



**GRAYS HARBOR COLLEGE  
STUDENT GOVERNMENT**

**The Constitution of the Associated Students  
Of  
Grays Harbor College**

**Approved June 6, 2011**

## **Preamble**

We, the students of Grays Harbor College, do hereby establish this constitution as the governing authority of this college.

## **Article I - Name**

The name of this organization shall be Associated Students of Grays Harbor College, henceforth referred to as ASGHC.

## **Article II - Emblem**

1. The official colors of this organization shall be Royal Blue and Silver
2. The official symbol of this organization shall be the approved sailing ship crest.
3. The official mascot of this organization shall be "Charlie Choker".
4. The official nickname of this organization shall be "The Chokers".

## **Article III - Membership**

1. All students who are enrolled in one (1) or more college credit hours at Grays Harbor College who have paid the student services and activities fee shall be members of the ASGHC.
2. All members of the ASGHC shall be entitled to:
  - a) vote in ASGHC elections
  - b) be allowed student rates at college-sponsored events
  - c) be admitted to all regular season Grays Harbor College-hosted athletic events free of charge
  - d) receive the college newspaper if available
3. Membership may be revoked in accordance with the statutes set forth in the bylaws of this document.

## **Article IV - Council**

1. The governing powers of this organization shall be vested in the Council.
2. The members of the Council shall be elected and appointed officers of the ASGHC.
3. Voting privileges in the Council shall be extended to the Vice-President, Secretary, Treasurer, Senator of Academic Affairs, Senator of Community Affairs, and Senator of Legislative Affairs.
4. The president shall vote only in case of a tie.
5. Executive authority and all powers not specifically delegated to other bodies shall be vested in the Council.
6. The responsibility and duty of the Council shall be to represent and govern the students of Grays Harbor College

## **Article V - Elected Offices**

1. The elected offices of the ASGHC shall be President, Vice-President, Secretary, Treasurer, Senator of Academic Affairs, Senator of Community Affairs, and Senator of Legislative Affairs.

## **Article VI - Elections**

1. The election of all elected positions shall take place during the first six weeks of spring quarter.
2. The term of office for all officers shall be one full academic year, beginning on the day after graduation in the spring.

## **Article VII - Appointed Offices**

1. Appointed offices shall be filled as need for such appointments arise.

2. Candidates for appointed office shall be nominated by the president and must be ratified by the Council.
3. Term of office shall be from the time of appointment until the day after graduation in the spring or as the need expires, but not to exceed the day after graduation in the spring.

### **Article VIII - Summer Council**

1. Summer Council shall consist of all officers elected in the spring.
2. The Summer Council shall handle all affairs of the ASGHC from spring until the following fall in the same manner as the Council handles affairs during the regular school year.

### **Article IX - Club Coordinating Council**

1. The Club Coordinating Council, henceforth known as the CCC, shall be the coordinated body of all campus organizations.
2. Voting privileges, in the CCC shall be extended to chartered camps organizations.
3. The executive officer of each campus organization or their representative shall be a member of the CCC, in addition to the ASGHC Vice-President and ASGHC Secretary.
4. The ASGHC Vice-President shall chair the CCC.
5. The ASGHC Secretary shall handle all record keeping necessary for the CCC.
6. The Coordinator of Student Activities or his/her appointee shall serve as advisor for this council.

### **Article X - Grievance Procedures**

1. A student review committee shall be formed by the fifth week of the fall quarter. The student review committee shall fulfill its duties according to the ASGHC By Laws.

### **Article XI - Bylaws**

1. The By Laws of this Constitution shall consist of the duties and regulations concerning students, student officers, and campus organizations.
2. These By-Laws shall be made and amended by the Council.

### **Article XII - Amendments**

1. The rights of Initiative and Referendum shall be guaranteed to the ASGHC.
2. Student proposed legislative amendments to this Constitution and action of the Council may be submitted by initiative petition. The proposed action must be signed by 10 percent of the ASGHC before it may be placed on the ballot of a special election.
  - A. The proposed action must be posted for ten business days on campus prior to being placed on the ballot.
  - B. The Constitution shall be so amended by a majority vote of the ballot cast at any regular or special election.
3. Amendments to this Constitution may be proposed by a majority vote of the Council.
  - a. The proposed action must be posted for ten business days on campus prior to being placed on the ballot.
  - b. The Constitution shall be so amended by a majority vote of the ballot cast at any regular or special election.
4. Amendments to this Constitution may be approved by unanimous vote of the Council, following a ten business day posting period of any proposed amendment.

### **Article XIII - Interpretation**

1. The interpretation of this Constitution shall be determined by the Council.

2. All actions taken by the Council or the ASGHC shall be subject to the ultimate approval of the Board of Trustees of Community College District Number 2.

#### **Article XIV - Ratification**

1. This Constitution shall be in full force and effect upon its adoption by a majority vote of Council.
2. This Constitution shall supersede all other Constitutions of the ASGHC.

# **The Bylaws of the Associated Students of Grays Harbor College**

## **Article I – ASGHC Student Council Officers**

### **Section A - Eligibility Requirements for Attaining and Retaining ASGHC Officer Positions:**

1. All officers of the Council of the Associated Students of Grays Harbor College (hereinafter referred to as “ASGHC”) must be members of the ASGHC in accordance with Article III of the Constitution.
2. No person shall hold more than one (1) Council position at one time.
3. All Council officers must maintain a minimum quarterly grade point average of 2.0 for each quarter of study at Grays Harbor College (hereinafter referred to as “GHC”), excluding summer quarter, and must have a minimum cumulative grade point average of 2.75 to be eligible for initial election or appointment, subject to additional regulations and potential disciplinary actions as detailed in Section C of these Bylaws.
4. All Council officers must be enrolled in and complete a minimum of ten (10) credit hours at GHC each quarter, excluding summer quarter, not including audited classes, and candidates for ASGHC officer positions must have completed at least 24 credit hours at GHC to be eligible to be elected or appointed to office.
5. All students elected or appointed to the ASGHC Council can hold office for a total of eight quarters and can hold the same office for a maximum of six college quarters. Former and current ASGHC Presidents are not eligible to run for or hold any subsequent elective position of the ASGHC, unless the office of President shall have been attained through the resignation or removal of the preceding President during Spring Quarter of the academic year. In the event that an individual shall attain the office of President through the resignation of the previous President subsequent to the yearly officers election, but prior to the seating of the newly elected officers, such a President shall be eligible to serve in any office to which he or she has been or shall be elected or appointed during the subsequent academic year(s) after serving out the balance of his or her predecessor's Presidential term, subject to such other limitations as may be found elsewhere in these By Laws.
6. All ASGHC Council officers must comply with the Grays Harbor College rules and regulations, the Grays Harbor College Student Code of Conduct, Washington Administration Code (WAC), and with the state ethics rules and regulations while on campus and while attending meetings and conferences and/or presenting events and programs on or off campus.
7. All ASGHC Council officers must submit a completed orientation packet to the Student Activities and Leadership Program Office within ten (10) days of the first day of fall quarter OR ten (10) days of being appointed to office.
8. All ASGHC Council officers must submit a completed and signed contract of office to the Student Activities Advisor within ten (10) days of the first day of fall quarter OR ten (10) days of being appointed to office.
9. All ASGHC Council officers must complete all duties and requirement of the their positions, comply with all policies and procedures, and attend all ASGHC Council meetings, committee meetings, and leadership events as detailed in Article I, Section B of these ASGHC Bylaws.

## **Section B – ASGHC Council Officer Descriptions and Responsibilities:**

- A. President of the ASGHC** - The President shall be responsible for the management of ASGHC operations as well as the administration and implementation of the ASGHC rules, policies, procedures, and guidelines as described by the ASGHC Constitution, Bylaws, and other official documents. The President is the ASGHC's primary representative to the campus, the community at large, and to other colleges. It is the responsibility of the President to serve as an ambassador between the college and its students.

### **Additional responsibilities of the President shall include:**

1. Preside over all ASGHC Council meetings and prepare the agenda for ASGHC Council meetings in accordance with Washington State public meeting law.
2. Compose and post agendas for ASGHC Council meetings no less than twenty-four (24) hours prior to meeting time.
3. Co-Chair the ASGHC Elections Committee with the ASGHC Vice-President.
4. In accordance with Article VII of the ASGHC Constitution, nominate eligible members of the ASGHC to fill appointed offices and vacant council positions.
5. Be responsible for maintaining close relations between the ASGHC Council, ASGHC members, GHAB, administration, faculty, and classified staff of Grays Harbor College.
6. Lead the ASGHC in activities that advocate for students, promote student interests, and address student concerns.
7. Designate a day each quarter for all ASGHC officers to introduce themselves to the students at the main campus and the branch campuses.
8. Lead the ASGHC in at least one (1) fundraiser per quarter to raise support for community service organizations, for advocacy projects, and/or to support programs at GHC.
9. Promote the development of the ASGHC goals and objectives and supervise their implementation.
10. Promote the ASGHC on campus and in the community at large.
11. Meet at least once each quarter with each officer of the ASGHC for mentoring and evaluation of position duties.
12. Review all officer position descriptions and committee assignments at least once each quarter.
13. Inform ASGHC Council members of the date, time, and reasons for all special meetings at least forty-eight (48) hours prior to said meetings.
14. Present the "GHC Outstanding Faculty Member of the Year Award" at the annual GHC graduation ceremony.
15. Represent the students of GHC on committees as designated and/or appointed by these Bylaws and/or ASGHC Council, attend all meetings or provide for acceptable proxy, carry out all appropriate assignments of the committee, and report to ASGHC Council all actions of said committees, and issues discussed and debated at committee meetings. Committee assignments shall include:
  - i. President's Cabinet
  - ii. Grays Harbor College Board of Trustees (ex-officio member)
  - iii. Student Services Council
  - iv. ASGHC Budget Committee
  - v. ASGHC Elections Committee
  - vi. ASGHC Council Executive Committee
16. Meet at least monthly with the Vice President for Student Services.
17. Meet at least monthly with the Student Activities Advisor.

18. Meet at least quarterly with the Grays Harbor College President.
19. Assist with student orientations, high school/college outreach, presentations, and local college and community events.
20. Attend and assist with at least two (2) GHAB events or activities per quarter.
21. Assist all other ASGHC Council officers in assessing and responding to the needs of ASGHC members.
22. Attend at least two (2) leadership conferences per academic year, providing that sufficient funding for attending such conferences shall be included in the annual Student Activities budget of GHC.

**B. Vice-President of the ASGHC** - The Vice-President shall be responsible for assisting in the management of ASGHC operations as well as the administration and implementation of the ASGHC rules, policies, procedures, and guidelines as described by the ASGHC Constitution, Bylaws, and other official documents. The Vice-President shall be responsible for maintaining active communication with all GHC clubs and organizations, acting as a liaison for all GHC clubs and organizations, and shall be responsible for the ASGHC office communications.

**Additional responsibilities of the Vice-President shall include:**

1. Lead all club and student organizations that have been officially recognized by the ASGHC, in part by chairing the Club Coordinating Council (CCC).
2. In cases in which a club or organization's charter becomes non-functioning, assume the role of President pro tempore until a functioning charter is reestablished or the club or organization is disbanded.
3. Mentor groups that express a desire to pursue a club charter.
4. Inform students at least quarterly regarding how to start a new club, through an informational workshop.
5. Assist clubs and organizations in the coordination of events and activities on campus.
6. Ensure that all clubs and organizations perform and execute their responsibilities according to the rules governing ASGHC clubs and organizations, and according to each club or/and organization's respective charter and bylaws, and take appropriate corrective action when deviations are observed and/or reported.
7. Report on CCC activities to ASGHC Student Council and act as the primary liaison between the ASGHC and student clubs and organizations.
8. Co-Chair the ASGHC Elections Committee with the ASGHC President.
9. Assist the ASGHC Secretary in maintaining an up-to-date list of all campus clubs and organizations, their respective officers and advisors, and copies of their charters.
10. Work with the ASGHC Treasurer in reporting, detailing, and defending the annual ASGHC budget proposals to the Budget Committee.
11. Fulfill all duties of the ASGHC President during times in which the President's position is vacant, the President is incapacitated, unavailable, or cannot be reached within twenty-four (24) hours by telephone, sms, and/or email.
12. Provide assistance to the ASGHC President as requested, provided that such assistance shall not constitute a transfer of the President's ongoing duties and responsibilities.
13. Nominate four (4) students for the Tech Fee Committee, subject to each nomination's approval by the ASGHC Council.
14. Represent the students of GHC on committees as designated and/or appointed by these Bylaws and/or ASGHC Council, attend all meetings or provide for acceptable proxy, carry out all appropriate assignments of the committee, and report to ASGHC Council all actions of said committees, and issues discussed and debated at committee meetings. Committee assignments shall include:

- I. Strategic Planning Committee
  - II. Calendar Committee
  - III. Library Advisory Committee
  - IV. ASGHC Elections Committee
  - V. ASGHC Council Executive Committee
15. Attend all ASGHC Council meetings or provide acceptable proxy, and, in the absence of the ASGHC President serve as the temporary presiding officer at said meetings.
  16. Assist the ASGHC Secretary in maintaining accurate and current files regarding all ASGHC Council business and activities.
  17. Maintain up-to-date files of all photos and news clippings of ASGHC events in an organized manner.
  18. Work with the GHAB employee(s) and volunteer(s) charged with responsibility for promotions and publicity, and with the College Public Relations Office, on all press releases and articles to appear in student and general circulation publications and newsletters, which serves to inform readers of ASGHC Council proceedings, decisions, vacancies, and events.
  19. Meet at least quarterly with the Student Activities Advisor.
  20. Assist with student orientations, high school/college outreach, presentations, and local college and community events.
  21. Attend and/or assist with at least two (2) GHAB events or activities each quarter.
  22. Assist all other ASGHC Council officers in assessing and responding to the needs of ASGHC members.
  23. Attend at least two (2) leadership conferences per academic year, providing that sufficient funding for attending such conferences shall be included in the annual Student Activities budget of GHC.

**C. Secretary of the ASGHC** - The Secretary shall be responsible for ensuring proper, accurate, and complete records are kept for all ASGHC operations, and shall assist with the administration and implementation of the ASGHC rules, policies, procedures, and guidelines as described by the ASGHC Constitution, Bylaws, and other official documents. The Secretary shall be responsible for maintaining accurate records for all ASGHC Council, GHAB, and special committee meetings, and shall act as the liaison between all GHC club and organization secretaries and the ASGHC Council. The secretary shall also works to ensure that all minutes of ASGHC Council meetings are posted on the ASGHC WebBoards, and shall ensure that all digital records are safely archived.

**Additional responsibilities of the ASGHC Secretary shall include:**

1. Attend all ASGHC Council meetings or provide acceptable proxy and record and maintain accurate minutes of said meetings.
2. Post minutes of ASGHC Council meetings on the ASGHC WebBoard within 72 hours of said meetings.
3. Attend all GHAB meetings as a voting member of GHAB and official representative of the ASGHC Council and record and maintain accurate minutes of said meetings.
4. Post minutes of GHAB meetings on the ASGHC WebBoard within 72 hours of said meetings.
5. Attend all CCC meetings as an official representative of the ASGHC Council and record and maintain accurate minutes of said meetings.
6. Post minutes of CCC meetings within 72 hours of said meetings.
7. Work with the GHAB employee(s) and volunteer(s) responsible for promotions and publicity to maintain an accurate calendar of all upcoming events and activities.

8. Ensure that all ASGHC activities and events are posted to the Grays Harbor College website calendar in an expedient and accurate manner.
9. Work with ASGHC officers in establishing and coordinating office hours for each officer and post said office hours during the first week of each quarter in the ASGHC offices and on the ASGHC WebBoard.
10. Check ASGHC phone messages at least once every class day and maintain a clear communication system in the office at all times.
11. Represent the students of GHC on committees as designated and/or appointed by these Bylaws and/or ASGHC Council, attend all meetings or provide for acceptable proxy, carry out all appropriate assignments of the committee, and report to ASGHC Council all actions of said committees, and issues discussed and debated at committee meetings. Committee assignments shall include:
  - I. Strategic Planning Committee
  - II. Grays Harbor Activity Board
  - III. Calendar Committee
  - IV. ASGHC Council Executive Committee
  - V. Library Advisory Committee
12. Work with the ASGHC Vice-President in maintaining accurate and current files regarding all ASGHC Council business and activities.
13. Keep and update files of all photos and news clippings of ASGHC events in an organized manner.
14. In the absence of the ASGHC President and Vice-President serve as the temporary presiding officer at ASGHC Council meetings.
15. Meet at least quarterly with the Student Activities Advisor.
16. Assist with student orientations, high school/college outreach, presentations, and local college and community events.
17. Attend and assist with at least two (2) GHAB events or activities each quarter.
18. Assist all other ASGHC Council officers in assessing and responding to the needs of ASGHC members.
19. Attend at least than two (2) leadership conferences per academic year, providing that sufficient funding for attending such conferences shall be included in the annual Student Activities budget of GHC.

**D. Treasurer of the ASGHC** - The Treasurer shall be responsible for ensuring that appropriate, complete, current, and accurate financial records are maintained for all ASGHC operations as well for assisting with the administration and implementation of the ASGHC rules, policies, procedures, and guidelines as described by the ASGHC Constitution, Bylaws, and other official documents. The Treasurer shall act as liaison between all GHC club and organization treasurers and ASGHC Council. The Treasurer shall be responsible for managing, recording, and reporting all financial transactions during ASGHC Council events and fundraisers, and facilitating the annual budget process.

**Additional responsibilities of the ASGHC Treasurer shall include:**

1. Attend all ASGHC Council meetings or provide acceptable proxy a voting member and report on the current finances of the ASGHC at each meeting, including current balances and any changes to accounts since the previous meeting.
2. Provide additional ASGHC budget and other financial information at the request of the ASGHC Council.
3. Chair and facilitate the activities of the ASGHC Budget Committee.

- 4.** Act as a financial advisor to all programs funded by the ASGHC, and provide mentoring regarding budgetary and financial issues to GHC clubs, programs, and organizations as needed and/or requested.
- 5.** During Fall and Winter quarters, hold trainings on how to use budgets, hold an annual Budget School at least two (2) different times prior to the spring budget request deadline, and provide mentorship and assistance in using S&A budgets.
- 6.** Review all funding requests submitted to the ASGHC and make recommendations to the Student Council regarding these requests manage, review, and make recommendations to the Student Council regarding all funding requests throughout the year regarding any designated "open funds" accounts.
- 7.** Review all S&A accounts [how often?] and address any concerns [how?].
- 8.** Facilitate the annual budget process, following the ASGHC financial guidelines.
- 9.** Facilitate and train the ASGHC Budget Committee and create a budget timeline based on the financial guidelines, for the Committee's approval.
- 10.** Represent the students of GHC on committees as designated and/or appointed by these Bylaws and/or ASGHC Council, attend all meetings or provide for acceptable proxy, carry out all appropriate assignments of the committee, and report to ASGHC Council all actions of said committees, and issues discussed and debated at committee meetings. Committee assignments shall include:
  - I.** Grays Harbor College Budget Committee
  - II.** Tech Fee Advisory Committee
  - III.** Strategic Planning Committee
  - IV.** Any Special Committee formed to address GHC budgeting and/or new capital projects
  - V.** ASGHC Council Executive Committee
- 11.** Uphold the financial guidelines for the ASGHC and for reporting all known or suspected infractions of said guidelines to the Student Review Committee.
- 12.** In the absence of the ASGHC President, Vice-President, and Secretary, serve as the temporary presiding officer at ASGHC Council meetings.
- 13.** Meet at least quarterly with the Student Activities Advisor.
- 14.** Maintain current records of all revenues and expenditures. Manage and coordinate all ASGHC office supplies and equipment purchases.
- 15.** Continually Promote and ensure ASGHC's compliance with the financial code, the Washington Administrative Code (WAC), the Revised Code of Washington (RCW)., and the regulations of the GHC Business Office, the Washington State Board for Community and Technical Colleges, and GHC, and report to the Budget Committee any known or suspected violations of these statutes and regulations.
- 16.** Maintain an accurate and current inventory of all ASGHC property, including newly acquired property, and collaborate with the ASGHC Secretary to ensure the accuracy and timeliness of the said list.
- 17.** Assist with student orientations, high school/college outreach, presentations, and local college and community events.
- 18.** Attend and assist with at least two (2) GHAB events or activities each quarter.
- 19.** Assist all other ASGHC Council officers in assessing and responding to the needs of ASGHC members
- 20.** Attend at least two (2) leadership conferences per academic year, providing that sufficient funding for attending such conferences shall be included in the annual Student Activities budget of GHC.

**E. ASGHC Senator of Academic Affairs** - The Senator of Academic Affairs shall be responsible for responding to all matters regarding campus in regards to academic issues which are brought to the attention of the ASGHC, including the tenure process and advising issues, and shall also be responsible for assisting with the administration and implementation of the ASGHC rules, policies, procedures, and guidelines as described by the ASGHC Constitution, Bylaws, and other official documents. The Senator of Academic Affairs is responsible for ensuring that the ASGHC Council and members are made aware of any necessary issues pertaining to academics that may arise.

**Additional responsibilities of the ASGHC Senator of Academic Affairs shall include:**

1. Attend all ASGHC Council meetings or provide acceptable proxy and report on any academic, advising, or tenure issues potentially affecting GHC students, faculty, and/or staff that have been brought to ASGHC's attention, and make recommendations regarding said issues to the ASGHC Council, as deemed appropriate by the Senator and/or requested by the Council at each meeting.
2. Act as a mentor and student advisor to any ASGHC member seeking help with an academic issue at GHC, including but not limited to facilitating interaction between administrative staff and ASGHC members when necessary.
3. Manage, review, and make recommendations to the ASGHC Council regarding all academic issues brought to ASGHC's attention.
4. Nominate students to serve on the tenure committee(s).
5. Train GHC students on how to be effective representatives on committees to which they are nominated and/or appointed.
6. Chair and facilitate the annual ASGHC Faculty Excellence Committee.
7. Maintain ongoing and regular contact with the GHC Faculty Union.
8. Represent the students of GHC on committees as designated and/or appointed by these Bylaws and/or ASGHC Council, attend all meetings or provide for acceptable proxy, carry out all appropriate assignments of the committee, and report to ASGHC Council all actions of said committees, and issues discussed and debated at committee meetings. Committee assignments shall include:
  - I. Faculty Excellence Committee
  - II. Outcomes Assessment Committee
  - III. Advising Committee
  - IV. Tenure Committee(s)
  - V. Academic Review Committee
  - VI. Library Advisory Committee
  - VII. International Students / Study Abroad Committee
9. Meet at least quarterly with the Student Council Activities Advisor.
10. Assist with student orientations, high school/college outreach, presentations, and local college and community events.
11. Attend and assist with at least two (2) GHAB events or activities each quarter.
12. Assist all other ASGHC officers in assessing and responding to the needs of ASGHC members
13. Attend at least two (2) leadership conferences per academic year, providing that sufficient funding for attending such conferences shall be included in the annual Student Activities budget of GHC.

**F. ASGHC Senator of Legislative Affairs** - The Senator of Legislative Affairs shall be responsible for responding to all matters regarding proposed, pending, and completed legislative actions that are brought to the attention of the ASGHC and that arise on campus or be of concern to

the ASGHC members, and shall also be responsible for assisting with the administration and implementation of the ASGHC rules, policies, procedures, and guidelines as described by the ASGHC Constitution, Bylaws, and other official documents. The Senator of Legislative Affairs is responsible for developing and/or maintain contacts with the federal, state, county, and municipal elected officials of the Grays Harbor College district of Grays Harbor and Pacific Counties, Washington, develop and/or maintain contacts with legislative departments of other colleges, and inform GHC students of proposed, pending, and completed legislative actions that may affect them and their communities. The Senator of Legislative Affairs shall also facilitate Civics Week each year, coordinate and facilitate GHC's participation in the annual Youth Voter Outreach project of the Washington Secretary of State, and cooperate and coordinate with the ASGHC President and Vice-President in ensuring the appropriate completion as well as being an integral part of the annual ASGHC officer election and voting process.

**Additional responsibilities of the ASGHC Senator for Legislative Affairs shall include:**

1. Attend all ASGHC Council meetings or provide acceptable proxy and report on any proposed, pending, or completed federal, state, county, and/or municipal legislative issues potentially affecting GHC students, faculty, and/or staff's education and/or employment that have been brought to the ASGHC's attention, and make recommendations regarding said issues to the ASGHC Council, as deemed appropriate by the Senator and/or requested by the Council.
2. Promote voter awareness and education for GHC students, faculty, and staff, educate the students, faculty, and staff regarding voting rights and responsibilities.
3. Work to register GHC students, faculty, and staff to vote, and provide access to non-partisan information regarding elections and the voting process.
4. Work to motivate the GHC students, faculty, and staff to take action towards informing elected officials of GHC student needs and concerns pertaining to higher education.
5. Represent the students of GHC on committees as designated and/or appointed by these Bylaws and/or ASGHC Council, attend all meetings or provide for acceptable proxy, carry out all appropriate assignments of the committee, and report to ASGHC Council all actions of said committees, and issues discussed and debated at committee meetings. Committee assignments shall include:
  - I. Legislative Committee
  - II. ASGHC Elections & Voting Committee
  - III. Tenure Committee(s)
  - IV. Board of Trustees (observer/gallery member only, unless serving as proxy for ASGHC President)
6. Meet at least quarterly with the Student Activities advisor.
7. Be actively involved and Assist with student orientations, high school/college outreach, presentations, and local college and community events.
8. Attend and assist with at least two (2) GHAB events or activities each quarter.
9. Assist all other ASGHC officers in assessing and responding to the needs of ASGHC members.
10. Attend at least two (2) leadership conferences per academic year, providing that sufficient funding for attending such conferences shall be included in the annual Student Activities budget of GHC.

**G. ASGHC Senator of Community Affairs** - The Senator of Community Affairs shall be responsible for promoting and enabling helping strengthen the campus community and for interaction with the community at large to build support for the ASGHC and GHC, and shall also be responsible for assisting with the administration and implementation of the ASGHC

rules, policies, procedures, and guidelines as described by the ASGHC Constitution, Bylaws, and other official documents. The Senator of Community Affairs is responsible for working to strengthen the campus community, facilitate community discussions on the ASGHC WebBoards, work with the community at large to build support for the ASGHC and GHC in general, and facilitate the collection of information from the GHC student body through surveys, suggestion boxes, and other means when requested by the ASGHC Council. The Senator of Community Affairs shall also serve as ASGHC's representative on campus for matters pertaining to the outreach, advocacy, and diversity needs of the GHC students, and student groups and communities.

**Additional responsibilities of the ASGHC Senator of Community Affairs shall include:**

1. Attend all ASGHC Council meetings or provide acceptable proxy and report on any community, outreach, advocacy, and diversity issues potentially affecting GHC students, student groups and/or communities, faculty, and/or staff that have been brought to ASGHC's attention, and make recommendations regarding said issues to the ASGHC Council, as deemed appropriate by the Senator and/or requested by the Council.
2. Assess and report on the needs of ASGHC members, when and as requested by ASGHC Council.
3. Respond to questions or issues posted on the ASGHC WebBoards by the ASGHC student body in a timely manner and bring these issues to the attention of the ASGHC Student Council's attention.
4. Work closely with the Student Activities Advisor and GHAB employee(s) and volunteer(s) responsible for promotion and publicity to develop content, edit, print, and distribute the GHC student handbook.
5. Represent the students of GHC on committees as designated and/or appointed by these Bylaws and/or ASGHC Council, attend all meetings or provide for acceptable proxy, carry out all appropriate assignments of the committee, and report to ASGHC Council all actions of said committees, and issues discussed and debated at committee meetings. Committee assignments shall include:
  - I. ASGHC Elections Committee
  - II. Safety Committee
  - III. Diversity Committee
  - IV. Study abroad Students Committee
6. Meet at least quarterly with the Student Activities Advisor.
7. Assist with student orientations, high school/college outreach, presentations, and local college and community events.
8. Attend and assist with at least two (2) GHAB events or activities each quarter.
9. Assist all other ASGHC officers in assessing and responding to the needs of ASGHC members.
10. Attend at least two (2) leadership conferences per academic year providing that sufficient funding for attending such conferences shall be included in the annual Student Activities budget of GHC.

**Section C – Disciplinary Action Against ASGHC Council Officers:**

1. Any apparent or suspected violation of any rule, policy, procedure, requirement, and/or regulation described in Article I, Section A, B, and C of these ASGHC Bylaws shall constitute potential reason for executive review of the violating ASGHC Council officer's actions and standing by the ASGHC Council. Any officer found to be in violation of said stated rules, policies, procedures, requirements, and/or regulations as described by the ASGHC Constitution,

Bylaws, and other official documents may be subject to disciplinary action by the Council, up to and including removal from office, notwithstanding disciplinary actions regarding specific violations which may be detailed in subsequent paragraphs of this Section C.

2. Any ASGHC Council officer whose quarterly GPA is below 2.5, but at or above 2.0 shall be subject to a probationary period of six (6) weeks from the beginning of the following quarter under the supervision of the Student Activities Advisor. The terms of this probationary period shall be defined in writing by the Student Activities Advisor and signed, complied with in full, and completed by the offending officer.
3. Any ASGHC officer whose quarterly GPA is below 2.0 shall be removed from office immediately.
4. Any officer who completes less than ten (10) credits during any quarter, excluding summer quarter, shall be removed from office immediately.
5. Any ASGHC Council officer who does not attend more than two (2) ASGHC Council meetings, during any quarter, excluding summer quarter, without providing acceptable proxy, during any quarter shall be subject to immediate removal from the Council. Two (2) instances of arriving more than ten (10) minutes after the scheduled start of an ASGHC Council meeting shall constitute one (1) absence, for purposes of potential disciplinary action.
6. More than two (2) uses of a proxy for an ASGHC Council meeting during a single quarter shall be grounds for review by the Council, and possible disciplinary action.
7. The standing of any ASGHC Council officer who is charged with and/or convicted of any felony while in office shall be subject to review by the Council, and possible disciplinary action, which may include suspension from office pending conviction upon, or dismissal of, said charges.

**→ Not Fixed Or Approved Below This Point ←**

## **Article II - GHAB**

### **Section A – Statement of Purpose**

1. The Grays Harbor Activity Board is committed to providing social, cultural, recreational, and educational opportunities for the campus community through a yearly series of student initiated campus activities, programs, and events that provide a marketplace of ideas and an opportunity for students to be engaged outside of the classroom. These activities shall include, but are not limited to, social, civic, fine arts, special events, educational, athletic, and health & wellness programs. Students who serve on this team receive a broad range of experience in program selection, organization, publicity, implementation and evaluation, creation and maintenance of budgets, contract negotiations, communication skills, group processes, dynamic, and leadership skills.

### **Section B – Pilot Operations**

1. Pilot operation of general responsibilities, detailed job descriptions, and requirement addendum to be reviewed spring quarter 2011.

## **UNREVISED BYLAWS APPROVED SOME TIME A LONG LONG TIME AGO**

## **ARTICLE III – REQUIREMENTS FOR TAKING OFFICE**

### **Section A. Orientation Requirements for Taking Office**

1. In order to officially take office all elected and appointed positions must complete the following:
  - a. Meet all requirements in Article 1, section A of these bylaws.
  - b. Orientation packet officially completed and signed by the elected official and student mentor and returned to the office of Student Activities and Leadership Programs.
  - c. Completed and signed contract of office with the Student Activities advisor.

### **Section B. Non-Completion of Requirements.**

1. In the case that an elected or appointed representative is found to be out of compliance with requirements in Article 1, section A of these bylaws, said student will be automatically disqualified from taking office or automatically removed from office.
2. If an elected representative has not complied with orientation requirements in Article IV, section A within three weeks of final election results, then said officer will be given a one week probationary period to meet all requirements. If the representative elect has not met the requirements for taking office after this probationary period the office will be declared officially vacant. The representative elect will not be a voting member of the senate until all requirements for taking office have been met.
3. If an appointed representative has not complied with orientation requirements in Article IV, section A prior to appointment to office, then said officer will be given a one week probationary period to finish meeting the requirements after appointment. If the appointed representative has not met the requirements for taking office after this probationary period the office will be declared officially vacant. The representative will not be a voting member of the senate until all requirements for taking office have been met.

## **ARTICLE IV - APPOINTIVE OFFICES**

### **Section A. Duties of Appointees**

1. They shall attend all meetings of the organizations or committees on which they serve as representatives of the ASGHC.
2. They shall attend Student Council meetings upon the request of the Student Council.
3. They shall carry out all assignments from the President and the Student Council.
4. They shall keep the confidentially of the committee unless otherwise stated by the committee.

### **Section B. Appointment and Removal of Appointees**

1. They shall be appointed in accordance with Article VII, Section 2. of the ASGHC Constitution.
2. They may be removed from their committee for failure to participate and/or attend committee meetings.

## **ARTICLE V - STUDENT COUNCIL**

### **Section A. Student Council Meetings**

1. The Student Council's regular order of business shall be
  - a. Call to Order
  - b. Roll Call
  - c. Approval of Minutes
  - d. Statements from the Gallery
  - e. Reports of Officers and Committee Chairpersons
  - f. Advisor's Report
  - g. Unfinished Business
  - h. New Business
  - i. Announcements
  - j. Executive Session
  - k. Adjournment
2. Regular meetings of the Student Council shall be held weekly and shall comply with the Open Public Meetings Act (RCW 42.30)
3. Special meetings may be called by the President with 48 hours notice to the entire Student Body. Such notice shall consist of the posting of the place, time, and purpose on the ASGHC bulletin board located in the HUB.

4. The quorum of the Student Council shall consist of 2/3 of filled council positions, excluding the President.
5. All meetings shall be conducted under Robert's Rules of Order.

### **Section B. Council Approval and Presidential Veto**

1. All action taken by the Student Council shall be approved by a simple majority vote of the Council voting in quorum, except as otherwise stated in these Bylaws or Robert's Rules of Order.
2. After a motion has been passed by the Council, the President shall have the option of vetoing the resolution. The President must notify the Council at the time the motion has passed that he/she is considering vetoing the motion, and state the reason for such consideration. The President may then take 24 hours to make a final decision; otherwise the motion is automatically approved.
3. If the President chooses to veto a motion passed by the Student Council, such veto shall not be valid unless a typed and signed statement describing the motion and the justification for such veto is posted in the Council offices within 24 hours. Such statement shall be entered in the minutes of the next regular Council meeting, and shall become part of the official record.
4. The Council may overrule a veto of the President by a two-thirds vote in favor of the previously vetoed resolution. The President shall not have the option to veto the same resolution a second time.

### **Section C. Absences and Proxies**

1. All absences of a voting member of the Council shall be regarded as unexcused unless the Student Council votes to excuse the absence.
2. To have an absence excused, the member shall see that the reason for the absence is submitted in writing to the Student Council by the next regularly scheduled council meeting when said member is in attendance.
3. All officers (except the President) shall have the power to appoint a proxy to serve in their absence by submitting a signed statement granting proxy powers to a specifically named individual for one specific meeting, with said proxy having the power to speak and vote in their name. The proxy chosen must be a currently enrolled student of GHC.
4. All proxies shall be regarded as an absence of the Council member.

### **Section D. Removal of Officers**

1. Any Student Council member who arrives more than half an hour after the Council is in progress shall not vote for the remainder of the meeting. They shall be regarded as "absent" unless an acceptable excuse is presented to the Student Council. A member who arrives more than five (5) minutes after the Call to Order will be considered tardy. Two tardies are equal to one absence. If any officer is absent for three Student Council meetings in a quarter with excuses deemed unacceptable by the Student Council, said member shall be automatically removed from office. Said member may appeal to the Student Review Committee.
2. Charges against ASGHC officers which deal with questions or charges of improper performance of duties and responsibilities as outlined in the Constitution and Bylaws or/and the GHC Student Rights and Responsibilities and do not call for automatic removal shall be referred to the Student Review Committee. (See Article VI, Section C)
3. Any member of the Student Council who carries less than 10 credit hours, not including audit hours, and/or maintains less than a 2.5 GPA per quarter shall be removed from office.
4. If an officer falls below a 2.5 GPA, but not less than a 2.0 GPA for a particular quarter, said member may petition the Council for a probationary period not to exceed the 30th school day of the following quarter. If at that time said member's grades do not achieve council standards (2.5 GPA), said member will be removed from office. This probationary period shall not be allowed if a violation of the Grays Harbor College Students Rights and Responsibilities caused the officer to fall below Council GPA standards.

5. Any member of the Council who completes less than 10 credits with an incomplete may petition the Council for a probationary period not to exceed the 30th school day of the following quarter.
6. Members of the Summer Council are exempt from the minimum credit and grade point average requirements during summer quarter. Said members must, however, have met the minimum cumulative grade point average that was required at the time of election. Any member who fails to maintain the minimum cumulative grade point average will be removed from office.

#### **Section E. Vacancies of Elected Offices**

1. If the President leaves office before completing his term, the Vice President of Communication and Records shall become President for the remainder of the year; if the vice president is unable to serve, then the Presidency shall pass to the Vice President of Finance. If the Vice Presidents are unable to serve then a special election will be held, which should be run by the regular elections committee.
2. Vacancies occurring shall be filled by appointment in accordance with Article VII, Section 2. of the ASGHC Constitution.
3. A member of the ASGHC appointed to an elected office must meet all qualifications for that office as specified in these Bylaws.
4. Once ratified by a 2/3-majority vote of the Student Council, an appointee to an elected position shall have full rights and responsibilities of his office as outlined in the Constitution and Bylaws.

### **ARTICLE VI - CAMPUS ORGANIZATIONS**

#### **Sections A. The Club Coordination Council (CCC)**

1. The presidents of all chartered campus organizations compose the Club Coordinating Council, which is chaired by the ASGHC Vice President of Communications & Records. The primary functions of the council are to promote student unity, to coordinate student activities, and to increase the opportunities for students to meet their common interests.
2. The CCC shall prepare a meeting schedule for all campus organizations at the beginning of each quarter.
3. The Vice President of Communications & Records of the ASGHC shall call a meeting of the CCC not less than once per month during fall, winter, and spring quarters.
4. The president of an organization may send a representative from their organization to the CCC meeting if they are unable to attend.

#### **Section B. Campus Organization Requirements**

1. All organizations that hold an ASGHC charter are official campus organizations.
2. To hold an ASGHC charter, an organization must be composed of enrolled GHC students and have an advisor who is a current employee of the college approved by the Student Council.
3. To obtain an ASGHC charter, an organization must submit a written proposed charter to student council by submitting a draft charter to the Coordinator of Student Activities, obtain commitment from a GHC faculty/staff member to serve as club advisor, and obtain the signatures of 10 currently enrolled GHC students who are members of the organization. The charter should include: Article I - Selection of a Name or Title, Article II - A Statement of Purpose, Article III - Aims and Goals, Article IV - Membership, Article V - Decision Making Structures, Article VI - Amendments, and Article VII - Operating Procedures, Bylaws, and Standing Rules. Charters must be approved by a majority vote of the council. A representative of the proposed organization will be expected to attend council meetings in which the charter is being considered. The approval process usually takes three readings after the charter is submitted to council.
4. All charter clubs must maintain a minimum of 10 members who are currently enrolled GHC students or obtain special approval from the Council.

5. Only those GHC organizations with an approved charter may apply for funding through Service and Activities Fees as detailed in the Administrative Procedure 409.01 with the exception of Athletics and Student Activities which may receive funding.
6. Membership in any student organization is open to all currently enrolled Grays Harbor College students. Organizations will adhere to practices that are non-discriminatory.
7. Clubs and organizations are responsible for maintaining current copies of their constitution and bylaws, and for providing a copy to the Coordinator of Student Activities and the chairperson of the Club Coordinating Council.
8. To hold an ASGHC charter, a student organization must:
  - a. Maintain up-to-date financial records in cooperation with the ASGHC Vice President of Finance, Coordinator of Student Activities, and the Business Office.
  - b. Follow the financial procedures as specified in the Financial Guidelines for the Associated Students of Grays Harbor College.
  - c. Each year clubs and organizations will provide the names of officers and the advisor to ASGHC Vice President of Communications & Records and Coordinator of Student Activities with updates of any changes throughout the year to be reported at the following CCC meeting.
  - d. Uphold the Statement of Student Rights and Responsibilities.
  - e. Maintain regular attendance at CCC meetings. A minimum attendance of 2/3 of all called meetings in a quarter will be required of every chartered club. Clubs that miss more than 1/3 of all meetings in any given quarter will be ineligible to access club funds. In order to access funds they must appeal to the Student Council within 30 days. If they have not appealed within 30 days they will be considered inactive.

### **Section C. Revocation of Charters**

1. An organization shall have its charter revoked if it fails to comply with its charter or resolutions and stipulations of the Student Council.
2. An organization shall have its charter revoked if the organization fails to have proper attendance at CCC meetings as determined by the Vice President of Communication & Records and the Student Council.
3. A two-thirds majority vote of the Student Council meeting in quorum is required to revoke an organization's charter.
4. The revocation of an organization's charter results in the loss of that organization's use of college facilities and the loss of said organization's 522 funds.
5. Any organization deemed inactive shall remain so until all rules for an active organization have been reestablished. Upon reactivation, the organization is considered a new organization as per Financial Guidelines for the Associated Students of Grays Harbor College.

### **Section D. Inactive Clubs**

1. A club can become inactive by submitting a letter to CCC chairperson and Coordinator of Student Activities indicating that they are no longer a viable organization.
2. A club can be considered inactive for a period of up to two years from the time that they declare themselves inactive.
3. While a club is inactive any remaining funds revert to ASGHC for proper accounting by the ASGHC Vice President of Finance, and shall be restored to a club that reactivates within two years in accordance with Article IV, Section D4. Said funds shall be deposited into the Fund Surplus account.
4. During this two-year period a club can be reactivated by applying to the council and by demonstrating their intent and ability to uphold their charter. After the two year deadline the club will need to submit a new charter.

## **ARTICLE VII - ELECTIONS**

### **Section A. Requirements for ASGHC Council Candidates**

1. All candidates must be members of the ASGHC in accordance with Article III of the ASGHC Constitution.
2. Candidates for Executive Office (President, Vice President of Communications and Records, Vice President of Finance) shall have completed at least 24 credit hours by the end of winter quarter, having taken no less than 10 credit hours for winter and enrolled in no less than 10 credit hours for spring quarter while maintaining a cumulative GPA of no less than 2.75.
3. All candidates for the Senator seats shall be currently enrolled in no less than 10 credit hours and complete those 10 credit hours with a GPA of no less than 2.75. Candidates will be required to show that they have completed the current quarter with a GPA of 2.75 in order to remain in office, and will be held to the 2.50 cumulative GPA standards following their initial quarter.
4. Candidates for vacancies occurring in the offices of President, Vice President of Communications and Records, Vice President of Finance, and the five senator positions after the spring elections must have completed at least 10 credit hours with a cumulative GPA of no less than 2.75 and have taken at least 10 credit hours in the previous college quarter, with the exception of summer quarter, and not including audit hours. All candidates must meet all requirements for holding elective office outlined in section A of these bylaws.
5. Candidates for vacancies occurring in the office of Senator after the spring elections shall be currently enrolled in no less than 10 credit hours and complete those 10 credit hours with a GPA of no less than 2.75. Candidates will be required to show that they have completed the current quarter with a GPA of 2.75 in order to remain in office, and will be held to the 2.50 cumulative GPA standards following their initial quarter. Candidates when obtaining office are required to have a cumulative GPA of no less than 2.75 and must meet all requirements for holding elective office outlined in Section A of these bylaws.
6. No candidate may run for more than one office.
7. Spring elections shall be held on the Thursday of the first week of May.

### **Section B. Declaration of Candidacy**

1. Any member of the ASGHC who desires to be a candidate for an elective office shall present to the election committee a petition, obtained from the election committee, with 20 signatures of members of the ASGHC at least eight class days prior to the elections. Petitions shall be available at least twelve class days prior to elections.
2. No member of the ASGHC shall sign more than one petition for each of the executive positions of President, Vice President of Communication and Records and Vice President of Finance and no more than five petitions for Senator.

### **Section C. Write-In Candidates**

1. Any member of the ASGHC who fails to file for an office in the set period of time may run as a write in candidate. His/her name will not be printed on the ballot.
2. In order to be elected, the write-in candidate must receive a majority of the votes at least totaling 21.
3. If elected, the write-in candidate must supply evidence of his/her eligibility to hold the office to which he/she was elected within two class days after the election. If the write-in candidate does not comply with this regulation within the set period, he/she will not retain the position to which he/she was elected and the candidate receiving the next highest votes from the election who meets all eligibility requirements and was running for the same position will assume the office. If the candidate with the next highest votes is also a write-in candidate he/she must also have a minimum of 21 votes. Unless in the case of a tie, which is Addressed in Article V, Section D, Number 7 of these bylaws.

### **Section D. Campaign Rules**

1. The candidate shall be responsible for carefully and completely instructing her/his supporters regarding campaign rules. Violations will be corrected and reported to the Elections Committee immediately.
2. The spending of more than \$50 for campaigning by the candidate or her/his supporters shall be prohibited.
3. The candidate shall in no way interfere with the campaign of any of her/his opponents in regard to posters, signs, pamphlets, and any other campaign promotions.
4. No campaigning shall be permitted on Election Day within 20 feet of the building where the polls are located, including the doors. Candidates are responsible for removing all campaign posters etc. by 7:30 am on the morning of the election in these restricted areas.
5. The decision of the elections committee shall stand, unless appealed to the Student Council by the individual penalized, in which case the Council may vote to reconsider the decision of the elections committee. The Student Council's decision will be final.
6. In case of a write-in candidate who has won, but fails to meet the eligibility requirements of the office, then the person with the next highest votes will assume the office. With the exception that if another write-in candidate is the next highest vote, she/he must also have a minimum of 21 votes.
7. In case of a tie for any position, the Election Chairperson shall notify the candidates to prepare a speech for the council which the candidates will present to the council at the next regular council meeting. The council will vote on which candidate will fill the office. A majority vote of the council members at the meeting will determine the candidate who obtains office. Their vote shall be final.

### **Section E. Voting Regulations**

1. There shall be at least one polling place located in the HUB. The Election Committee may choose additional polling places if necessary.
2. The polls shall be open from 8:30 a.m. to 1 p.m. in the HUB on Election Day.
3. The elections shall be held by secret ballot or voting machines.
4. An official list of eligible ASGHC membership will be available at all voting places. Only ASGHC enrolled members may vote and they must show their Grays Harbor College identification card or a state issues photo identification card.
5. In all cases, with the exception of write-in candidates, plurality vote wins. In the case of a tie, the election committee will inform the candidates that they will give a speech to the next regular ASGHC Council meeting. The council will vote on the candidate to take office. Voting will be by a majority vote of those attending the meeting. The council's decision is final.
6. Absentee ballots may be obtained three days prior to the election by presenting an ASGHC Student ID Card to an election official. Ballots must be turned in before the polls close on the day of the election.
7. Voting members of the ASGHC must be enrolled in no less than 1 credit hour, not including audit hours and must show their Grays Harbor College identification card.

### **Section F. Violation of Campaign Rules**

1. When informed of any violation of campaign or voting rules, the Election Committee shall:
  - a. Stop and/or correct the violation.
  - b. Notify the individual accused of a violation of the nature of the charges against him/her.
  - c. Hold a public hearing no earlier than 24 hours and no later than 48 hours, excluding weekends and holidays, after report of the violation is received.
  - d. The Election Committee may impose penalties if it feels that the individual charged has not made a reasonable effort to comply with the regulations.
  - e. The maximum penalty shall be the revocation of the individual's ASGHC membership.
2. The chair of the elections committee shall be present at all hearings.
3. Witnesses may be called by both the committee and the individual charged.

4. No reports of violations shall be accepted by the Election Committee later than two class days after the election.
5. The decision of the Election Committee shall stand, unless appealed to the Student Council by the individual penalized, in which case the council may vote to reconsider the decision of the Election Committee. The decision will be final.

#### **Section G. Election Results**

1. Results of the election shall be posted no later than 4:00pm on voting day.
2. Anyone wishing to contest the results must do so within five (5) days of Election Day. The elections committee will review the complaint and make a recommendation to the ASGHC Council. The majority quorum vote of the Council then stands. After 5 days, the election results are final and cannot be contested.

#### **Section H. Election Committee Chairperson**

1. The Election Committee Chairperson will be the Vice President of Communication & Records of the ASGHC Student Council unless the Vice President of Communication & Records is running for an office. The President will appoint an Election Chairperson from the Council who is not running for an office and has the necessary skills to fulfill the appointment. At that time the President will then bring the person's name to the next Regular Council meeting for ratification by the majority of those attending council that day. If the appointee is not ratified the process will be repeated.

### **ARTICLE VIII - STUDENT COUNCIL COMMITTEES**

#### **Section A. Special and Standing Committees**

1. The Standing Committees of the Student Council shall be:
  - a. The Student Review Committee (SRC)
  - b. The Elections Committee
  - c. The Budget Committee
2. Special committees shall be those committees formed by the ASGHC President and the Student Council to deal with special issues arising during the year.
3. Task forces shall be those special committees given a specific deadline for the completion of their assigned tasks.

#### **Section B. Committee Membership Rules**

1. Members of standing and special committees shall be considered appointed officers in accordance with Article VII of the ASGHC Constitution.
2. No officer of the ASGHC Student Council shall chair more than one standing committee.
3. All elected officers shall be a member of at least one standing or special committee of the Student Council.

#### **Section C. The Student Review Committee (SRC)**

1. The Student review Committee shall be composed of the following five members of the ASGHC:
  - a. One Senator
  - b. One Senator for Student Advocacy and Outreach
  - c. Three (3) members of the ASGHC not serving on the ASGHC Council.
2. The SRC shall hear and investigate all complaints from or against the ASGHC and its organizations.
3. Meetings shall be held only as necessary.
4. A chairperson shall be elected by the committee from members not serving on the ASGHC Council. The Chairperson shall have the power to call special meetings and/or hearings.
5. When charges against ASGHC officers or ASGHC organization officers are referred to the SRC, the following procedure shall be followed:

- a. Within two class days of receipt of a formal charge, inform the officer or organization of the charges against him/her.
  - b. Hold a hearing to investigate the validity of the charges no earlier than two class days and no later than two class weeks after the notification of all parties involved
  - c. Recommend one or more of the following courses of action to the Student Council:
    - i. Dismiss the charge -- no action
    - ii. Censure the officer -- sternly condemn action
    - iii. Reduce the officer's compensation/financial award in cases dealing with services rendered where stipends are involved.
    - iv. Remove the officer from office
    - v. Revoke organization's ASGHC membership
    - vi. Freeze organizational funds
6. Upon receipt of the SRC's recommendation, the Student Council shall allow the accused officer an opportunity to defend himself/herself against the charges before the Student Council. The Council may then accept the SRC's recommendation or take another course of action. A two-thirds majority of the Student Council voting in quorum shall be required to penalize an officer or organization.
7. All decisions of the Student Council shall stand, unless appealed to the ASGHC Council by the officer or organization penalized, in which case the council may vote to reconsider its decision. The two senators who serve on the Student Review Committee may not vote on the appeal. The Council's decision will be final.

#### **Section D. The Election Committee**

- 1. An Election Committee consisting of three members of the Student Council shall be formed during the first week of fall quarter. The ASGHC Vice President of Communications and Records shall occupy the first position on the committee and shall be its chair.
- 2. The Election Committee shall distribute and collect petitions for the declaration of candidacy.
- 3. The Election Committee may at any time from the start of the official campaigning until two weeks following the general election demand an accounting of the campaign expenditures of any candidate.
- 4. The Election Committee shall hear and investigate all charges of violations of campaign and voting rules.

### **ARTICLE IX - STUDENT ACTIVITY PROCEDURES**

#### **Section A. Scheduling of Events**

- 1. Using an Event Registration Checklist, all events shall be registered and approved with the Office of Student Activities.
- 2. The monthly CCC meetings shall be a time to coordinate with other clubs/organizations quarterly events and activities.

#### **Section B. Duties of the Sponsoring Organization**

- 1. The organization sponsoring an event on campus shall have the following duties (As outlined in the Club/Organization Handbook)
  - a. Obtain approval for the event.
  - b. Be responsible for chaperons and control of events.
  - c. Obtain all necessary equipment for the event - use purchase requisition; available online.
  - d. Obtain Facilities/College van Use Permits from Student Activities Office.
  - e. Plan decorations and advertising.
  - f. Clean up thoroughly after the event.
  - g. Furnish an evaluation of the event.
  - h. Replace any damaged furnishings or property.

2. Complete Assumption of Risk forms for activities involving liability issues – available from the Office of Student Activities.
3. Make check requests through purchase requisitions for Student Activity funds; 2 week process.
4. All events and activities shall abide by state and federal law.
5. The organization sponsoring an event off-campus shall have the following duties:
  - a. All duties outlined above
  - b. Submit all contracts to the Coordinator of Student Activities for review, then to the Vice President of Student Services for a signature; 3 week process.
  - c. Complete Advance Approval of Travel forms available from the Coordinator of Student Activities; minimum 2 weeks in advance.

## **ARTICLE X - AWARDS AND HONORS**

### **Section A. Financial Awards of the Student Council**

1. All financial awards are intended as direct compensation for services rendered.
2. The President, the Vice President of Communication and Records, and the Vice President of Finance shall be offered a stipend not to exceed full resident tuition and fees per quarter for not more than three (3) quarters, excluding summer quarter.
3. The Senators shall be offered a stipend not to exceed half of the full resident tuition and fees per quarter for not more than three (3) quarters, excluding summer quarter.
4. All financial awards shall be paid upon the completion of each quarter.
5. If a council member is absent from a council meeting, the member's stipend shall be reduced by a per meeting amount unless the absence is directly related to council business and has approval of the Student Council. A council member's stipend per meeting shall be calculated as the said member's total stipend divided by the number of council meetings in the quarter.
6. Council members shall attend a minimum of three meetings before their stipends are activated; those meetings are counted toward their total.
7. Appeals of stipend loss decisions may be submitted in writing to the student council within one (1) week of any meeting absence.

## **ARTICLE XI - STUDENT PUBLICATIONS**

### **Section A. Official Student Publications**

1. The official event calendar of GHC shall be This Week at GHC
2. The Student Council shall determine all official publications.

## **ARTICLE XII - AMENDMENTS**

### **Section A. Amendments**

1. Amendments to the Bylaws must be approved by a two-thirds majority vote of the Student Council at a regularly scheduled meeting. Advanced notice of the consideration of the Bylaw changes should be given to members of ASGHC.

## **ARTICLE XIII - FINANCES**

### **Section A. Finances of the ASGHC**

1. Finances of the ASGHC shall be governed by the Financial Guidelines for the Associated Students of Grays Harbor College, Administrative Procedure 409.01.

## **Article XIV – INTERPRETATION OF THE BYLAWS**

### **Section A. Interpretation of the Bylaws**

1. The interpretation of these Bylaws shall be determined by the ASGHC Student Council with advice from the Coordinator of Student Activities.