

**THE ASGHC CONSTITUTION**

AMENDED June 7, 2010

# **THE CONSTITUTION OF THE ASSOCIATED STUDENTS OF GRAYS HARBOR COLLEGE**

## **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 – OFFICIAL EMBLEMS**

- Section 1. The official colors of this organization shall be Royal Blue and Silver.
- Section 2. The official symbol of this organization shall be “Charlie Choker”.
- Section 3. The official nickname of this organization shall be “Chokers”.

## **ARTICLE III – MEMBERSHIP**

- Section 1. All students enrolled for one (1) or more college credit hour at Grays Harbor College who have paid the student services and activities fee shall be members of the ASGHC.
- Section 2. Members of the ASGHC shall be entitled to vote in ASGHC elections, allowed student rates and college-sponsored events, admitted to all regular season Grays Harbor College-hosted athletic events free of charge and receive the college newspaper.
- Section 3. Membership in the ASGHC may be revoked in accordance with the statutes set forth in the By Laws of this document.

## **ARTICLE IV – STUDENT COUNCIL**

- Section 1. The governing powers of this organization shall be vested in the Student Council.
- Section 2. The members of the Student Council shall be elected and appointed officers of the ASGHC.
- Section 3. Voting privileges in the Student Council shall be extended to the vice president of communication and records, vice president of finance, senator for legislative affairs, senator for community and academic affairs, two (2) senators for advocacy and outreach, senator for advertising and promotions, senator for clubs and organizations.
- Section 4. The president shall vote in case of a tie.
- Section 5. Executive authority and all powers not specifically delegated to other bodies shall be vested in the Student Council.
- Section 6. The responsibility and duty of the Student Council shall be to represent and govern the students of Grays Harbor College.

## **ARTICLE V – ELECTIVE OFFICES**

- Section 1. The elective offices of the ASGHC shall be president, vice president of communication and records, vice president of finance, senator for legislative affairs, senator for community and academic affairs, two (2) senators for advocacy and outreach, senator for advertising and promotions, senator for clubs and organizations.

## **ARTICLE VI – ELECTIONS**

- Section 1. The election of all elective positions shall take place in the first week of May.
- Section 3. The term of office for all officers shall be one year, beginning on the day after graduation in the spring.

## **ARTICLE VII – APPOINTED OFFICES**

- Section 1. Appointive offices shall be filled as need for such offices arise.
- Section 2. Candidates for appointive office shall be nominated by the president and ratified by the Student Council.
- Section 3. Term of office shall be from time of appointment until the day after graduation in the spring or as the need expires.

**ARTICLE VIII – SUMMER COUNCIL**

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

**ARTICLE IX – CLUB COUNCIL**

- Section 1. The Club Council shall be the coordinated body of all campus organizations.
- Section 2. Voting privileges in the Club Council shall be extended to chartered campus organizations.
- Section 3. The executive officer of each campus organization or his personal representative shall be a member of the Club Council, in addition to the ASGHC vice president of communication and records.
- Section 4. The vice president of communication and records of the ASGHC shall chair the Club Council.
- Section 5. A member of the faculty, staff or administration to serve as advisor to this body shall be appointed by the administration.

**ARTICLE X – GRIEVANCE PROCEDURES**

- Section 1. A student Review Committee shall be formed the fifth week of fall quarter. (See By Laws)

**ARTICLE XI – BYLAWS**

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

**ARTICLE XII – AMENDMENTS**

- Section 1. The rights of Initiative and Referendum shall be guaranteed to the ASGHC.
- Section 2. Legislative amendments to this Constitution and action of the Student Council may be submitted by initiative petition. The proposed action must be signed by fifteen (15) percent of the ASGHC before it may be placed on the ballot of a special election.
- Section 3. The proposed action must be posted on college bulletin boards, published in the official campus newspaper and filed with the Student Council before it may be placed on ballot.
- Section 4. A referendum may be demanded upon any action passed by the Student Council by fifteen (15) percent of the membership of the ASGHC.
- Section 5. This Constitution shall be amended by a majority vote of the ballot cast at any regular session or special election for that purpose.
- Section 6. Amendments to this Constitution may be proposed by the affirmative vote of a majority of the Student Council.

**ARTICLE XIII – INTERPRETATION**

- Section 1. The interpretation of this Constitution shall be determined by the Student Council.
- Section 2. All actions taken by the Student 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**

- Section 1. This Constitution shall be in full force and effect upon its adoption by a majority vote of the ballot cast at a special election for that purpose.
- Section 2. This Constitution shall supersede all other Constitutions of the ASGHC.

**BYLAWS of the ASGHC CONSTITUTION**

Amended June 7, 2010

ARTICLE I = ELECTIVE OFFICES

A. Requirements for Holding Elective Office.....	6
B. Duties of the President.....	6
C. Duties of the Vice President of Communications and Records.....	7
D. Duties of the Vice President of Finance.....	8
E. General Responsibilities of Executive Officers.....	9
F. Duties of two (2) Senators for Advocacy & Outreach.....	10
G. Duties of Senator for Legislative Affairs.....	11
H. Duties of Senator for Community & Academic Affairs.....	11
I. Duties of Senator for Promotions and Advertising.....	12
J. Duties of Senator for Clubs & Organizations.....	13
K. General Responsibilities of Senators.....	13

ARTICLE II = GRAYS HARBOR ACTIVITIES BOARD

A. GHAB Statement of Purpose .....	14
B. Addendum Pilot Operation.....	14

ARTICLE III = REQUIRMENTS FOR TAKING OFFICE

A. Orientation Requirements for Taking Office.....	14
B. Non-Completion of Requirement.....	14

ARTICLE IV = APPOINTIVE OFFICES

A. Duties of Appointees .....	15
B. Appointment and Removal of Appointees .....	15

ARTICLE V = STUDENT COUNCIL

A. Student Council Meetings .....	15
B. Council Approval and Presidential Veto .....	15
C. Absences and Proxies.....	16
D. Removal of Officers .....	16
E. Vacancies of Elected Offices .....	17

ARTICLE VI = CAMPUS ORGANIZATIONS

A. The Club Coordination Council (CCC).....	17
B. Campus Organization Requirements .....	17
C. Revocation of Charters.....	18
D. Inactive Clubs .....	18

ARTICLE VII = ELECTIONS

A. Requirements for ASGHC Candidates.....	19
B. Declarations of Candidacy .....	19
C. Write-in Candidates .....	19
D. Campaign Rules .....	20

E. Voting Regulations .....	20
F. Violation of Campaign Rules.....	21
G. Election Results.....	21
H. Elections Committee Chairperson.....	21
 <u>ARTICLE VIII = STUDENT COUNCIL COMMITTEES</u>	
A. Special and Standing Committees .....	21
B. Committee Membership Rules.....	22
C. The Student Review Committee (SRC).....	22
D. The Elections Committee.....	22
 <u>ARTICLE IX = STUDENT ACTIVITY PROCEDURES</u>	
A. Scheduling of Events.....	23
B. Duties of the Sponsoring Organization.....	23
 <u>ARTICLE X = AWARDS AND HONORS</u>	
A. Financial Awards of the Student Council.....	23
 <u>ARTICLE XI = STUDENT PUBLICATIONS</u>	
A. Official Student Publications.....	24
 <u>ARTICLE XII = AMENDMENTS</u>	
A. Amendments .....	24
 <u>ARTICLE XI = FINANCES</u>	
A. Finances of the ASGHC.....	24
 <u>ARTICLE XII = INTERPRETATION OF THE BYLAWS</u>	
A. Interpretation of the bylaws .....	24

**ARTICLE I - ELECTIVE OFFICES**

## **Section A. Requirements for Holding Elective Office**

1. All officers must be members of the ASGHC in accordance with Article III of the constitution.
2. No person shall hold more than one elective position at one time.
3. All officers must maintain a minimum grade point average of 2.5 for each quarter in office, excluding summer quarter.
4. All officers must carry a minimum of 10 credit hours, not including audited classes.
5. Follow through on all commitments and written requirements of the position.
6. All students elected to the ASGHC senate can hold office for a maximum total of eight quarters and can hold the same office for a maximum of four college quarters, excluding summer quarter. Former and current ASGHC Presidents are not eligible to run for or hold any elective position of the ASGHC.
7. All representatives must comply with 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.
8. Use ASGHC/ College property for official ASGHC business only. Use of office equipment and supplies for personal use is prohibited.

## **Section B. Duties of the President**

**PRESIDENT OF THE ASGHC:** The president is responsible for the management of ASGHC operations as well as the administration and implementation of the ASGHC rules, policies, procedures and guidelines as described in the ASGHC Constitution, Bylaws, and other official documents. The President is the primary representative of the ASGHC 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.

### **Leadership Responsibilities**

1. Preside at all Student Council meetings and prepare the agenda for Student Council meetings in accordance with Washington state public meeting law.
2. Co-Chair the ASGHC Elections Committee with the VP of Communications and Records.
3. In accordance with Article VII of the Constitution of the ASGHC, nominate members of the ASGHC to fill appointive offices and vacant council positions.
4. Be responsible for maintaining close relations between the Student Council, ASGHC, administration, faculty, and classified staff of Grays Harbor College.
5. Lead the senate in activities that advocate for students, promote student interests and address student concerns. Work with the Senator for Advocacy and Outreach and Senator for Community and Academic Affairs on:
  - a. Each quarter designating a day when the ASGHC introduces themselves to the main campus and the off campus sites.
  - b. Lead the senate in three fundraisers (one per quarter) to raise money for community service organizations, for advocacy projects and/or to support programs of the Grays Harbor Activities Board.
6. Promote the development of ASGHC policy strategy, goals and objectives, and supervise implementation.
7. Promote the ASGHC both on campus and in the community.

8. Meet bimonthly with each elected member of the ASGHC for mentoring and evaluation of job duties.
9. Review all senate job descriptions and committee assignments once a year or as needed, whichever occurs first.
10. Be responsible for informing Student Council members of the date, time, and reasons for all special meetings.
11. Present “GHC Outstanding Faculty Member of the Year Award” at graduation ceremonies.

### **Representative Responsibilities**

1. Represent the students of GHC on committees as appointed by the ASGHC President and Student Council. Carry out all assignments by the committee chairperson.
  - a. President’s cabinet
  - b. Ex-officio board of trustees: Attend all GHC Board of Trustees meetings, become knowledgeable on Board of Trustees functions, and report on the status of student activities to the college President and the Board of Trustees.
  - c. Student Services Council
  - d. ASGHC Budget Committee
2. Meet monthly with the Vice President for Student Services.
3. Meet a minimum of semimonthly with the Student Council advisor.
4. Meet quarterly with the Grays Harbor College President.
5. Be actively involved and assist in student orientations, high school/ college outreach, presentations and local college and community events.
6. Attend and assist with programs and activities sponsored by the GHAB board. A minimum attendance at two activities or events per quarter is required.
7. Assist the Senators for Student Advocacy and Outreach in assessing and responding to the needs of students.

**VICE PRESIDENTS OF COMMUNICATIONS AND RECORDS:** The Vice President of Communication and Records leads and facilitates the Club Coordinating Council (CCC), is a liaison for all GHC clubs and is responsible for ASGHC office communication. The Vice President plays a supporting role in the overall management of the ASGHC operations and the administration of ASGHC rules, policies, procedures, and guidelines.

### **Leadership Responsibilities**

1. With the Senator for Clubs and Organizations, lead all clubs and student organizations that have been officially recognized by the ASGHC in the following:
2. Mentor new clubs or groups wanting to charter.
3. Inform students quarterly how to start a club.
4. Assist clubs and organizations in the coordination of events and activities on campus.
5. Ensure that all clubs/organizations perform responsibly and within mandated rules.
6. Chair the Club Coordination Council (CCC); monitor and record club attendance at CCC meetings. Call CCC meetings. Make a report to the Student Council of all CCC meetings. Act as a liaison between the ASGHC and student clubs/organizations.

7. Co-Chair the ASGHC Elections Committee with the ASGHC President.
8. Assist the Senator for Clubs and Organizations in maintaining an up-to-date list of all campus organizations, their respective officers and advisors, and copies of their charters.
9. Create a regular system of office hours the first week of every quarter for the entire ASGHC office that is posted on the ASGHC office door and the ASGHC web board and wherever else that is convenient for the student body to access.
10. Be responsible for taking minutes of all meetings of the Student Council, and if unable to attend, be responsible for sending a proxy to take minutes. Distribute copies of approved minutes weekly to: College bulletin boards, Student Council members, Vice President for Student Services, Coordinator of Student Activities, President of GHC and the ASGHC web board.
11. Create, submit and defend the annual ASGHC budget to the budget committee.

### **Representative Responsibilities**

1. Represent the students of GHC on committees as appointed by the ASGHC President and Student Council. Carry out all assignments by the President or committee chairperson.
  - a. Strategic Planning (monthly)
  - b. Faculty Excellence (spring quarter)
  - c. Calendar Committee (Fall quarter every other year)
  - d. Library Advisory Committee (quarterly)
2. In the absence of the President serve as temporary presiding officer.
3. Maintain accurate and updated files of all Student Council business and activities. Maintain accurate records, reports and documents of business. Keep files of all photos and news clips of ASGHC events in an organized manner.
4. Works with the ASGHC Senator for Promotions and Advertising and College Public Relations Office on all press releases, articles to appear in the student publications and newsletters, which serve to inform readers of Student Senate business.
5. Meet a minimum of semimonthly with the student council advisor.

**VICE PRESIDENT OF FINANCE** The Vice President of Finance leads and facilitates the ASGHC Budget Committee, is a liaison for all GHC club treasurers and is responsible for managing the ASGHC budgets. The Vice President plays a supporting role in the overall management of the ASGHC operations and the administration of ASGHC rules, policies, procedures, and guidelines.

### **Leadership Responsibilities**

1. Make a financial report to the Student Council at the first meeting semimonthly or upon the request of the senate.
2. Maintain accurate and up-to-date records of Student Council accounts, detailing income and expenses.
3. Act as a financial advisor to all programs financed by the ASGHC. Be available to mentor students clubs, programs and organizations on budgetary issues: Fall and winter quarters hold trainings on how to use budgets, hold an annual Budget School at a minimum of two different times prior to the spring budget request deadline, and provide mentorship and assistance in using S & A budgets.
4. Chair the ASGHC Budget committee
  - a. Hold at minimum semimonthly meetings in fall and winter quarters where review of the ASGHC Financial code and all budget requests are reviewed for presentation to the ASGHC senate.
  - b. Review all budget requests of the senate and make recommendations to the senate regarding these requests.

- c. Manage, review and make recommendations to the senate on all budget requests throughout the year regarding any designated “open funds” accounts.
  - d. Review all S & A accounts and address any concerns
- 5. Facilitate the annual budget process by following the ASGHC financial guidelines.
- 6. Facilitate and train the budget committee. Create a budget timeline based on the financial guidelines for the committee’s approval.
- 7. Appoint four students to the Technology Fee Advisory Committee with the majority approval of the student council.

**Representative Responsibilities**

- 1. Attend all Student Council meetings and assigned committee meetings. Represent the students of GHC on committees as appointed by the ASGHC President and Student Council. Carry out all assignments by the President or committee chairperson.
  - a. Grays Harbor College Budget Committee (winter and spring quarters)
  - b. Computer and Related Technologies
  - c. Technology Fee Advisory Committee (Spring Quarter)
  - d. Strategic Planning Committee (once a month)
  - e. Any committee regarding budgeting and new capital projects.
- 2. Be responsible for upholding the Financial Guidelines for the Associated Students of Grays Harbor College and for reporting all infractions of said guidelines to the Student Council.
- 3. In the absence of the President and the Vice President of Communication serve as temporary presiding officer.
- 4. Maintain current records of all revenues and expenditures. Manage all office purchasing.
- 5. Continually promote compliance of the financial code, the Washington Administrative Code (WAC), Revised Code of Washington (RCW), and the regulations of the GH Business Office, State Board for Community and Technical Colleges and Grays Harbor College, and report to the Budget Committee known violations of these statutes and regulations.
- 6. Update and maintain an accurate inventory of all ASGHC property purchased during the fiscal year.

**General Responsibilities of Executive Officers**

Executive Offices are defined as the President, Vice President for Communication and Records and the Vice President of Finance. All executive officers shall:

- 1. Be responsible for upholding the Constitution and Bylaws of the ASGHC and the administration of all programs authorized by the Student Council except when said programs are otherwise delegated to members of the Student Council in accordance with the Constitution and Bylaws.
- 2. Attend (2) leadership development events per year and maintain a dedication to improving leadership skills.
- 3. Maintain relations with other student governments and state agencies of higher education.
- 4. The three executive officers shall establish and maintain minimum weekly hours of work including weekly office hours, committee work, attending meetings, and other work on behalf of the Council and ASGHC according to his/her assigned duties. The minimum number of hours per week on average is eight.
- 5. Respond to student’s concerns on the ASGHC web board.

6. Assure continuity through mentoring the next ASGHC executive officer in your position. Assure continuity through mentoring the next ASGHC executive officer in your position.
7. Set quarterly goals for your position. Evaluate your goals each quarter.
8. In addition to academic course work, family, and spiritual obligations, make ASGHC a top priority.
9. Maintain accurate records, reports, and documents of business.
10. Recruit students for annual ASGHC elections and help with the campaigning and election process.
11. Attend weekly GHC Student Council meetings and give a weekly report to the senate regarding your responsibilities. Represent the concerns of the students of GHC at Student Council meetings.
12. Conduct yourself professionally and in a manner consistent with the Student Rights and Responsibilities Code adopted by Grays Harbor College.
13. Maintain confidentiality of sensitive college information and student records in accordance with Grays Harbor College policy.

## **TWO (2) SENATORS FOR ADVOCACY AND OUTREACH**

### **Leadership Responsibilities**

1. Assess and respond to the needs of students on campus. Solicit student input through suggestion boxes, surveys and other means, research complaints and suggestions, and present them to the ASGHC.
2. Work with the ASGHC President and Senator for Community & Academic Affairs in leading the senate in activities that advocate for students, promote student interests and address student concerns.
  - a. Each quarter designating a day when the ASGHC introduces them selves to the main campus and the off campus sites.
  - b. Lead the senate in three fundraisers (one per quarter) to raise money for community service organizations, for advocacy project and to support programs of the Grays Harbor Activities Board
  - c. Responsible for communication between the main Aberdeen campus and all GHC satellite locations.
3. Attend weekly GHC Student Council meetings and give a weekly report to the senate regarding your responsibilities. Represent the concerns of the students of GHC at Student Council meetings.
4. Work with the Coordinator of Student Leadership & Activities on the calendar handbook content, printing and distribution.

### **Representative Responsibilities**

1. Attend all Student Council meetings and assigned committee meetings. Represent the students of GHC on committees as appointed by the ASGHC President and Student Council. Carry out all assignments by the President or committee chairperson.
  - a. **Both senators** shall serve on tenure committees as assigned.
  - b. **One senator** shall sit on the following committee as appointed by the president:
    - i. Academic Review Committee (once per quarter)
    - ii. Elections Committee (winter/ spring quarters)
    - iii. Safety Committee (once a month)
    - iv. Diversity Committee (once a month)
    - v. Study Abroad/International Students Committee (once a quarter)
2. Be actively involved and assist in student orientations, high school/ college outreach, presentations and local college and community events.

3. Attend and assist with programs and activities sponsored by the GHAB board. A minimum attendance at two activities or events per quarter is required.
4. Learn to maintain and respond to student's concerns on the ASGHC web board

## **SENATOR FOR LEGISLATIVE AFFAIRS**

### **Leadership Responsibilities**

1. Promotes voter awareness and education. Educates the student body on voting rights and responsibilities. Works to register students to vote and provide access to non-partisan information regarding elections and the voting process.
2. Attend weekly GHC Student Council meetings and give a weekly report to the senate regarding your responsibilities and all legislative actions that affect higher education. Represent the concerns of the students of GHC at Student Council meetings.
3. Work to motivate the Student Body to take action towards informing the legislature of students' needs, desires, and priorities on higher education.

### **Representative Responsibilities**

1. Attend all Student Council meetings and assigned committee meetings. Represent the students of GHC on committees as appointed by the ASGHC President and Student Council. Carry out all assignments by the President or committee chairperson.
  - a. Legislative Committee (Fall and Winter Quarters)
  - b. Secretary of State: Youth Voter Education Outreach
  - c. Tenure Committee (quarterly)
  - d. ASGHC Elections Committee
2. Maintain contact with other schools regarding legislative affairs.
3. Informs the student body of all proposed and completed legislative actions regarding higher education.
4. Be actively involved and assist in student orientations, high school/ college outreach, presentations and local college and community events.

## **SENATOR FOR COMMUNITY AND ACADEMIC AFFAIRS**

### **Leadership Responsibilities**

1. Appoint students for tenure committees.
2. Train students to be effective representatives on committees.
3. Chair and facilitate the annual ASGHC Faculty Excellence Committee.
4. Maintain contact with the GHC Faculty Union.
5. Work with the ASGHC President and Senators for Advocacy and Outreach in leading the senate in activities that advocate for students, promote student interests and address student concerns.
  - a. Fall quarter designating a day when the ASGHC introduces themselves to the main campus and the off campus sites.
  - b. Lead the senate in three fundraisers (one per quarter) to raise money for community service organizations, for advocacy projects and/or to support programs of the Grays Harbor Activities Board.
  - c. Responsible for communication between the main Aberdeen campus and all GHC satellite locations.

### **Representative Responsibilities**

1. Attend all Student Council meetings and assigned committee meetings. Represent the students of GHC on committees as appointed by the ASGHC President and Student Council. Carry out all assignments by the President or committee chairperson.
  - a. Faculty Excellence (spring quarter)
  - b. Outcomes assessment (as needed)
  - c. Advising Committee (monthly)
  - d. Tenure Committee (quarterly)
2. Be actively involved and assist in student orientations, high school/ college outreach, presentations and local college and community events.
3. Attend and assist with programs and activities sponsored by the GHAB board. A minimum attendance at two activities or events per quarter is required.
4. It shall be the responsibility of the Senator for Community and Academic Affairs to maintain the Book/Items For Sale –Board and the Housing Board.

### **SENATOR FOR PROMOTIONS AND ADVERTISING**

#### **Leadership Responsibilities**

1. Promote all ASGHC events, activities and meetings.
2. Provide consultation for the promotion of clubs and organizations on campus.
3. Work with the ASGHC Senator for Clubs and Organizations in:
  - a. Creating a monthly calendar of club meetings/events to distribute across campus.
  - b. Duplicate and enlarge the monthly calendar at the beginning of each month.

#### **Representative Responsibilities**

1. Attend all Student Council meetings and assigned committee meetings. Represent the students of GHC on committees as appointed by the ASGHC President and Student Council. Carry out all assignments by the President or committee chairperson.
  - a. Serve on tenure committees as assigned.
  - b. Sit on the following committees as appointed by the president:
    - i. Awards & Recognition Committee (winter quarter)
    - ii. Diversity Committee (once a month)
2. Maintains public posting boards and senate display board and posts all senate vacancies.
3. Works with the ASGHC President and College Public Relations Office on all press releases, articles to appear in the student publications and newsletters, which serve to inform readers of Student Senate business.
4. Maintain and update the ASGHC web board website.

## **SENATOR FOR CLUBS & ORGANIZATIONS**

### **Leadership Responsibilities**

1. Assess and respond to the needs of clubs on campus.
2. Be responsible for maintaining close relations between the Student Council and all clubs and organizations recognized by the ASGHC.
3. Assist the VP of Communications & Records in leading all clubs and student organizations that have been officially recognized by the ASGHC in the following:
  - a. Mentor new clubs or groups wanting to charter.
  - b. Inform students quarterly how to start a club.
  - c. Assist clubs and organizations in the coordination of events and activities on campus.
  - d. Ensure that all clubs/organizations perform responsibly and within mandated rules.
4. Maintain an up-to-date list of all campus organizations, their respective officers and advisors, and copies of their charters.
5. Maintain Clubs and Organizations posting board. This information will be gathered by attending club meetings, meeting with club officers and advisors and requesting this information.
6. Work with the ASGHC Senator for Promotions and Advertising in:
  - a. Maintaining the ASGHC website and all club websites.
  - b. Creating a monthly calendar of club meetings/events to distribute across campus.

### **Representative Responsibilities**

1. Attend all Student Council meetings and assigned committee meetings. Represent the students of GHC on committees as appointed by the ASGHC President and Student Council. Carry out all assignments by the President or committee chairperson.
2. Serve on tenure committees as assigned.
3. Sit on the following committees as appointed by the president:
  - a. ASGHC Budget Committee Member (winter/spring quarter)
  - b. Club Coordinating Council Meeting (once to twice a month)
    - i. Required to take minutes and post them within 72 hours.
4. Attend and assist with programs and activities sponsored by the GHAB board. A minimum attendance at two activities or events per quarter is required.

### **General Responsibilities of Senators**

1. Be responsible for upholding the Constitution and Bylaws of the ASGHC and the administration of all programs authorized by the Student Council except when said programs are otherwise delegated to members of the Student Council in accordance with the Constitution and Bylaws.
2. Meet with the Student Council Advisor at a minimum of once a month.
3. Attend one leadership development events per year and maintain a dedication to improving leadership skills.
4. The three executive officers shall establish and maintain minimum weekly hours of work including weekly office hours, committee work, attending meetings, and other work on behalf of the Council and ASGHC according to his/her assigned duties. The minimum number of hours per week on average is four.
5. Post a semimonthly report on the ASGHC web board. Respond to student's concerns on the ASGHC web board.

6. Assure continuity through mentoring the next ASGHC senator in your position.
7. Set quarterly goals for your position. Evaluate your goals for the quarter.
8. In addition to academic course work, family, and spiritual obligations, make ASGHC a top priority.
9. Maintain accurate records, reports, and documents of business.
10. Recruit students for annual ASGHC elections and help with the campaigning and election process.
11. Attend weekly GHC Student Council meetings and give a weekly report to the senate regarding your responsibilities. Represent the concerns of the students of GHC at Student Council meetings.
12. Conduct yourself professionally and in a manner consistent with the Student Rights and Responsibilities Code adopted by Grays Harbor College.
13. Maintain confidentiality of sensitive college information and student records in accordance with Grays Harbor College policy.

## **ARTICLE II – GRAYS HARBOR ACTIVITIES BOARD (GHAB)**

### **Section A. GHAB Statement of Purpose**

The Grays Harbor Activities 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 and 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 and contract negotiations, communication skills, group processes, dynamics and leadership skills.

### **Section B. Addendum – Pilot Operation**

Pilot Operation of General Responsibilities, Detailed Job Description & Requirements Addendum to be reviewed Spring Quarter 2011

## **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. 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.
9. 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.
5. 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.
6. 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-SG 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 I. D. 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.