: Applicants shall submit the following:
- 1. A complete ASHC application online.
  - 2. A current, unofficial transcript and Spring Quarter enrollment form.
  - 3. A one (1) page cover letter.

4. A Letter of Recommendation from a Highline College staff, faculty, or administrator.
5. A letter of Recommendation from a community member or peer.

Section 5: Application must be submitted by 11:59PM on its due date. If all requirements are met, the Director of CLS shall certify the applicants as eligible for consideration for the position.

## **ARTICLE XI** *SELECTION PROCESS*

Section 1: Certified applicants must attend one ASHC Council meeting and one Q&A-style student forum prior to the interview.

Section 2: Certified applicants will be invited to a 20 minute interview with the Selection Committee.

Section 3: Selection Committee votes will follow ARTICLE IX Section 3.

Section 4: All certified applicants will be notified regarding the decision within one (1) week after the interview.

Section 5: Selected certified applicants for the Executive Council will be ratified at the next ASHC Council meeting.

## **ARTICLE XII** *APPOINTMENTS/VACANCIES*

Section 1: Procedures for appointments to the Associated Council shall be set forth in the By-Laws.

Section 2: Procedures for filling vacancies shall be set forth in the By-Laws.

## **ARTICLE XIII** *REMOVAL FROM OFFICE*

Section 1: Any member of the Executive Council may be removed from office for failure to maintain the requirements of their position or for misconduct on campus as defined in the "Student Rights and Responsibilities Code WAC 1321-120".

Section 2: Procedures for removing a student from office:  
A. Written resignation to the Executive Council.  
B. Non-enrollment at Highline College for any quarter (excluding Summer) shall constitute automatic removal of Executive Council membership.  
C. Any member of the Executive Council may be removed by a majority vote of the Associated Council.

Section 3: Criteria for removal:  
A. Non-attendance at three (3) regularly scheduled business meetings in one quarter may result in removal. (Excluding official ASHC business, or by special vote of the Associated Council).  
B. Non-compliance with the Constitution or By-Laws of the ASHC may result in removal.

**ARTICLE XIV**  
*BY-LAWS*

Section 1: The By-Laws of the ASHC shall be the lawful means by which the provisions of the Constitution shall be carried out.

**ARTICLE XV**  
*AMENDMENT*

Section 1: The Constitution shall be amended by approval of a simple majority of the students who are voting in a regular or special election, provided written notice of such amendment has been published and posted for ten (10) instructional days before the election.

Section 2: The By-Laws may be amended by approval of a simple majority of the Associated Council.

**ARTICLE XVI**  
*ENABLING ACT*

Section 1: The ASHC Constitution shall be carried out upon satisfaction and approval by a simple majority of students voting in a special election and upon approval by the Board of Trustees and shall render all preceding Constitutions and By-Laws void.