Bylaws of the Associated Students of Lower Columbia College

(Approved by the ASLCC Executive Council on May 20, 2022)

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PREMBLE

We, the Executive Council of the Associated Students of Lower Columbia College (ASLCC), do hereby adopt these Bylaws in accordance with the laws of the State of Washington, the regulations of the Board of Trustees of Lower Columbia College, and with the authority delegated to us by the ASLCC. The Executive Council is the governing body of the Associated Students of Lower Columbia College.

Article I. MEETING PROCEDURE

Section 1: Executive Council Schedule

A. The Executive Council meeting schedule is subject to change on a quarterly basis, and the location will be determined by room availability. Dates, locations, minutes, and agendas for Executive Council meetings will be posted on the school website under "Student Government."

Section 2: Activities/Governing Board Meeting Schedule

A. Beginning the first week of each quarter, the Activities Board will conduct two business meetings every week unless notified by the Director of Student Programs. Activities Board meetings will be scheduled on a quarterly basis.
B. Beginning the first week of each quarter, the Governing Board will conduct one business meeting every week unless notified by the Director of Student Programs. Governing Board Meetings will be scheduled on a quarterly basis.

Section 3: Order of Executive Council Members

A. The Executive Council will use Robert's Rules of Order to run their meetings and for all voting procedures except where voting specifics are stated in the ASLCC Constitution. A quorum (50% + 1 of current voting members) must be present for all Executive Council decisions.

Article II. ELIGIBILITY

Section 1: Requirements

A. Members of the Executive Council must meet the following requirements in order to hold a position:
    a. Be enrolled in a minimum of twelve (12) credits per quarter.
    b. Maintain a cumulative and quarterly 2.75 GPA or better during each quarter of enrollment. This requirement is waived if fall is one's first quarter at LCC in order to allow new students to be involved in student government.
    c. Must be available and present at all required Student Government meetings.
    d. If the student does not meet the minimum requirements for eligibility, the Director of Student Programs has the discretion to make exceptions depending on the situation.

Section 2: Absences

A. Members of the Executive Council may not miss more than one scheduled meeting per quarter with an unexcused absence. The Director of Student Programs has the discretion to make exceptions depending on the situation.

1. Excused absences include but are not limited to: vacations scheduled in advance, medical appointments or operations that cannot be scheduled outside work hours, illness, family emergencies, jury duty, and funerals. The Director or Assistant Director of Student Programs must be notified as soon as possible, prior to the scheduled meeting.

B. Consequences for unexcused absences for meetings are as follows:
   1. Second Meeting Missed: The member will have voting rights removed as deemed necessary by the Executive Council for a period determined by a two-thirds majority vote.
   2. Third Meeting Missed: Termination of voting rights for the rest of the quarter.
   3. Fourth Meeting Missed: Termination of position.

C. Members of the Executive Council must work at least eight office hours a week. After two hours of unexcused office hour absences in a week, a meeting with the Director of Student Programs or the Assistant Director of Student Programs must be scheduled.

Section 3: Weekly Reports

A. Members of the Executive Council must submit a weekly report every week by noon on the Monday following the week of the report. Consequences for missing or late reports each quarter are as follows:
B. Second Report Missed: Written warning.
C. Third Report Missed: Final warning.
D. Fourth Report Missed: Termination of position.

Article III. SELECTION PROCEDURE

Section 1: Responsibility

A. The Selection Committee is responsible for selecting the Executive Council members. Details of the selections process will be outlined by the Selection Committee.

Section 2: Process

A. The Selection Committee consists of ASLCC members who will not reapply for Student Government the following year, the Director of Student Programs, and the Assistant Director of Student Programs. The committee will be determined by the first week of March, and it will meet by the third week of March to discuss the Selection Process timeline, advertising, candidate application packets, and Student Government Information Sessions.
B. In order to facilitate the assembly of the Selection Committee, all ASLCC officers must notify the Director of Student Programs of their intent to reapply or not reapply by the end of the third full week of February. Those officers who plan to reapply must declare which position(s) they intend to apply for.
C. Student Government Information Sessions will be led by the Director of Student Affairs, and they will explain open positions and what student government entails.
D. The Selection Committee will advertise open positions and Information Sessions by the Friday of the first week of spring quarter. Information Sessions will be available once a week for the whole month of April.
E. Candidates must submit their application packet by the last week of April. An official deadline date will be determined by the Selection Committee.

F. Applicable candidates will be called by the second week of May for a scheduled interview.
G. Selected candidates will take the Oath of Office prior to taking office.
H. Selected candidates must attend all mandatory Student Government training dates to hold a position in Student Government. The dates shall be provided to selected candidates the summer before they start their term.

Section 3: Filling Vacancies

A. The Executive Council will meet as necessary to determine appropriate steps necessary for filling unexpected vacancies during the academic year.

Section 4: Voting

A. In order to be eligible to vote in any student election, initiative, proposal or document amendment, Student Government, any student club, student organization or student co-curricular, you must be a service and activities (S&A) fee-paying student. Pursuant to RCW 28B.15.041 "service and activities fees" defined.
B. The term "services and activities fees" as used in this chapter is defined to mean fees, other than tuition fees, charged to all students registering at the state's community colleges, regional universities, the Evergreen State College and state universities. Services and activities fees shall be used as otherwise provided by law or by rule or regulation of the board of trustees or regents of each of the state's community colleges, the Evergreen State College, the regional universities or the state universities for the express purpose of funding student activities and programs of their particular institution. Student activity fees, student use fees, student building use fees, special student fees or other similar fees charged to all full-time students, or to all students, as the case may be, registering at the state's colleges or universities and pledged for the payment of bonds heretofore or hereafter issued for, or other indebtedness incurred to pay, all or part of the cost of acquiring, constructing or installing any lands, buildings or facilities of the nature described by RCW 28B.10.0300 as now or hereafter amended, shall be included within and deemed to be services and activities fees.

Article IV. POSITION DESCRIPTIONS AND JOB DUTIES

Section 1: Governing Board Members

A. **Executive Director:** Be responsible for the management of ASLCC operations as well as the administration and implementation of the ASLCC rules, policies, procedures and guidelines as described in the ASLCC Constitution, Bylaws, Financial Code and other official documents. The Executive Director's duties include but are not limited to:
    1. Preside over all Executive Council meetings.
    2. Attend all Board of Trustees meetings. If they cannot attend, they are to find someone to take their place at least 24 hours prior to the meeting.
    3. Detail in writing to the Executive Council the report they plan to bring to the Board of Trustee's meeting one week prior to the meeting of the Trustees.
    4. Attend weekly Governing Board meetings.
    5. Prepare and deliver a commencement speech or appoint a member of ASLCC to do so.

6. Attend all leadership meetings and send a representative in the event of your absence.
7. Put together a final report that includes visual aids to present at the May Board of Trustees meeting.

B. **Student Affairs Director:** Play a supporting role in the overall management of the ASLCC operation and the administration of ASLCC rules, policies, procedures, and guidelines. The duties of the Student Affairs Director include but are not limited to:
   1. Preside over ASLCC Executive Council meeting in the absence of the Executive Director.
   2. Attend weekly Governing Board meetings.
   3. Serve on Instructional Council. If they cannot attend, they are to find someone to take their place at least 24 hours prior to the meeting.
   4. Serve on Curriculum Committee. If they cannot attend, they are to find someone to take their place at least 24 hours prior to the meeting.
   5. Chair the Hall of Honors Committee.
   6. Develop and organize the Selection Candidate Packets—which must be completed and distributed by the first week of Spring Quarter.

C. **Chief Justice Director:** Serve as the chief law officer and principal legal adviser. The Chief Justice Director's duties include but are not limited to:
   1. Assist officers in following the Constitution, Bylaws, Financial Code, individual contracts, office policy, Robert's Rules of Order, and respond to instances of non-compliance when appropriate.
   2. In the event of a dispute relating to the ASLCC Constitution, Bylaws or Financial Code, work with the Director of Student Programs to render a decision resolving the dispute.
   3. Serve as the official parliamentarian.
   4. Attend all Governing Board meetings.
   5. Keep documentation of all verbal warnings, written warnings, and termination letters.
   6. Assist with the amending, formatting, and drafting of all ASLCC documents.
   7. Maintain electronic copies of all officer weekly reports in the ASLCC shared folder.
   8. Be familiar with the Washington Administrative Code (WAC) and Revised Code of Washington (RCW) sections that are related to student government.
   9. Create the Executive Council meeting agenda and keep the minutes.

Section 2: Activities Board Members

A. **Finance Director:** Work with the Director of Student Programs and the Athletics Director to disburse service and activities (S&A) funds. The duties of the Finance Director include but are not limited to:
   1. Chair the Budget Committee.
   2. Organize the budget process and provide Executive Council and the Director of Student Programs with a timeline for the academic year.
   3. Review, revise, and update all budget forms when needed.
   4. Meet with all clubs to explain the budget process.

5. Make sure co-curriculars, organizations and clubs are held accountable to the ASLCC Financial Code.
6. Attend all Activities Board meetings, and attend Governing Board meetings as necessary.

B. **Public Relations Director:** Approve and promote all ASLCC materials and events. The duties of the Public Relations Director include but are not limited to:
    1. Develop and publish press releases with the Vice President of Effectiveness and College Relations.
    2. Maintain all campus bulletin boards.
    3. Get approval for all ASLCC-related material from the Assistant Director of Student Programs before it is sent/distributed and displayed on campus.
    4. Serve as the spokesperson for ASLCC to media about public events.
    5. Attend all Activities Board meetings.
    6. Use various marketing tools to reach a diverse student body.
    7. Post promotional material on ASLCC social media accounts.
C. **Graphic Design Director:** Develop all marketing materials for ASLCC. The duties of the Graphic Design Director include but are not limited to:
    1. Develop all marketing material for Student Government in a timely manner.
    2. Make sure all printing projects are sustainable and within printing guidelines before the project goes to print.
    3. Attend all Activities Board meetings.
    4. Assist co-curriculars, organizations, and clubs with promotional material if time allows.
    5. Develop all ASLCC related digital signage. Use of copyrighted, stolen, or replicated material is not acceptable.
    6. Assist with all public relations activities.
    7. Design ASLCC promotional merchandise each quarter.
D. **Activities Director:** Plan and implement campus-wide programming events, oversee Activities Board members and coordinate with the Graphic Design Director and Public Relations Director to promote events. The duties of the Activities Director include but are not limited to:
    1. Chair Activities Board meetings.
    2. Delegate student government members to coordinate activities throughout the year.
    3. Coordinate and implement at least three campus activities each quarter.
    4. Coordinate and implement large-scale annual programs (fall and spring terms).
E. **Clubs & Organizations Director:** Serve as the main point of contact for all chartered co-curriculars, organizations and clubs (CCOCs). The duties of the Clubs & Organizations Director include but are not limited to:
    1. Attend all Activities Board meetings.
    2. Hold quarterly CCOC Socials for members and advisors of all CCOCs to attend.
    3. Hold quarterly club fairs.
    4. Hold quarterly club leadership meetings with leaders from all clubs.
    5. Provide a presentation for the annual CCOC Advisor Training in September.

6. Attend at least three different ASLCC chartered CCOC meetings per month.

F. **Fitness Activities Director:** Plays a supporting role in the Executive Council and the planning and implementation of all ASLCC events. The duties of the Fitness Activities Director include but are not limited to:
    1. Attend Activities Board meetings.
    2. Help with the planning and implementation of all ASLCC events.
    3. Work with the Athletic Director to schedule ASLCC Spirit Nights.
    4. Plan and implement a quarterly Fitness Challenge.
    5. Act as a liaison between athletics and ASLCC.
    6. Serve on the Red Devil Wellness committee.
G. **Diversity & Equity Director:** Recognize, plan, and implement diversity programming. The duties of the Diversity & Equity Director include but are not limited to:
    1. Act as a liaison between Multicultural Club and Student Government, and attend Multicultural Club meetings.
    2. Act as a liaison between the Sexualities and Genders Alliance (SAGA) and Student Government, and attend all SAGA meetings.
    3. Attend all International Club meetings.
    4. Work with the Director of International Programs to meet the needs of international students.
    5. Coordinate diversity programming and awareness on campus.
    6. Serve on the Diversity and Equity Committee.
H. **Mental Health Advocacy Director:** Recognize, plan, and implement programing to promote mental wellness. The duties of the Mental Health Advocacy Director include but are not limited to:
    1. Act as a liaison between college counselors and student government.
    2. Coordinate mental health programs and trainings to spread awareness of mental health and resources on campus
    3. Attend activities board meetings.
    4. Plan and implement quarterly mental health check-ins for the student body.
    5. Create and distribute positive and uplifting mantra advertisements around campus.

Section 3: Duties Common to All Members

A. Serve as a voting member on Executive Council.
B. Represent the students of Lower Columbia College in an ethical and responsible manner.
C. Be familiar with the content of the ASLCC Constitution, Bylaws, and Financial Code.
D. Attend all activities assigned by the advisor.
E. Work a minimum of eight office hours per week including two hours in the downstairs student activities office. Committee and event hours do not count as office hours. Changes in hours must be approved by the Director of Student Programs.
F. Submit set office hours for the quarter to the Director of Student Programs by the Friday of the first week of each quarter.
G. Submit a weekly report to the Chief Justice Director.
H. Assist with programs put on by ASLCC Student Government unless your absence is approved by the Activities Director.
I. Additional duties as assigned by Executive Council and/or Director of Student Programs.

J. When planning an event, give all necessary information to the Graphic Design Director at least two weeks prior to the expected date of developed promotional material.
K. Attend a one-on-one meeting with the Director of Student Programs every quarter except for fall.

Section 4: The Oath of Office

A. "I will faithfully execute the office of (_____) of the Associated Students of Lower Columbia College and will, to the best of my ability, uphold the interests of the students and fulfill my responsibilities as stated in the Constitution and Bylaws of the ASLCC."

Section 5: Compensation

A. All members are paid hourly minimum wage.

Article V. TERMINATION

Section 1: Executive Council and Activities Board Members

A. Members can be considered for termination if found responsible of the following:
    a. Not following the employee contract and Office Guidelines.
    b. Failure to meet requirements outlined in article II.
    c. Failure to fulfill duties outlined in article IV.
B. If facing termination, a member will first receive a documented warning. This warning can come from another member of student government, but it must first be discussed with the Director of Student Programs or come directly from the Director of Student Programs. If the warning comes from another member of Student Government, the warning needs supporting signatures from at least two additional members.
C. If in violation a second time, the member will receive a second documented warning. This warning can come from another member of student government, but it must first be discussed with the Director of Student Programs or come directly from the Director of Student Programs. This warning needs supporting signatures from at least two additional ASLCC officers regardless of source.
D. If in violation a third time, it will result in a documented termination letter.
E. Appeals must follow the Formal Grievance Policy and Procedure.

Article VI. FORMAL GRIEVANCE POLICY AND PROCEDURE

Section 1: Definition

A. A grievance is a dispute, disagreement, or a complaint that affects parties governed by ASLCC documents. The grievance may be considered by the Executive Council. All matters that go through the grievance procedures must have a clear and measurable outcome.

Section 2: Requirements

A. If any two parties are unable to resolve a complaint informally, the grievance policy may be invoked. In order to conduct an adequate investigation and resolve the complaint, the following requirements shall be in force. All grievances must be in writing and shall include the following:
    1. The name(s) of the grievant(s) and the grievance relationship to ASLCC.
    2. The name of the individual or group whom the complaint is against.

3. The date and time of the alleged incident.
4. A statement of the grievance and the remedy being sought.
5. A description of the efforts to resolve the complaint informally.
6. A clearly proposed resolution.
7. The signature of the grievant(s) and the date in which the grievance is signed.
8. The signature of the Chief Justice Director and the date acknowledging the receipt of the complaint.
    a. In the event that a grievance is being made against the Chief Justice Director or the Chief Justice Director has filed the grievance, the Student Affairs Director will sign and date, acknowledging the receipt of the complaint. The Student Affairs Director will also complete all additional work of the Chief Justice Director in the grievance procedure if a complaint is against or made by the Chief Justice Director. In the event that the Chief Justice Director and Student Affairs Director are the two parties of the grievance, the Executive Director shall complete all the duties of the Chief Justice Director in the grievance process.

B. The grievant is responsible for evidence to be used to substantiate the claim(s). All evidence should be submitted in writing to the ASLCC Executive Council. Evidence not submitted in writing to the ASLCC Executive Council and not brought during the investigation will not be considered in drawing conclusions.
C. Grievances must be submitted within five working days of the date of the alleged incident or the date the grievant knew of or should have known of the incident.
D. Incidents reported after five working days will not be considered. Reports which do not conform to the requirements specified in Section I, Subsection A above, may be dropped if insufficient information is not available and the grievant or other witnesses are not able to provide further information.
E. ASLCC Executive Council will not consider grievances normally considered under the LCC Grievance Procedures.
F. In the event that the ASLCC Executive Council is negligent in performing duties that are representative of their student constituency or fails to perform in an ethical manner, the Board of Trustees of Community College District 13 may act as recommended by the College Cabinet. This action could include suspending operations of the ASLCC Government Body until all grievances have been remedied.

Section 3: Investigation

A. The Chief Justice or designee will submit a written report of their findings, conclusions, and recommended course of action to the Director of Student Programs and the Executive Council at the next scheduled meeting. The Executive Council may grant up to two additional weeks to complete the investigation for good cause.

Section 4: Outcome and Feedback

A. The Chief Justice Director shall send a copy of the report to the grievant, the accused, the Director of Student Programs, and other appropriate individuals or groups within five working days. Each recipient may respond in writing or in person to the Executive Council within five days of the date the Chief Justice Director sends the report.

Section 5: Action

A. The Executive Council shall determine the appropriate action. Such action shall be in accordance with the ASLCC Constitution, Bylaws, and all other local, federal, and state laws, rules, and regulations.

Article VII. AMENDMENTS

Section 1: Bylaws

A. As stated in the Constitution, all proposed amendments of the Bylaws shall be discussed at Executive Council and require a two-thirds vote to pass.
B. Two weeks advance notice of any proposed changes are required.
C. The time-frame for when the Bylaw changes will go into effect will be determined and voted on by Executive Council.