

**BYLAWS OF THE ASSOCIATED STUDENTS
OF COLUMBIA BASIN COLLEGE**

Article I: The Branches

SECTION 1: Service Corps

- A. The Service Corps (also referred to as Leadership Council) shall execute projects to serve the students of Columbia Basin College (CBC or the College) on behalf of The Associated Students of Columbia Basin College (ASCBC).
- B. Service Corps shall be comprised of up to twelve student volunteers enrolled in a successive quarterly ASCBC workshop (fall, winter, and spring quarters).
 - a. Students will receive a Pass (P) or a Fail (Z) for the workshop.
 - b. The workshop and the grade will appear on the student's transcript; no credit will be received.
- C. Volunteers who register for this workshop must be enrolled in one or more credits at Columbia Basin College for the quarter in which they are participating in the workshop.
- D. The Corps will meet at least twice a month, except in months which have extended breaks during which they will meet at least once per month.
- E. Corps members will be required to volunteer a set number of hours (approximately 20-35 hours) per quarter in addition to the meetings. This is to ensure the coordination, administration, and maintenance of student service projects.
- F. Participation requirements, as determined by the ASCBC Executive Council and the Director of Student Activities, will be dependent on the projects undertaken by ASCBC.
- G. The Director of Student Activities in consultation with the Service Corps Chair has the right to decline enrollment or administratively withdraw a Corps volunteer for a future quarter if that volunteer has failed to meet the participation or attendance requirements of the current or previous quarter.

SECTION 2: The Club Council

- A. The Club Council shall represent club interests and needs as part of ASCBC and educate club members on ASCBC/CBC policies, procedures, and guidelines.
- B. In order to be represented in Club Council, a club must have an approved charter application on file in the ASCBC Office.
- C. Each Club will select two members who will serve as their Club Council Representatives for the academic year (or applicable term of service).
 - a. If a Club Council representative resigns, a new club member must be elected or selected to serve in this role.
 - b. The Office of Student Activities must be informed of this change in order to accurately maintain the Club Council roster.

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- D. The Club Council will convene meetings at least once a month during the academic year (fall through spring quarters), except in months which have extended breaks.
- E. The Club Council Chairperson will coordinate and chair all Club Council meetings with the help of the Office of Student Activities.
- F. One of the two Club Council representatives per club is required to attend each Club Council meeting.

SECTION 3: Campus Connection Board (CCB)

- A. The CCB shall organize extra-curricular activities for the student body.
- B. The members of the CCB must meet the minimum requirements of paid student officers as described in Article II, Section 1 of these Bylaws.
- C. CCB Officers will plan and execute extracurricular activities that focus on the current trends of student life.
- D. They will promote unity, spirit, and cooperation amongst the CCB team and the student body on all CBC campuses and extensions.
- E. They will encourage student involvement in student activities through various means.
- F. They will work and support all CCB events and activities.
- G. CCB Officers will serve on ASCBC and/or CBC committees when needed.
- H. CCB Officers will support the efforts of Service Corps and Club Council as needed.
- I. CCB Officers will ensure compliance of the ASCBC with applicable state laws, and institutional policies and procedures.
- J. CCB Officers will perform other duties as outlined by the ASCBC Constitution and Bylaws and as specified in their job descriptions, as maintained by the Director of Student Activities
- K. In the case of vacancy in the CCB membership, the current paid student officers will decide by simple majority vote whether or not to fill the vacancy. If the majority of paid student officers vote in favor of filling the vacancy, applications will be released to the CBC student body.
 - a. The Director of Student Activities or designee will be present for application review, interview, and deliberations.
 - b. Selection will be made by majority vote of the current paid student officers. The Director of Student Activities will vote in the event of a tie.
 - c. Paid student officers are responsible for ensuring that each applicant is considered equitably throughout the hiring process. A paid student officer may be recused from the hiring process for failure to complete any required training or for conduct that negatively impacts the hiring process.

Article II: Paid Student Officers

SECTION 1: Paid Student Officer Requirements

- A. All paid student officers will meet the following employment eligibility requirements:

- a. A cumulative GPA of 2.75 or higher to be hired;
 - b. Currently registered in at least six (6) credit hours at CBC and have completed a minimum of six (6) credit hours at CBC or another accredited college/university prior to applying;
 - c. Maintain a cumulative GPA of 2.5 during employment;
 - d. Must have at least one (1) class-free one (1) hour period in which the officer can perform ASCBC duties between 8:00 a.m. – 12:30 p.m. daily in fall, winter, and spring quarters of the academic year;
 - e. Paid student officers who serve on the Executive Council must also be available three (3) hours twice weekly from 12:30 to 4:30 p.m., Monday – Thursday.
 - f. Must be able to work between 15-19 hours per week around the officer's class schedule (fall through spring quarters). Night and weekend hours will be required on occasion with ample notice.
 - g. Attend all meetings, trainings, retreats, and events which are required of their position, as determined by the Director of Student Activities.
 - h. Available during the summer for various paid work sessions, trips, or trainings
- B. Student officers are students first; therefore, academic progress must be maintained. If a student officer's quarterly GPA is less than 1.7 for two consecutive quarters, the Director of Student Activities has the option of discontinuing that student officer's employment even if their cumulative GPA is above a 2.5.
- C. Paid Student Officers are required to serve on the Student Budget & Fees Committee, as part of their position – unless a circumstance as confirmed by the Director of Student Activities prevents them from serving. This committee is described in Article IV of these bylaws.

SECTION 2: Responsibilities of the Executive Council

- A. The Executive Council is responsible for the fiscal, procedural and legislative functions of ASCBC. The Executive Council will:
- a. Understand and uphold the Constitution and Bylaws
 - b. Preside over the meetings of each of their branches
 - i. In the case of Service Corps, this will be in collaboration with the Director of Student Activities since this is a registered workshop on a participant's transcript where a student can pass or fail
 - c. Maintain accurate records and documentation, as required by ASCBC policies and procedures, for the branch in which the student officer is chair
 - d. Be courteous and equitable when interacting with all ASCBC, campus, and statewide constituents
 - e. Have the authority to act as the S&A Budget Committee during the summer quarter to approve expenditures from the reserve account to further special projects

- i. All such special projects must have been previously approved by the Student Budget & Fees Committee and require additional funding to continue the project in a timely manner
 - ii. The Executive Council shall present a report to the Student Budget & Fees Committee once it resumes in fall quarter of any such approved special project expenses
- f. Ensure compliance of the ASCBC with institutional policies and practices, and state and federal laws
- g. Preserve impartiality in decision-making by abstaining from holding an office in any ASCBC chartered club
 - i. This restriction is intended to ensure that there is no bias toward the club in which the chairperson is an officer.
 - ii. In the case of a mid-year replacement, the Executive Council will evaluate, whether this restriction should apply to the candidate(s), and shall have the option to remove the restriction so that the successful candidate may continue to honor their previous commitment as a club officer for the remainder of the academic year.
- h. Review and evaluate community requests such as, but not limited to, proposals for community services that are made available to students on campus, and determine whether to recommend such services to the CBC administration.
- i. Hold quarterly student forums to receive student feedback; these forums can be collaborative in nature with other areas of the College.
- j. Maintain all official ASCBC documentation if the Campus Connection Board Chair position is vacant.
- k. Perform all other duties as outlined by the ASCBC Constitution and Bylaws and specified in their job descriptions, as maintained by the Director of Student Activities

SECTION 3: Responsibilities of the Service Corps Chairperson

- A. The Service Corps Chairperson is the paid student officer responsible for the smooth execution of ASCBC student service projects and ensuring that student interests are well-represented at both the campus and state level.
- B. The Service Corps Chairperson will:
 - a. Represent the CBC student body daily on student life issues by addressing administrative and legislative matters, and engaging in public speaking as needed.
 - b. Chair Corps meetings
 - c. Lobby 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
 - d. Advocate for students' interests, needs, and welfare through the appropriate channels

- e. Represent the CBC student body at statewide or local engagements such as legislative meetings, student association conferences, and/or community events.
- f. Present a monthly ASCBC report to the Board of Trustees, making sure all Branches are represented in the report
- g. Attend a weekly Executive Council meeting
- h. Facilitate and delegate student representation on campus committees
- i. Coordinate assistance and participation amongst the Branches when needed
- j. Chair the Student Budget & Fees Committee (upon approval by the Committee) and ensure the smooth execution of that fiscal process
- k. Encourage student involvement in campus activities
- l. Maintain
- m. Assist the Executive Council members with their duties as needed
- n. Perform other duties as assigned

SECTION 4: Responsibilities of the Club Council Chairperson

- A. The Club Council Chairperson is the paid student officer responsible for the effectiveness and efficiency of the ASCBC club program.
- B. The Club Council Chairperson will:
 - a. Chair Club Council meetings
 - b. Assist with the chartering of clubs
 - c. Create and execute a Club Council event at least once per quarter
 - d. Maintain familiarity with all club documentation, and suggest changes or updates as needed
 - e. Work with the Student Activities staff to ensure club compliance and perform quarterly visits to various club meetings
 - f. Ensure continual trainings and club development activities for club members and their advisors
 - g. Attend a weekly Executive Council meeting
 - h. Encourage student involvement in campus and club activities
 - i. Serve on ASCBC and/or CBC committees when needed
 - j. Assist the Executive Council members with their duties as needed.
 - k. Coordinate assistance and participation amongst the Branches when needed
 - l. Perform other duties as assigned

SECTION 5: Responsibilities of the Campus Connection Board Chairperson

- A. The Campus Connection Board (CCB) Chairperson is the paid student officer responsible for the smooth execution of all CCB events.
- B. The Campus Connection Board Chairperson will:
 - a. Assist the CCB in strategizing, staffing, and supporting all CCB events
 - b. Chair the weekly CCB meeting

- c. Ensure that post-event requirements are completed for each CCB event
- d. Engage a diverse cross-section of students on a regular basis in order to stay informed of growing trends and desires within the student body
- e. Attend a weekly Executive Council Meeting
- f. Work to ensure ASCBC is welcoming and responsive to the needs of the student body
- g. Encourage student involvement in campus activities
- h. Ensure that ASCBC equipment and supplies are well maintained
- i. Assist the Executive Council members with their duties as needed
- j. Coordinate assistance and participation amongst the Branches when needed
- k. Maintain all official ASCBC documentation as outlined in these Bylaws
- l. Assist the Executive Council members with their duties as needed
- m. Perform other duties as assigned

SECTION 6: Executive Council Vacancies

- A. In the event of a vacant position in the Executive Council, the two remaining members will decide if the position needs to be refilled. The remaining Executive Council members will fill the role until decisions are made and/or hiring to fill the vacant position is complete.
- B. If the position is not refilled, the remaining Executive Council members will continue to fulfill the duties of the role for the remainder of the academic year.
- C. If the position is to be refilled, each member of the Executive Council will serve on the hiring committee along with the Director of Student Activities (or designee). Additional committee members will be solicited from the following areas:
 - a. One student representative from each Branch.
 - b. One additional student representative from the Branch for which the chairperson is being hired.
- D. If additional committee members cannot be identified, the committee can proceed with the Executive Council members and at least two other paid student officers.
- E. Hiring committee members are responsible for ensuring that each applicant is considered equitably throughout the hiring process. A member may be recused from the hiring committee for failure to complete any required training, or for conduct that negatively impacts the hiring process. Replacement committee members may be solicited if there is time to do so.
- F. This process (items C through E) will also be followed during the initial hiring of the Executive Council positions.

Article III: Paid Student Officer Termination or Reprimand

SECTION 1: General

Paid student officers are not only student employees, but they are also ASCBC Officials with an obligation to serve the student body, according to their position descriptions, to the best of their ability. Paid student officers must fulfill all standard expectations of student employees as defined by the College, by the ASCBC Constitution and Bylaws. As such, paid student officers may be disciplined and/or terminated by the College for failure to comply with applicable state law, ASCBC and College policies and procedures. Paid student officer misconduct or violation of federal, state, or local laws, or College or ASCBC policy, including unfairly benefiting a club or its members due to personal preferences, misusing work time, or purposefully sabotaging the work or reputation of a fellow student officer or student-at-large may be reported to the Director of Student Activities or any College official as outlined in the applicable College policy.

SECTION 2: Petition for Removal from Office or Reprimand

- A. A petition for removal from office of a paid student officer must clearly state the specific reasons for the petition and must not be intended for personal harassment or bullying of the student officer
- B. The Director of Student Activities has both the responsibility and the right to seek guidance from other College administrators/officials in determining the validity and appropriate response to the petition
- C. The Director of Student Activities has both the responsibility and the right to report any violations of College policy, to the appropriate College administrator or department, including the Offices of Student Conduct, Human Resources, Title IX, Legal Affairs Offices, or Campus Safety & Security
- D. The student officer is expected to cooperate with all proceedings.
- E. Unless decided otherwise by the College, the student officer may retain all privileges and power set forth in the ASCBC Constitution and Bylaws during applicable proceedings or investigation of the petition
- F. The College may impose disciplinary action, up to and including termination of duties and employment
- G. If the final decision is to terminate the officer, all privileges and power shall be removed from the individual

SECTION 3: Following the Termination of a Paid Student Officer

In the case of an Executive Council member termination, the vacant office will be filled according to Article II, Section 6 of these Bylaws. In the case of a Campus Connection Board member termination, the procedure provided in Article I, Section 3 shall be followed.

Article IV: S&A Budgets, Fees, Special Projects, and ASCBC Financial Accounts

SECTION 1: The Student Budget & Fees Committee

- A. A Student Budget & Fees Committee will be established by the end of October for each academic year.
- B. The Student Budget & Fees Committee will review budget requests, propose funding levels, and make recommendations to the College administration and Board of Trustees pursuant to Chapter 28B.15 RCW for the expenditure of S&A fees collected from students to fund student activities and programs.
- C. The committee will also fulfill the fiscal responsibilities of ASCBC including, but not limited to:
 - a. coordination, execution, and distribution of the Service & Activities (S&A) Fee to qualifying groups on campus.
 - b. coordination and execution of the S&A Emergency Fund, if such a fund is established
 - c. processing of any special project funding requests from the S&A reserve account
 - d. establishment or adjustments of any student fees as required or permitted by state or federal law or College policy or rule.
 - e. any other financial decisions in which the College or state or federal law requires student input
 - f. any other financial decisions in which ASCBC deems necessary to have a student representation or input
- D. All members of the Student Budget & Fees Committee are required to successfully complete a committee orientation before voting on committee decisions.
- E. The committee is a student majority committee. It will be comprised of the paid student officers and up to eight additional student members-at-large, representing diverse student interests.
 - a. The paid student officers must explore all means to fill the member-at-large positions
 - b. The paid student officers must accept up to eight additional student members-at-large if there is interest.
 - c. If there are more than eight interested students, the paid student officers will use the following selection process to identify dedicated and diverse students to serve on the committee.
 - i. Review the student's area of study, cumulative GPA, number of credits completed at the College, and availability.
 - ii. Area of study will be weighted in the decision to ensure that the committee is populated by a diverse cross-section of student interests.
 - d. Additional members will be solicited and added each quarter, if there are vacant at-large positions. Members will only be added at the beginning or end of each quarter.
 - e. If there are no interested students to serve in the at-large positions, the paid student officers will serve as the Committee and continue to solicit for the at-large members to be added the next quarter.

- f. The Service Corps Chairperson will be recommended as chair of the Committee. One of the paid student leaders will be recommended as recording secretary for the Committee. These appointments must be approved by the committee membership.
- F. Attendance and participation requirements for all committee members will be established by the Executive Council and the Director of Student Activities.
 - a. Members may be removed from the committee or placed on probation by the Executive Council and the Director of Student Activities for:
 - i. excessive absences
 - ii. bias toward a particular group/area in performance of duties, including requests for funding
 - iii. negligence of duty
 - iv. refusal to adhere to the committee's rules or participation requirements
 - b. Volunteer members-at-large may resign their membership at any time by providing written notice to the committee chairperson.
- G. A majority of the committee's membership will constitute quorum.
- H. Once established, the committee will meet at least once a month in both fall and spring quarters. The meeting schedule will be expanded during the winter quarter to complete the S&A budget recommendation for the upcoming year.
- I. The VP of Administration (or designee) will retain a vote on the committee on matters related to the S&A budget recommendation only, and will not vote on the establishment or adjustments of fees, special projects, or the S&A Emergency Fund.
- J. The Director of Student Activities will retain a vote on special projects and the S&A Emergency Fund. The Director will not vote on fees or the S&A Budget Recommendation.
- K. Additional administrators, staff, or faculty may serve as advisors to the Committee if the Director of Student Activities or the Committee deems it necessary. These advisors will not vote.
- L. Only the approval of the Student Budget & Fees Committee is needed to increase or decrease an existing student fee.

SECTION 2: S&A Budget Recommendation

- A. The Student Budget & Fees Committee will utilize a structured process as created by the Director of Student Activities (or designee) and the Executive Council to evaluate budget requests to develop budget recommendations to the College administration and Board of Trustees.
- B. Once finalized, the S&A Budget Recommendation, along with supporting documentation, will be simultaneously submitted to the College administration and Board of Trustees for review. The College administration will provide a written response to the committee.
- C. The Committee Chair and Director of Student Activities will address all objections from the College administration with the Committee. All revisions to the budget recommendation will be submitted to the Board of Trustees for review and approval.

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- D. If approved, S&A sponsored accounts will be established for each approved budget allocation and funding will be distributed as budgeted into the group's S&A sponsored account.

SECTION 3: Public Forums

- A. The Student Budget & Fees Committee is required to educate the student body on financial changes and host a public student forum to solicit feedback from the student body prior to the final Committee vote, when:
 - a. a new student fee is being established;
 - b. S&A Budget Recommendation is being finalized; or
 - c. a special project exceeding 8% of the reserve account is being considered.
- B. Notice of the public forum must be sent to all currently registered students no later than two business days prior to the date of forum.

SECTION 4: Special Projects

- A. Special Projects are endeavors sponsored by the Student Budget & Fees Committee designed to improve student life, address direct student needs on campus, or assist the overall functions of ASCBC. Special Projects will be financially supported through the ASCBC reserve account and comply with all state laws, ASCBC and College policies and procedures applicable to all S&A fees.
- B. Special projects may be proposed by College departments, ASCBC Organizations or Services, or an ASCBC branch.
- C. Current ASCBC Organizations and Services may propose special projects subject to requirements for Organizations and Services as established in Article VI (Organizations) and Article VII (Services).
- D. Clubs are not eligible to request special projects as their activities are funded through the S&A budget process.
- E. Special projects meet the following eligibility criteria:
 - a. Establish a clear beginning and ending. The ASCBC reserve account will not be responsible for the on-going maintenance of a special project. Clearly identified maintenance support via another College account or ASCBC program.
 - b. The proposer(s) of the project must be willing and able to comply with the requirements of Article IV of these bylaws and any additional guidelines determined by Student Activities or ASCBC.
 - c. Special projects may only be approved for a specified amount. Funding beyond this amount is not guaranteed and will require further approval of the Student Budget & Fees Committee.
 - d. Any approved funds must be used for the purposes specified in the special projects application and must be for any other purposes without written approval of the

Student Budget & Fees Committee. Unused monies will remain in the ASCBC reserve account for future projects.

- F. A special project may sponsor a pilot of a service, co-curricular, or extracurricular activity for up to two academic years. Pilots may also be developed by the Student Budget & Fees Committee.
 - a. A pilot is a one-time sample of a proposed project. The sample must have a clear and unique purpose to serve CBC students in ways in which they are not currently being served.
 - a. The proposal for the pilot must include a budget, which identifies the costs to run the pilot.
 - b. The pilot must be adopted by a College department, area, or office which will administer and possibly continue the project upon the pilot's completion.
 - c. After the pilot period concludes, the proposer may request continued funding for the pilot project via the S&A Budget process or identify another source of funding.
 - d. Funding for the pilot may be extended up to one additional academic year subject to the availability of funds and approval by the Student Budget & Fees Committee. The extension request must include the following:
 - i. A clear and concise explanation of why an extension of the pilot is necessary;
 - ii. A clear and concise explanation of the reason(s) that the pilot is not eligible for or unable to secure funding for its continuation under the S&A Budget process.
 - e. Each pilot project is limited to one application for a funding extension until the following academic year.

SECTION 5: Student Space Maintenance

- A. Up to 10% of the current S&A Reserve Account may be used for maintenance of student spaces. Student spaces are those for which
 - a. the students assessed themselves a fee through student vote to build and/or maintain a space used primarily for non-instructional co-curricular or extra-curricular activities
 - b. the Student Budget & Fees Committee approved funds from the S&A reserve account to construct and/or maintain a space used primarily for non-instructional co-curricular or extra-curricular activities
- B. Such maintenance expenses must be approved by the Executive Council and confirmed by the Director of Student Activities.
- C. Accurate expense records must be kept and the Student Budget & Fees Committee must be informed of the decision at the next scheduled meeting.

SECTION 6: Fundraised Accounts

- A. Fundraised accounts are accounts that ASCBC clubs or organizations use to store money collected through fund-raising and donations. Funds deposited in these accounts are utilized to support the mission and needs of ASCBC, clubs, or services. Fundraised account balances are carried to the next year.
- B. Fundraised accounts are considered state funds, subject to spending restrictions of public funds.
- C. The Student Budget & Fees Committee may, at its discretion, review the status of a fundraised account, however, the committee cannot allocate funding toward a fundraised account.
- D. An S&A sponsored account can be used to purchase items for a fundraiser, but the S&A account must be reimbursed the amount of the initial expenditure once the fundraiser concludes.
- E. The entire balance of a fundraised account will be rolled into the S&A Reserve Account after two (2) fiscal years of inactivity.

Article V: Clubs

SECTION 1: Formation

Proposed clubs must submit a completed application to the Office of Student Activities and ASCBC. Upon review and approval, the club will be considered chartered and in good standing. All clubs must have an advisor who will provide supervision, guidance, and ensure the club is meeting all College and ASCBC guidelines and regulations.

SECTION 2: Types of Clubs

- A. Progressively Funded Clubs are chartered annually and receive funds in allotments as established by the Office of Student Activities and ASCBC.
 - a. To maintain their charter and receive funding, clubs must maintain a membership roster of nine (9) or more currently registered students.
 - b. The Executive Council is required to request funding for progressively funded clubs on behalf of these clubs during the S&A budget process. The Executive Officers will consider the needs of clubs when determining their funding request.
 - c. Funding allotments are disbursed by the Office of Student Activities to progressively funded clubs twice within the academic year.
 - d. All Progressively Funded Clubs share a fund allocated in the S&A Budget to Progressively Funded Clubs.
 - e. This amount is evenly distributed amongst all progressively funded clubs in good standing.
 - f. Progressively funded clubs may seek qualification and funding as a Pre-Funded Club if they meet the criteria for a pre-funded club and have successfully completed at least one academic year (fall, winter, and spring quarters) as a progressively funded club.
- B. Pre-funded Clubs are chartered annually and are granted a budget through the Student Budget & Fees Committee.

- a. To maintain their charter and receive funding, they must maintain a membership roster of twelve (12) or more currently registered students.
- b. If a pre-funded club is not granted a budget through the Student Budget & Fees Committee, it may seek qualification as a progressively funded club.
- c. Pre-funded clubs must meet at least two of the following criteria:
 - i. Connection to a degree area or specific academic department at the College.
 1. This connection is intended to provide an optional opportunity for students to expand their knowledge in a topical area that correlates directly to an instructional department's goals or learning outcomes
 2. Club membership cannot be an expectation or requirement of a class, instructional department, or academic program. Such requirement would deem the club curricular or instructional in nature.
 - ii. Compete on behalf of ASCBC
 1. The club must compete at least once per academic year in a national, state, or regionally recognized competition or compete against another institution of higher education and/or another team recognized by a regional or national affiliate in which the club is a member
 2. Competition must require both skill and preparation and must be recognized by the club as an essential function of the club
 - iii. Affiliation with a national organization
 1. This is defined as direct membership with a larger nationally or regionally recognized organization that has guidelines and expectations for membership.
 - iv. Affiliation with a national honor society which has a cumulative GPA minimum requirement of 3.0 or higher.

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 or the skill set established by the affiliated national organization or national honor society.
- B. All clubs must remain in compliance with all guidelines, rules, and regulations set forth by the ASCBC and the Office of Student Activities as provided in the current ASCBC Club Handbook and the Events Best Practices Guide.
 - a. These documents will be updated annually.
 - b. Members of the club and the club advisors will be required to complete club training annually based on the ASCBC Constitution and Bylaws, the ASCBC Club Handbook, and the ASCBC Events Best Practices Guide.

- C. To create and maintain the club charter, all clubs must:
 - a. Hold meetings at least twice each month during the academic year (fall, winter, and spring quarters), except months which contain extended breaks
 - b. Record and preserve minutes of each club meeting. Club meeting minutes must include a record of the decisions regarding expenditures made in club meetings and discussion regarding the relation of those expenditures to the club's purpose.
 - c. Maintain two representatives as part of the Club Council who shall promote the interests and purpose of the club and serve as ambassadors to the ASCBC. One of these two representatives must attend Club Council meetings.
 - d. Have one (1) or two (2) trained faculty or staff advisor
 - e. Follow ASCBC and institutional policies and procedures for all activities, events, travel, purchases, and operations
 - f. Submit compliance documentation to the Office of Student Activities/ASCBC by the date requested. Such documentation shall be determined by the Office of Student Activities and ASCBC.
- D. Failure to comply with Section 3, Item C could result in your club activities being put on hold and/or your club charter being revoked until the end of the current academic year.

SECTION 4: Club Compliance

- A. Clubs are considered in good standing if they:
 - a. Adhere to all ASCBC and College policies and procedures, including but not limited to the CBC Student Code of Conduct and the CBC Non-Discrimination & Harassment Policy.
 - i. Any club going through the Student Conduct process or investigation under the CBC Non-Discrimination & Harassment Policy could have their club activities put on hold until the process is completed.
 - b. Submit compliance documentation as determined by the Office of Student Activities and ASCBC including all club meeting minutes and the club compliance form
 - c. Have a representative at all Club Council meetings
 - i. Clubs may request up to two excused absences in advance of the meetings.
 - ii. Clubs that are excused from a meeting are responsible for the information presented but they will relinquish their vote if any business is discussed and voted upon.
- B. Failure by a club to meet the compliance documentation requirements will result in:
 - a. Loss of the club's vote on the Club Council.
 - b. Suspension of all funding allocations until the required documentation is provided.
 - c. Revocation of the club charter and loss of access to club accounts if required documentation is not provided to the ASCBC Office within 15 business days after the notice of non-compliance is issued.

- C. Failure to comply with the Club Council attendance policy will result in one or more of the following:
 - a. Suspension of all funding allocations until the next Council meeting where the club representative(s) must re-establish attendance to be in good standing
 - i. Revocation of club charter and loss of access to club accounts if attendance is not re-established by club representatives at the next Club Council meeting.

Article VI: Organizations

SECTION 1: Formation

- A. Proposed organizations must be submitted to the Student Budget & Fees Committee to be considered for organizational status under ASCBC.
- B. The Student Budget & Fees Committee may recommend formation of an organization to the Board of Trustees.
- C. The S&A proposal for any new organization must include:
 - a. a written statement explaining how the proposed organization meets the definition of an ASCBC recognized organization as stated in Article VII, Section II of the Constitution, and
 - b. a narrative as to 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 comply with ASCBC and College rules, policies and procedures for all activities, events, purchases, travel, and operations.
- C. Organizations are not part of the governance structure of ASCBC.

SECTION 3: Funding

- A. Organizations will receive all funding through a direct allocation as defined in Article IV of these Bylaws.
- B. 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. This does not include collaborative campus events offered for the benefit of all students.
- C. Organizations may request funding as a special project if that project meets the criteria set forth in these Bylaws. Such requests shall not be made more than once by each Organization within an academic year, which is defined in this instance as summer, fall, winter, and spring quarters. Any previously approved requests for special projects must be completed prior to submitting another request.

Article VII: Services

SECTION 1: Formation

- A. Proposed services must be submitted to the Student Budget & Fees Committee to be considered for service status under ASCBC.
- B. The Student Budget & Fees Committee may recommend formation and recognition of the organization to the Board of Trustees.
- C. The budget proposal for any new service must include:
 - a. a written statement that explains how the proposed service meets the definition of a service as stated in the ASCBC Constitution, and
 - b. a narrative as to why ASCBC should support its formation

SECTION 2: Requirements & Funding

- A. Services will receive funding through a direct allocation as defined in Article IV of these Bylaws.
- B. All ASCBC Services must guarantee service to any registered student at Columbia Basin College as long as the student meets the qualifications, if any and consistent with applicable laws, to receive the service. Such qualifications must be disclosed to any registered students and must be included as part of the budget proposal to the Student Budget & Fees Committee.
- D. Services are prohibited from forming or joining with any ASCBC Club or any S&A funded group in such a manner that the service or its members may receive additional funding beyond the S&A budget allocation. This does not include collaborative campus events offered for the benefit of all students.
- C. Due to the nature of their work, Services cannot be required by the Student Budget & Fees Committee to fundraise.
- D. Services may request funding as a special project if that project meets the criteria set forth in these Bylaws. Such requests shall not be made by any Service more than once per academic year, which is defined in this instance as summer, fall, winter, and spring quarters. Any previously approved requests for special projects from this group must also be completed prior to submitting another request.

Article VIII: Constitution and Bylaws Amendment & Assessment

SECTION 1: Mandatory Review & Committee Membership

- A. Executive Council must convene a Constitution and Bylaws Committee at minimum every three years for a comprehensive review of the ASCBC Constitution and Bylaws.
- B. This committee is a student majority committee and must include the paid student officers and up to eight students-at-large of diverse perspectives.
- C. This Committee will include the Director of Student Activities who serves as advisor and has voting privileges.
- D. Quorum is met by a simple majority of the committee membership.

- E. The committee chairperson and recording officer shall be a paid student officer, each selected by majority vote of the members of the committee.

SECTION 2: Proposal & Assessment Process

The Proposal and Assessment process shall be established to provide a means to update the ASCBC Constitution & Bylaws as needed.

- A. Amendments to the Constitution and Bylaws may be requested by any registered CBC student through the proposal process established by the ASCBC Executive Council.
- B. All proposed amendments will adhere to the following requirements:
 - a. Amendments to the Constitution shall only be proposed by a member of one of the branches and co-championed by a paid student officer. Paid student officers, who would like to propose amendments to the Constitution, must find an additional paid student leader to co-champion a proposed amendment.
 - i. The paid officer must fully support the proposer's amendment idea and will assist the proposer as he/she moves through the amendment consideration process. He/she will be listed as a co-proposer on the proposal.
 - ii. This paid officer support is not needed for proposed amendments to the Bylaws.
 - b. The proposal will clearly identify the sections of the Bylaws to be changed or established and the reasons that the change is in the best interests of student body and/or ASCBC.
 - c. A timeline or proposed plan of action will be clearly identified as part of the proposal.
 - d. The Executive Council shall review the proposal and interview the proposer to evaluate whether the proposed amendment complies with applicable law, ASCBC and College rules, regulations, and policies, is appropriate, reasonable, sustainable, and in the best interest of students. The Executive Council will also assess whether the proposal complies with all state and federal laws and is in the best interest of the student body.
 - i. If the proposal is assessed to be inappropriate, unreasonable, unsustainable, in violation of law, or not in the best interest of students, the Executive Council will deny the request in writing, which shall include the reasons for the denial.
 - ii. If the Executive Council finds that the proposal is appropriate, reasonable, sustainable, and in the best interest of the student body, it will submit the proposal to the Constitution and Bylaws Committee with their assessment.
 - e. If the Constitution and Bylaws Committee has not been established at the time of Executive Council's assessment, the Executive Council will convene the Committee to review and evaluate the proposal.

- f. The committee must complete a thorough review of the proposal and the effects such changes would have on the current ASCBC structure, and its potential impact on CBC students.
- g. A two-thirds (2/3) majority vote of the Committee is required to indicate Committee support of the proposal.
- h. If the Committee supports the proposal, it then becomes a proposed amendment for recommendation to the student body according to the provisions Section 3 of this Article.
- i. If the proposal is denied support, the Committee will provide written notification of the denial to the proposer, which shall include the reason(s) for the denial.

SECTION 3: Amendment Process

- A. If proposed amendments to the Constitution or Bylaws are recommended by the Constitution and Bylaws Committee, a public student forum will be held at which the proposed amendments will be explained, and the Constitution and Bylaws Committee will solicit comments from the student body.
 - a. The proposer (and co-proposer in the case of a Constitutional amendment) shall be present at the student forum and have an active role in the forum along with the Executive Council.
- B. Feedback from the student forum will be taken under advisement at the next Constitution and Bylaws Committee meeting prior to the Committee completing their final vote.
 - a. A 2/3 majority vote of the Committee is required to approve a Constitutional amendment for presentation to the student body.
- C. Recommended amendments to the Constitution supported by a simple majority of voting students shall be submitted for approval to the College's Board of Trustees
- D. Changes to the Bylaws can be made by a two-thirds (2/3) majority vote of the Constitution and Bylaws committee. No additional approval is required.
- E. The committee chair and the recording officer are required to update any ASCBC documentation affected by the vote if the amendment(s) are approved. The committee chair and recording officer must also document any amendments made to the Constitution or Bylaws in its appendix.
- F. If proposed amendments are declined by one of the approving bodies, the proposed changes will be discarded and the proposer will be informed of the decision in writing, which shall include the reason(s) for the denial.

Article IX: ASCBC Documentation

- A. ASCBC Documentation is any official policies, procedures, or student government minutes required by ASCBC, the CBC Board of Trustees, or state law. This includes the ASCBC Constitution and Bylaws.

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- B. The Campus Connection Board Chair is tasked with maintaining such documents.
- C. In the absence of the CCB Chair, maintenance of such documents will become the joint responsibility of the ASCBC Executive Council.
- D. Such documents are subject to the Washington State Public Records Act, Chapter 42.56 RCW, and may be requested for review at any time.

Article X: Initiative and Referendum

SECTION 1: Initiative

Student Initiative is the power to assess and initiate action independently. The students of Columbia Basin College may bypass the Constitution and Bylaws Committee to amend the Constitution and Bylaws through Initiative.

- A. Such proposal must meet the same requirements listed in Article VIII, Section 2 of these Bylaws, including the review and evaluation by the Executive Council.
- B. If approved by the Executive Council, the petition for the amendment(s) must be signed by at least fifteen (15) percent of the current FTE enrollment to be presented for student vote.
 - a. The petition must first be approved by the Director of Student Activities who will ensure that the purpose of the petition is clearly stated.
- C. A two-thirds (2/3) majority of voting students is required to approve the proposed Constitution or Bylaws amendments.
- D. Constitutional amendments approved by a two-thirds (2/3) majority of voting students shall be subject to approval by the CBC Board of Trustees.

SECTION 2: Referendum

A referendum is a general vote by the student body on a question which has been referred to them for decision.

- A. Establishment of a new student fee shall be subject to referendum.
- B. Establishment of new student fees shall first be approved by the Student Budget & Fees Committee in accordance with Article IV, Section 1 of these Bylaws.
- C. A Public Student Forum must also be held as stated in Article IV, Section 3 of these Bylaws.
- D. Once the new fee has been approved by the Student Budget and Fees Committee, establishment of the new student fee shall be subject to a student body vote in which a majority of voting students is needed to approve the fee.