

Constitution of the Associated Students Of Columbia Basin College



Derivation of Power

The Board of Trustees of Columbia Basin 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, Laws of Extraordinary Session 167, by written order included in the minutes of the regular Board of Trustees meeting held on March 13, 1969, hereby delegates the responsibility for student affairs' governance to the Associated Student Body of Columbia Basin College. Such delegation of responsibility shall confine itself to the defined articles and Bylaws as prescribed in the following Constitution of the Associated Students of Columbia Basin College.

Mission

We, the Associated Students of Columbia Basin College, do hereby establish, for our government, a mission statement, which shall be:

To establish self governance and student representation

To enhance the leadership experience as comparable to a four-year university level

To provide opportunities to develop individual leadership qualities and an understanding of group action

To serve students in their academic endeavors

To promote and serve a diverse student community through extracurricular activities

To represent and address student interests, needs, and welfare

Article I: Name

The name of the Association under this Constitution shall be the "Associated Students of Columbia Basin College", hereafter referred to as ASCBC.

Article II: Membership

All students currently registered for credit or audit in at least one (1) credit hour at Columbia Basin College shall be members of this organization and shall be granted all rights and privileges afforded them by this Constitution.

Article III: Organization

The government of the ASCBC shall consist of four branches which are the Legislative, Executive, Judicial, and Service/Activities.

Article IV: Legislative Branch

SECTION 1: The Legislature

All legislative powers herein granted shall be vested in a bicameral legislative branch of the ASCBC, which shall consist of a Club Council and a Leadership Council.

SECTION 2: The Club Council

- A. The purpose of the Club Council shall be to increase the accountability of ASCBC chartered clubs, to educate clubs on ASCBC/CBC policy and procedure, to spread knowledge of student interests, and to enact legislation on behalf of the entities who are represented.
- B. The Club Council shall consist of one (1) representative chosen by each Club and Pre-Funded Club and a majority shall decide all matters, except when any special rule or article instructs otherwise.
- C. Each representative shall cast one (1) vote on behalf of their Club or Pre-Funded Club.
- D. During legislative sessions, the Club Council shall be chaired by the ASCBC Vice President, but the Chair shall have no vote except in the instance of a tie.

SECTION 3: The Leadership Council

- A. The purpose of the Leadership Council shall be to foster the growth of leadership among students and to enact legislation on behalf of the general student body.
- B. The Leadership Council shall consist of all registered members of the workshop or credited class.
- C. Each member shall have one (1) vote and a majority shall decide all matters, except when any special rule or article instructs otherwise.
- D. During legislative sessions of the Leadership Council, it shall be chaired by the ASCBC President, who shall have no vote.

SECTION 4: Powers and Duties of the Legislature

- A. The legislature of the ASCBC shall serve as the official representative body for the students of Columbia Basin College, uphold and support the ASCBC Constitution and Bylaws, oversee all student funds as required by CBC policies and Washington State Law, and approve the allocation of the S&A (Service & Activities) budget for the following fiscal year (summer through spring).
- B. The legislature is hereby given authority to act in the best interests of the student body, as represented in the votes cast by members of the Club and Leadership Councils, so long as said action is within the bounds established by this Constitution and its Bylaws, CBC policy, and all state and federal laws.

SECTION 5: Legislative Process and Presidential Veto

- A. Legislation shall follow all processes provided in the Bylaws of this Constitution.
- B. The ASCBC President has the authority to veto legislation according to the procedure given in this Constitution.
- C. The final version of all proposed legislation shall be presented to the ASCBC President. If he/she approves, the ASCBC President shall sign it. If not, it shall be returned with all objections clearly stated to the Club and Leadership Councils. If after reconsideration, two thirds (2/3) of each Council (voting separately) agree to pass the bill it shall become enacted.

- D. If any legislation is not signed or returned to the Club and Leadership Councils within eight (8) instructional days, it shall become enacted. All legislation must be completed within the academic year (fall through spring quarter). Previously reviewed legislation can be reintroduced in the upcoming year, if resubmitted. However, the legislation will be treated as new and will go through the entire process again.

Article V: Executive Branch

SECTION 1: The Executive Council

- A. The ASCBC Executive Council shall consist of the ASCBC President and ASCBC Vice President.
- B. Members of the Executive Council shall be paid positions.

SECTION 2: Requirements

All candidates for elected, selected, or appointed ASCBC Executive Council positions shall faithfully meet all requirements as set forth in the Bylaws of this Constitution.

SECTION 3: The ASCBC President

- A. All other powers and responsibilities of the ASCBC President shall be listed in the Bylaws of this Constitution.

SECTION 4: The ASCBC Vice President

- A. All other duties and responsibilities of the ASCBC Vice President shall be listed in the Bylaws of this Constitution.

SECTION 5: Removal from Office

- A. Members of the ASCBC Executive Council may be removed from office either through a termination of their employment, as set forth in the Bylaws of this Constitution, or through the impeachment process, as established in this Constitution.
- B. A petition, signed by five (5) percent of the FTE enrollment, as calculated for the current quarter, is required to begin impeachment proceedings. The petition must first be approved by the Office of Student Success & Engagement (OSSE) Director who shall ensure that the purpose of the petition is clearly stated on each page, that it does not violate FERPA regulations, that it is not intended for personal harassment, and/or that it relates to a violation of the CBC Student Employee Handbook or the CBC Student Rights & Responsibility document. The completed petition shall be submitted to the OSSE Director who shall ensure its validity and inform all affected parties of impeachment.
- C. All signatures required for the above petition shall be gathered within two (2) weeks during the current academic year (fall through spring quarters).
- D. All signatures shall be accompanied by a printed name to ensure accurate verification and any signature without such will not be counted toward the requirement.
- E. All impeachment proceedings shall be conducted by the Judicial Review Board.

- F. The officer being impeached will retain all privileges and power set forth in this Constitution and Bylaws during impeachment proceedings unless otherwise decided by the Judicial Review Board. If the final decision is to impeach, all privileges and power shall be removed from the individual at that time. The OSSE Director under the counsel of the Vice President of Student Services has the right to suspend privileges immediately after the allegation (superseding that of the Judicial Review Board) in the case of an alleged violation of the Student Rights & Responsibility Code, such as but not limited to criminal activity, violence, physical threats, etc.

SECTION 6: Vacancy of Office

In the event of a vacancy of office concerning a member of the Executive Council, the procedure set forth in the Bylaws of this Constitution shall be followed.

Article VI: Judicial Review Board

SECTION 1: Membership

- A. The committee shall consist of five (5) members; two (2) of which shall be elected by the Club Council from its membership; two (2) of which shall be elected by the Leadership Council from its membership; and one (1) who shall be elected by the Service and Activities Board from its membership.
- B. The members of the Judicial Review Board shall elect, from their membership, one member to serve as the Chair who shall facilitate discussion and keep order.
- C. Each member of the Judicial Review Board, including the Chair, shall cast one (1) vote.
- D. Quorum for the Judicial Review Board shall follow the procedure set forth in the Bylaws of this Constitution.

SECTION 2: Powers and Duties of the Judicial Review Board

- A. The ASCBC Judicial Review Board shall be the sole ASCBC interpreters of the ASCBC Constitution and its Bylaws and they shall have responsibility over the powers of impeachment, as well as any other powers or duties given in this Constitution or its Bylaws.
- B. The Judicial Review Board shall have the responsibility to review proposed legislation and ensure it does not violate this Constitution. Any piece of legislation deemed unconstitutional will be returned to the author with an explanation of the ruling. The author may choose to rework the legislation to be resubmitted.

SECTION 3: Rules of Operation

- A. All meetings of the Judicial Review Board shall have the OSSE Director or his/her designee present who may solicit the assistance of expert counsel.
- B. A majority vote of the Judicial Review Board is required for all decisions of review and impeachment.
- C. The Judicial Review Board must adhere to the rules of operation set forth in the Bylaws of this Constitution.

SECTION 4: Impeachment Proceedings

- A. Appropriate due process shall be afforded in all cases of impeachment and shall never be infringed upon by any party or person.
- B. Impeachment proceedings shall be carried out as set forth in the Bylaws of this Constitution.

Article VII: Service and Activities Board

SECTION 1: Membership

- A. The Service and Activities Board (SAB) shall consist of students selected to organize extracurricular activities for the student body and to help facilitate success/service programs around campus.
- B. Members of SAB shall be paid positions.

SECTION 2: Duties of the Service and Activities Board

- A. In the event of a dispute or no-win tie between Executive Council officers, the SAB shall hear testimony from each officer and, through a majority vote of its membership, decide the issue.

SECTION 3: Rules of Operation

The SAB shall be governed by their own body of rules and regulations, to be listed in the Bylaws of this Constitution.

SECTION 4: Removal from Office

- A. Members of the SAB may be removed from office either through a termination of their employment, as set forth in the Bylaws of this Constitution, or through the impeachment process, as established in Article V, Section 5 of this Constitution.

Article VIII: Clubs and Organizations

SECTION 1: Clubs

Any group within the student body of Columbia Basin College desiring to organize a club must seek charter through the ASCBC after meeting all qualifications set forth in the Bylaws of this Constitution.

SECTION 2: Organizations

Organizations are defined as making a substantial contribution to the mission of Columbia Basin College through representation of the College in NWAAC sports or through the co-curricular activities of vocal, instrumental, or dramatic arts. All procedures and requirements for the formation of Organizations shall be set forth in the Bylaws of this Constitution.

Article IX: Initiative and Referendum

The students of Columbia Basin College have the right of Initiative and Referendum as described in the Bylaws of this Constitution.

Article X: Amendment

SECTION 1: Process

Any legislation which proposes amendments to this Constitution must be approved by two thirds (2/3) of each Council, voting separately. Amendments approved by the legislature shall be reviewed by the Office of the Attorney General of the State of Washington to ensure compliance with all state and federal laws. Following review, the proposed amendment will be made known to the student body and elections will be held, in compliance with all election procedures as given in the Bylaws of this Constitution. A two thirds (2/3) majority of voting students will be needed for approval. The amendment will then be sent to the Board of Trustees for final approval. The text of all amendments, once enacted, shall be recorded in a separate historical log maintained by the ASCBC Vice President.

SECTION 2: Amendment by Convention

- A. The legislature, whenever three fourths (3/4) of each Council (voting separately) deems it necessary, may develop a Constitutional Convention Board. If enacted, the Board will convene. It will consist of two (2) members of the Leadership Council, two (2) members of the Club Council, one (1) student at large, and the Director of OSSE or designee. The Director will oversee the process and advise the Board.
- B. The Constitutional Convention Board shall draft a new Constitution and Bylaws and present their finalized product to the legislature. This new Constitution and Bylaws, if approved by a three fourths (3/4) majority vote of each Council (voting separately) shall be sent to the Office of the Attorney General of the State of Washington to ensure compliance with all state and federal laws. Following review, a student vote must be held in which a three-fourths (3/4) majority of voting students is needed for approval. The Board of Trustees is the final approving body.

Article XI: Ratification

Done in committee and by the consent thereof on the twenty-eighth day of January in the year two-thousand and ten, we, the members of the Congress of the Associated Students of Columbia Basin College, do hereby affix our names.

BYLAWS OF THE ASSOCIATED STUDENTS OF COLUMBIA BASIN COLLEGE

Article I: Legislative Branch

SECTION 1: The Club Council

- A. No Club or Pre-Funded Club will receive representation in the Club Council who is not first recognized by the approval of a Constitution or official Operating Standard by the ASCBC Vice President and Office of Student Success & Engagement (OSSE) Director and/or their designees.
- B. The Club Council will convene meetings twice each month during the academic year (fall through spring quarters).
- C. Each year the Club Council will submit a proposal for S&A (Service & Activities) funds, as referenced in Article IX of these Bylaws, for an all campus event which will be designed, promoted, and executed by the various Clubs and Pre-Funded Clubs of ASCBC.
- D. Members of the Club Council will be allowed one (1) absence each quarter.

SECTION 2: The Leadership Council

- A. During the first quarter of the Leadership Council, a Recording Officer will be elected to record minutes from all business meetings, but they will have no vote unless the members of the Council are tied.
- B. The Leadership Council will make S&A budget recommendations as stated in Article IX of these Bylaws.
- C. The Leadership Council will convene meetings every week during each quarter of the academic year (fall through spring) with legislative business being discussed as necessary.
- D. The Leadership Council shall assist the ASCBC President in their function to participate in a viable form of legislative activism on behalf of ASCBC, as detailed in the agenda or operating standards of the Leadership Council.
- E. Members must adhere to the attendance policy as established by the ASCBC President and the OSSE Director.

SECTION 3: Rules and Operation

- A. The legislative session shall begin on the first day of the academic year and conclude on the final day of the academic year.
- B. A majority of each Council will constitute a quorum to do business.
- C. All meetings of either body of the legislature shall maintain an open gallery for anyone to attend. The Council advisors or ASCBC officers may determine when and if gallery members are allowed to comment during the meetings.

SECTION 4: Committees

- A. Each member of the Leadership Council will serve on at least one (1) committee.
 - a. The committee requirement may be waived if alternate accommodations are made with the ASCBC President and the OSSE Director.

- B. Committee members will report to the Leadership Council on all committee activities unless a non-disclosure agreement prevents them from doing so.
- C. New committees or subcommittees may be established as either a standing or special committee as decided by the Leadership Council. Any new committee established by the administration or faculty shall be designated as either a standing or special committee, as determined by Columbia Basin College (CBC).
- D. The following are examples of committees established as standing committees which meet upon a regular schedule throughout the academic year:
 - a. Foundation Board
 - b. Curriculum
 - c. Library
 - d. Health and Safety
 - e. Sustainability
- E. The following are examples of special committees which meet only when business exists which requires the committee to be in session:
 - a. Student Conduct
 - b. TROC (Tenure Review Oversight Committee)
 - c. Commencement

Article II: Executive Branch

SECTION 1: Requirements

- A. All officers of the Executive Council will meet the following requirements:
 - a. A cumulative GPA of 2.75 or higher
 - b. Be currently registered in at least ten (10) credit hours at Columbia Basin College
 - c. Have completed a minimum of ten (10) credit hours
 - d. Attend all meetings, trainings, retreats, and events which are required of their position, as determined by the OSSE Director
 - e. Work a minimum of ten (10) hours each week and a maximum of nineteen (19) hours each week during the academic year (fall through spring quarters).
 - f. Be available in the summer for various paid work sessions, trips, or trainings
- B. If the cumulative GPA of any officer of the Executive Branch should fall below the requirement, a period of probation lasting no longer than one (1) quarter shall be extended to the officer. During this time, the officer will improve their GPA to meet the requirement or be removed from office.
- C. The period of probation will only be extended one (1) time per officer during the academic year, which is defined in this instance as summer, fall, winter, and spring quarters.

SECTION 2: Joint Responsibilities of the Executive Council

- A. The Executive Council will:
 - a. Establish the method of distribution for S&A funding to clubs for the academic year
 - b. Perform other duties as given to the Executive Council by the ASCBC Constitution and Bylaws
 - c. Have the authority to act as the student legislature during the summer quarter to approve expenditures from the ATA account to further special projects

- i. All such projects must have been previously approved by the student legislature and a condition must exist which requires additional funding to continue the project in a timely manner
- ii. The Executive Council shall present a report of any such expenses approved in this manner to each Council

SECTION 3: Responsibilities of the ASCBC President

A. The ASCBC President will:

- a. Represents the CBC student body on a daily basis when it comes to administrative items, legislation, public speaking, and student life issues
- b. Lobbies for campus platforms or state legislation that would enhance student life or the overall well-being of the student body at CBC or community colleges as a whole
- c. Advocate for students interests, needs, and welfare through the appropriate channels
- d. Represents the CBC student body at legislative conferences such as Legislative Academy and Student Voice Academy
- e. Participates and assists with ASCBC Leadership Council workshop
- f. Presents a monthly ASCBC report to the Board of Trustees
- g. Attends both Leadership and Club Councils. Chairs Leadership Council during times of legislative business
- h. Facilitates and delegates student representation on campus committees
- i. Encourage student involvement in campus and community activities
- j. Adheres to the general ASCBC leadership requirements

SECTION 4: Responsibilities of the ASCBC Vice President

A. The ASCBC Vice President will:

- a. Encourage student involvement in campus and community activities
- b. Serves on ASCBC and/or CBC committees when needed
- c. Acts as a liaison between Service & Activities Board and Executive Council
- d. Plans club council events and SAB events as needed
- e. Attends both Club and Leadership Councils
- f. Advisor to the ASCBC President, and fills the ASCBC President position if vacant
- g. Maintains all ASCBC documentation
- h. Adheres to the general Executive Council requirements

SECTION 5: Vacancy of Office

- A. If the office of the ASCBC President becomes vacant; and if there is an officer elect, that person will take office upon its vacancy. If elections have not been conducted, the ASCBC Vice President will be elevated into the office of the ASCBC President.
- B. If the office of ASCBC Vice President becomes vacant, and if there is an officer elect, that person will take office upon its vacancy.

SECTION 6: Selection

The Judicial Review Board will select a candidate to fill the position of ASCBC Vice President in the event that the office becomes vacant and in accordance with the regulations listed in Article II, Section 5 of these Bylaws. All candidates for the office must meet the requirements given in Article II, Section 1 of these Bylaws at the time of application. The timeline for selection and deadlines shall be decided by the Judicial Review Board.

Article III: Judicial Review Board

SECTION 1: Membership

- A. The membership of the Judicial Review Board will be in office no later than the first sixty (60) days of the academic year (fall through spring quarters).
- B. The Chair shall appoint a Recording Officer who shall take minutes of all discussion and decisions of the Board.

SECTION 2: Rules and Operation

- A. The Judicial Review Board will enter sessions as needed throughout the academic year.
- B. Three members and the Chair must be present to establish quorum, which shall be met before any business may be discussed before the Judicial Review Board.
 - a. If all members of the Judicial Review Board are present, all members shall have a vote
 - b. If three members and the Chair are present, the Chair shall have no vote but shall only facilitate the discussion of the Board
- C. The Chair will write and submit official opinions of the Board no later than three (3) instructional days after the session's adjournment
- D. The Recording Officer will submit all minutes to the OSSE Director no later than three (3) instructional days after the session's adjournment
- E. All members of the Judicial Review Board will sign a non-disclosure agreement prior to the first session.
 - a. Any violation of the agreement will result in disciplinary action from the OSSE Director and/or possibly CBC, including but not limited to public removal from the Judicial Review Board

SECTION 3: Impeachment Proceedings

- A. Impeachment proceedings are commenced only by the submission of petition, as outlined in Article V, Section 5 of the ASCBC Constitution.
- B. All impeachment decisions shall be final and without the opportunity for appeal.
- C. The Judicial Review Board shall hear testimony from the accusing party and the accused.
- D. Any evidence to be reviewed by the Board must first be submitted to the OSSE Director who shall review it and determine if it is relevant to the impeachment decision. Approved evidence will be reviewed by the Judicial Review Board in private, before testimony has been heard.
- E. The Chair will be responsible for facilitating all impeachment proceedings and is charged with keeping order during its sessions. Therefore, the Chair may dismiss anyone from the impeachment session for disorderly or unruly conduct.
- F. If required, the Chair may extend the impeachment proceedings to include additional sessions at their discretion.
- G. The Judicial Review Board will deliberate in private, with the excepted presence of the OSSE Director and necessary legal or CBC administrative counsel, as deemed necessary by the OSSE Director or the Judicial Review Board. Deliberations may be extended to include additional sessions at the discretion of the Chair and/or OSSE Director.

- H. Any member of the Judicial Review Board who has a conflict of interest concerning the impeachment of an ASCBC officer will not be permitted to participate in the impeachment sessions. If needed, a temporary chair will be elected from the members of the Board.

SECTION 4: Operating Standards

The Chair, with the advice of the OSSE Director, may establish operating standards with the sole intent of assisting the Judicial Review Board in carrying out its charge. The operating standards may be developed at any time, dependent upon the situation which the Judicial Review Board is currently discussing.

Article IV: Service and Activities Board

SECTION 1: Requirements

- A. All members of the Service and Activities Board (SAB) will meet the following requirements:
 - a. A cumulative GPA of 2.5 or higher
 - b. Be currently registered at CBC in at least ten (10) credit hours
 - c. Attend all meetings, trainings, retreats, and events which are required of their position
 - d. Work a minimum of seven (7) hours each week and a maximum of nineteen (19) hours each week during the academic year (fall through spring quarters)
 - e. Be available in the summer for various paid work sessions, trips, or trainings
- B. If the cumulative GPA of any member of the SAB should fall below the requirement, that member shall be removed from their position immediately.
- C. Members of the SAB shall be selected during the spring quarter for the following academic year. Selection shall be made by all non-returning members of the current SAB along with the newly elected officers of the Executive Council.
- D. In the case of vacancy during the academic year, the current SAB membership will vote as whether to or not to fill the vacancy. If the majority of SAB members vote in favor of replacement, applications will be released to the larger student body. Selection will be made by the current members of the SAB and Executive Council. If there is an even number of current SAB members and Executive Council Officers, the OSSE Director or Assistant Director will be present for application review, interview, and deliberations. He/she will vote in the event of a tie.

SECTION 2: Responsibilities

- A. Members of the SAB will:
 - a. Engage students face-to-face on a daily basis across campus in order to stay connected to their needs and desires
 - b. Plan extracurricular activities for the student body of Columbia Basin College
 - c. Encourage student involvement in campus and community activities
 - d. Ensure compliance of the ASCBC with institutional policies and practices and with all state laws
 - e. Work and support all SAB events and activities
 - f. Perform other duties as given to the SAB by the ASCBC Constitution and Bylaws and as specified in the job descriptions, as maintained by OSSE

- g. Completes every aspect of event planning from generating ideas to event evaluation
- h. Create and implement viable and effective marketing campaigns to promote events
- i. Work and support all SAB events and activities
- j. Serve on ASCBC and/or CBC committees when needed

Article V: Termination

SECTION 1: General

Executive Council and/or SAB members, referred to collectively in Article V of these Bylaws as paid leaders, must fulfill all standard expectations of student employees. As such, these paid leaders may be disciplined and terminated as defined in the CBC Student Employee and Supervisor Handbook(s).

SECTION 2: Reasons for Removal

- A. Reasons for removal include, but are not limited to:
 - a. Excessive tardiness or absences
 - b. Poor work attitude
 - c. Failure to meet the duties of office
 - d. Insubordination
 - e. Failure to meet the general requirements of office as defined in Article II, Section 1 of these Bylaws for Executive Council and Article IV, Section 1 of these Bylaws for SAB
 - f. Violation of CBC's Student Rights and Responsibilities document
- B. The paid leader will be given a verbal or written warning by the OSSE Director concerning their conduct. The OSSE Director and the paid leader will discuss a reasonable timeline and possible contract in which the questionable conduct will be rectified to the satisfaction of the Director and/or the Student Employee Handbook.
- C. In cases where certain violations of the Student Rights and Responsibility document have been identified, such as but not limited to: physical violence against others, damage to CBC/ASCBC property, theft, sexual misconduct, abuse of illegal substances or alcohol on CBC property or sponsored travel, and/or weapons on campus, no warning shall be given and the paid leader will have their job duties and pay suspended until further investigation or discussion by CBC. The result of investigation may lead to disciplinary action up to and including termination.
- D. The OSSE Director will document all violations and have the authority to terminate a paid leader.

SECTION 3: Results of Termination as a Student Employee:

- A. Access of privileges and power will be suspended, including but not limited to: desk, email, voicemail, keys, and/or computer access.
- B. The paid leader in question may request a hearing with a Termination Review Board. This board consists of: the Director of OSSE, the ASCBC President, a member of the Student Employment or Human Resources staff (as assigned by the VP of Human Resources and Legal Affairs), and the Vice President of Student Services. Such hearing must be requested by the paid leader at the time of termination.
 - a. Appropriate due process shall be afforded.

- b. The hearing, by design, is not meant to entertain unsupported excuses, apologies, or threats. It is meant to entertain concrete facts in which the paid leader feels he/she was wrongly terminated
 - c. The hearing will be arranged by the OSSE Director; and until such hearing takes place, access of privileges and employment will be suspended as stated previously
 - d. Members of the Termination Review Board must sign non-disclosure agreements for each case it hears.
 - e. The paid leader will be given the reasons of his/her removal from office in writing prior to the hearing
 - f. The paid leader may refute the reasons by supplying documentation or proof as to his/her innocence from the violation(s) which will be taken into consideration by the Board
 - g. The Termination Review Board will rule on the case and inform the paid leader in question of the decision prior to lines C and D being enacted
 - h. Such ruling and supporting documentation will be filed in the paid leader's student employee file
 - i. If the ASCBC President is the paid leader in question, the ASCBC Vice President will take his/her place on the Board
- C. The legislature will be informed of the position vacancy and that the former paid leader will no longer be an S&A expense.
- D. In the case of an Executive Council member termination, the vacant office will be filled according to Article II, Section 5 of these Bylaws. In the case of a SAB member termination, the procedure given in Article IV, Section 1, line D shall be followed.

Article VI: Clubs

SECTION 1: Clubs

Clubs promote a special interest, occupation, or field of study by a group of students.

SECTION 2: Formation

Proposed clubs must submit a completed charter application to the OSSE staff. Upon approval, the club will be considered chartered and in good standing.

SECTION 3: Requirements

- A. All clubs must guarantee entrance to any registered student at Columbia Basin College, with the exception of those who do not meet GPA requirements established by national organizations.
- B. To create and maintain the club charter, all clubs must:
 - a. Hold meetings a minimum of twice each month during the academic year (fall through spring quarters), except months which contain extended breaks
 - b. Maintain a representative on the Club Council who shall speak for the interests and will of the club as a whole, withholding all personal opinion, and act as an ambassador between the Club and the Club Council
 - c. Have at least one (1) trained faculty or staff advisor

- d. Follow ASCBC and institutional policies and procedures for all activities, events, travel, purchases, and operations
- e. Submit an updated roster of nine (9) currently registered CBC students, copies of all of the meeting minutes from the previous quarter showing that seven (7) participants have been actively attending, and an updated facility use form detailing the time and location of Club meetings no later than two (2) weeks after the start of winter and spring quarters or as requested by OSSE

C. Club minutes must record the will of the Club in relation to the expenditure of any Club funds.

SECTION 4: Club Compliance

- A. Clubs will be considered out of compliance if any of the following occur:
 - a. The violation of the attendance policy of the Club Council by the Club's representatives
 - b. The failure to submit an updated roster of nine (9) currently registered CBC students, an updated facility use form, and the minutes from all meetings from the previous quarter no later than two (2) weeks after the start of winter and spring quarters or by the deadline established by OSSE.
- B. Clubs who are considered as being out of compliance will lose their vote on the Club Council and have all financial assets of the Club frozen.
- C. Clubs may re-establish compliance if they have violated the Club Council attendance policy:
 - a. These clubs must have a representative present at the Club Council for every meeting over the period of one (1) month
- D. Clubs which fail to re-establish compliancy within one (1) month will have their charter revoked and their S&A funds seized and redistributed.
 - a. Disbanded clubs shall be permitted to re-charter in any subsequent quarter
 - b. Re-chartering clubs who had been disbanded will only have access to fundraising accounts and will receive no S&A fee allocations for the duration of the academic year (fall through spring quarters).
- E. Potential fundraiser accounts established by Clubs will have all funding roll into the reserve account (ATA) after two (2) years of inactivity.

SECTION 5: Funding

- A. Clubs shall receive an equal allocation of funds no later than sixty (60) days beyond the start of the academic year. Clubs may seek qualification as a Pre-Funded Club and be removed from the equal allocation standard through the approval and direct funding by the S&A budget allocation process given in Article IX of these Bylaws. All potential Pre-Funded Clubs must meet two of the following criteria: affiliation with a national organization, connection to a degree area or specific academic department at Columbia Basin College, or compete on behalf of ASCBC.

Article VII: Organizations

SECTION 1: Formation

- A. Proposed organizations must submit an application and proposal to the Leadership Council through the S&A budget allocation process which may recommend formation to the Club

Council. The student legislature shall recommend formation, but final approval for all organizations at Columbia Basin College lies with the Board of Trustees.

- a. The budget proposal for any new organization will be accompanied by a written statement explaining how the proposed organization falls within the definition stated in Article VIII, Section 2 of the Constitution and it shall provide reasons why the ASCBC should support its formation

SECTION 2: Requirements

- A. All organizations must guarantee entrance to any registered student at Columbia Basin College, with the exception of those who do not meet GPA, credit, or skill requirements as determined by the organization.
- B. Organizations must follow ASCBC and institutional policies and procedures for all activities, events, purchases, travel, and operations.
- C. All organizations must submit a monthly report or briefing to the Club and Leadership Councils which shall detail events, activities, and any results from athletic events or competition.

SECTION 3: Funding

Organizations will receive all funding through a direct allocation as defined in Article IX of these Bylaws. Organizations are prohibited from forming or joining with any ASCBC Club or any S&A funded group in such a manner that the organization or its members may receive additional funding beyond the S&A budget allocation.

Article VIII: Elections

SECTION 1: Elections Organization

- A. Only currently registered students of Columbia Basin College will be eligible to vote in any election, and each will have one (1) vote.
- B. Any member of the SAB who holds a conflict of interest will not be permitted to take part in the planning or execution of the election.
- C. The SAB will establish an elections policy which will include all application deadlines, the establishment of polling places, polling times, election time frame, and election event details.
- D. Elections will be held during April and/or May of each academic year.

SECTION 2: Candidate Requirements

- A. Candidates running for Executive Council office must meet all requirements listed in Article II, Section 1 of these Bylaws at the time of application, as well as the following requirements:
 - a. Candidates must complete the application packet by the deadline established by SAB and adhere to the election policy
 - b. Candidates will attend all orientation meetings, forums, and debates as required by SAB

SECTION 3: Elections Violations

- A. The SAB and the OSSE Director will review proposed violations of the election policy. All such complaints will conform to the format set forth by the SAB.
- B. Appropriate due process shall be afforded.

- C. Persons or groups identified as violating elections policy will be given the opportunity to review the allegations facing them
- D. The SAB and the OSSE Director will hold a hearing to address any violations of the policy. One member of the SAB will be elected to serve as the Records Officer and will keep accurate minutes of all hearing sessions. Evidence will be reviewed during the hearing as well as testimony from all sides. The SAB will, under the guidance and advice of the OSSE Director and/or any necessary special counsel render a decision. This decision can include (but is not limited to) penalties to a specific candidate, dismissal from the election, or complete exoneration from all charges.
- E. SAB members may be asked to sign a nondisclosure agreement by the OSSE Director when dealing the elections violations.

SECTION 4: Election Results

Results from all elections will be made available within twenty-four (24) hours of the end of the election. If there is a tie, the SAB will establish a run-off election between all tied candidates.

SECTION 5: Absence of Candidates

If there are no candidates for an office, the position shall remain vacant until a new election is held during fall quarter of the next academic year. If there are still no candidates, the Judicial Review Board will select an individual for the position in accordance with Article II, Section 6 of these Bylaws.

Article IX: S&A Budget Allocation

SECTION 1: Operation

- A. The Leadership Council will hear budget requests, propose funding levels, and make recommendations regarding budget classifications in regards to the expenditure of S&A fees collected from students.
- B. Administrators, staff, or faculty may serve as advisors to the Council during the budget process if the Council or the OSSE Director deems it necessary.
- C. Members must attend all council meetings to retain voting status.
- D. The S&A budget allocation process will be part of the legislative session for the Leadership Council during winter quarter.
- E. The Leadership Council will keep formal records of all meetings during the S&A budget allocation process.

SECTION 2: Approval Process

- A. The Leadership Council will submit a budget recommendation to the Club Council for approval. Once approved, it will be forwarded to CBC Administration and the Board of Trustees for final approval.
- B. If the budget recommendation needs to be readdressed and/or changed during spring quarter due to objections from any approving party, the written objections will be submitted to the

ASCBC President. The ASCBC President and OSSE Director will address all objections with the Leadership Council. If there are revisions proposed, they will be submitted to the approving parties.

Article X: Legislative Process

SECTION 1: Purpose of Legislation

The legislative process shall be established to provide a means of continual change and adaptation for the Bylaws and for the approval of student funds for special projects and expenditures from the S&A fee reserve account.

SECTION 2: Requirements of Legislation

- A. All proposed legislation will adhere to the following requirements:
 - a. It will be in writing and conform to the format maintained by the ASCBC Vice President.
 - b. It will clearly identify what it is designed to change or establish and why it is in the best interests of ASCBC
 - c. A proposed plan of action must be included in the legislation to illustrate how the desired effect will be achieved
- B. Proposed legislation will be submitted to the Chair of each Council who will have three (3) instructional days, to review it to see that it meets the above requirements.

SECTION 3: The Legislative Process

- A. Upon approval, the proposed legislation will be submitted to each Council according to the following schedule:
 - a. Meeting One (1)- First reading; discussion and amendment
 - b. Meeting Two (2)- Second reading; discussion and amendment; approval or rejection by the Council will be determined during the second week unless extenuating circumstances are recognized and upheld by the Council Chair who may suspend the final vote
- B. If there are differences to reconcile, legislation will be sent to the Judicial Review Committee who will reconcile the differences and create a final version of the proposal.
- C. The final proposal will be submitted to the ASCBC President for approval and will proceed according to Article IV, Section 5 of the Constitution.
- D. If the legislation is defeated by either Council, it will be removed from the legislative agenda and cannot be reintroduced until the start of the next academic quarter. Any proposed legislation which is not approved by the end of the academic year (fall through spring quarters) will be recognized as defeated.

Article XI: Initiative and Referendum

SECTION 1: Initiative

- A. The students of Columbia Basin College may send proposed legislation directly to a campus vote, bypassing the legislative system. Such proposal must still meet the same requirements

given in Article X, Section 2 of these Bylaws except the requirement of a supporting member of both the Club and Leadership Councils.

- B. A petition, signed by ten (10) percent of the current FTE enrollment, as calculated for the current quarter by the OSSE Director, is required to send proposed legislation to a campus vote. The petition must first be approved by the OSSE Director who will ensure that the purpose of the petition is clearly stated on each page. The completed petition will be submitted to the OSSE Director who will ensure its validity according to the provisions stated in Article V, Section 5, line D of the Constitution.
- C. A majority of voting students is needed to approve the proposed legislation. Before it is enacted, it will be submitted to the ASCBC President. If he/she approves, it will be signed within eight (8) instructional days. If not, it will be returned to the author who will be required to gather an additional five (5) percent of student signatures (of the current FTE enrollment). The completed petition will be submitted to the OSSE Director who will ensure its validity according to the provisions governing petitions stated in Article V, Section 5, line D of the Constitution. Once established valid, the veto will be overridden and the legislation enacted.

SECTION 2: Referendum

- A. Any legislation which contains the establishment or increase of a student fee with the exception of the S&A fee shall be subject to referendum.
- B. Establishment or increase of student fees shall first be approved by the Club and Leadership Councils in accordance with Article X, Section 3 of these Bylaws.
- C. Once it has been approved by the President, the fee shall be subject to a campus vote in which a majority of voting students is needed to enact the legislation.

Article XII: Amendment

These Bylaws may be amended through the legislative process, or through that which is detailed in Article X, Section 2 of the ASCBC Constitution.

APPENDIX

A Historical Log of All Amendments to the ASCBC Constitution and Bylaws

Legislation: Executive Authority Act

Date Enacted: June 18, 2010

The Executive Authority Act inserted into the Bylaws, Article II, Section 2, Item A:

- d) Have the authority to act as the student legislature during the summer quarter to approve expenditures from the ATA account to further special projects
 - i. All such projects must have previously approved by the student legislature and a condition must exist which requires additional funding to continue the project in a timely manner
 - ii. The Executive Council shall present a report of any such expenses approved in this manner to each Council

Legislation: Changes to multiple articles of the Constitution

Date Enacted: June 11, 2012

- Article IV: Legislative Branch
 - Section 2: The Club Council
 - Part D: Added “During legislative sessions”, because there’s really no other time when the Vice President *needs* to chair the Club Council.
- Article V: Executive Branch
 - Section 1: The Executive Council
 - Part A: We removed “*who shall be elected officials, chosen by a majority of votes cast in an all student election*”, because we wanted to move that statement to the bylaws of the Constitution.
 - Part B: We omitted part B which talked about operating standards. After reviewing the document, this part of the constitution did not seem to apply to this department.
 - Section 3: The ASCBC President
 - Part A: We omitted part A which talked about operating standards. After reviewing the document, this part of the constitution did not seem to apply to this department.
 - Section 4: The ASCBC Vice President
 - Part A: We omitted part B which talked about operating standards. After reviewing the document, this part of the constitution did not seem to apply to this department.
- Article VII: Service and Activities Board
 - Section 2: Changed title of section to "Duties of the Service and Activities Board"
 - Removed “Powers and” because we felt that considering the responsibilities of the Service and Activities Board, “Duties” was sufficient enough.
 - Part A: We removed “*The SAB shall have responsibility for all elections for the ASCBC*”, because we wanted to move that statement to the bylaws of the Constitution.

- Part B: Removed “on items such as, (but not limited to) operating standards”. After reviewing the document, this part of the constitution did not seem to apply to this department.
 - Section 3: Rules of Operation
 - Removed “operating standards”. After reviewing the document, this part of the constitution did not seem to apply to this branch.
 - Article X: Amendment
 - Section 1: Process
 - Added “two” because we felt like it had been neglected when the Constitution was originally drafted.

Legislation: Changes to multiple articles of the Bylaws

Date Enacted: May 2, 2012

- Article I: Legislative Branch
 - Section 1: The Club Council
 - Part A: Removed establishing a recording officer.
 - Part D: Removed Roberts Rules of Order.
 - Part F: Edited what constitutes an absence, and how many a club may permit.
 - Section 2: The Leadership Council
 - Part A: Changed “meeting” to “quarter”
 - Part C: Changed “twice per month” to “as”
 - Part E: Removed the part talking about Leadership Council and Club Council having to use the same schedule.
 - Section 3: Rules an Operation
 - Part C: Removed Operating Standards
 - Part D: Reworded to say "The Council advisors or ASCBC officers may determine when and if gallery members are allowed to comment during the meetings. "
 - Section 4: Committees
 - Part D:
 - A. Removed CBC Reads
 - G. Removed LINKS
 - Part E:
 - A. Removed Budget Reduction
- Article II: Executive Branch
 - Section 2: Removed Operating Standards
 - Section 3: Responsibilities of the ASCBC President
 - Part A:
 - a. - j. Completely Reworked
 - Section 4: Responsibilities of the ASCBC Vice President
 - Part A:
 - a. - h. Completely Reworked
 - Section 5: Vacancy of Office

