



Student Life

Grays Harbor College

ASSOCIATED STUDENTS OF
GRAYS HARBOR COLLEGE

BYLAWS

Amended June 18th, 2020

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ARTICLE I

EXECUTIVE BOARD

Section 1

PURPOSE

The purpose of the Executive Board is to manage, direct, and monitor all activities, policies, procedures and act as a voice for the Associated Students.

Section 2

MEMBERSHIP

- A. As defined in Article IV of the ASGHC Constitution, the Executive Board is comprised of the following officers:
 - 1. President
 - 2. Executive Vice President
 - 3. Vice President of Diversity and Awareness
 - 4. Vice President of Community Relations
 - 5. Vice President of Engagement and Involvement
 - 6. Vice President of Activities (2 Officers)
- B. The Director of Student Life or a designee thereof shall serve as the advisor to the Executive Board, non-voting.

Section 3

AUTHORITY

As defined in the Constitution, all legislative powers herein granted shall be vested in the Executive Board. Such powers include the direction and regulation of all activities, policies, and procedures of the ASGHC and the enactment of measures for the general welfare of the ASGHC.

Section 4

TERM OF OFFICE

The term of office shall begin August of the year selected, and expire the day of Grays Harbor College Commencement Ceremony in June of the following year.

Section 5

ASSUMPTION OF DUTIES

The Executive Board officers assume their full responsibilities and duties on the first day of training as determined by the Director of Student Life.

Section 6

CONDITION OF SERVING AS AN EXECUTIVE BOARD MEMBER

- A. Each member of the Executive Board is responsible for fulfilling the duties of the position held, which includes serving on tenure committees.
- B. A signed "Student Life Terms of Appointment" must be on file at the time the officer takes office.
- C. The Director of Student Life shall have the discretion to conduct quarterly job performance evaluations, for both individual Executive Board members and the Board as a whole.
- D. Any Executive Board member not fulfilling their job responsibilities may receive a written request from the Director of Student Life to correct deficiencies.
- E. Students must have a minimum 2.50 cumulative GPA and be enrolled in ten (10) Grays Harbor College college-level credits to apply for an Executive Board position. To remain in office, all Executive Board members shall maintain successful progress

towards their academic goals by completing at least ten (10) credit hours per quarter, excluding summer quarter, and maintaining a quarterly GPA of at least 2.50.

- F. Officers may serve a maximum of 2 consecutive terms in one position. Time served as an appointed officer filling a vacancy on the Executive Board is not included in this term limit.

Section 7

MEETINGS

- A. Regular meetings of the Executive Board shall be held weekly during fall, winter, and spring quarters.
- B. Special Executive Board meetings may be called as necessary by the President.
- C. The Executive Board reserves the privilege of executive session when deemed appropriate by the chair, and in accordance with Open Public Meetings Act, RCW 42.32.020.
- D. The order of business for the Executive Board meetings shall be:
 - 1. Call to Order
 - 2. Roll Call
 - 3. Approval of Minutes
 - 4. Correspondence
 - 5. Reports
 - 6. Unfinished Business
 - 7. New Business
 - 8. Open Floor
 - 9. Announcements
 - 10. Adjournment
- E. Each member of the Executive Board, except the chair, shall exercise one vote. The chairperson shall cast a vote in the event of a tie.
- F. No proxy votes shall be accepted.
- G. Quorum shall consist of 2/3 of filled executive board members and appointed senators, excluding President.
- H. Unless otherwise specified in this document, all matters under consideration shall be ratified by a simple majority.
- I. Robert's Rules of Order, current edition, shall be the rules of the meetings.

Section 8

COMPENSATION

Upon satisfactory completion of the responsibilities outlined in section 9, members of the ASGHC Executive Board shall receive compensation in the form of an hourly wage, no less than minimum wage, paid on the college pay period schedule.

Section 9

DUTIES OF OFFICERS

- A. General responsibilities of Executive Officers:
 - 1. Promote the goals and objectives of the Executive Board.
 - 2. Serve as conduits of information and expression of concerns or problems between the college administration, the Executive Board, and students.
 - 3. Attend all Executive Board meetings as a voting member, with the exception of the President who only votes in the event of a tie.

4. Perform other duties as assigned by the Director of Student Life.
5. Attend mandatory training and leadership development sessions / classes as assigned by the Director of Student Life
6. Serve, when appointed, on applicable standing, ad hoc, and College-wide committees as assigned.
7. Complete a year-end reports.
8. Adhere to all State laws and College policies, procedures, and departmental guidelines.
9. Be willing to work with the institution's internal procedures to voice concerns and resolve conflicts, should a conflict arise.
10. Communicate well through spoken, written, and electronic means of communication.
11. Demonstrate a working knowledge of the procedures for facilities use, custodial, stage setup requests, and campus security requirements for all club events.
12. Assist at all student government programs and activities, unless otherwise approved by the Director of Student Life.
13. Participate in a quarterly job evaluation process.
14. Attend and represent the Executive Board at College events as assigned.
15. Strive to achieve leadership skills in team building, conflict management, and delegation of duties.
16. Post and maintain regular office hours.
17. Maintain records, reports, and documents of business on file.
18. Serve on one (1) tenure review committee.

B. President

1. Serve as the primary student administrator for the Associated Students, including serving as the chair of Student Government meetings. Develop and share the agenda for each meeting of the Associated Students.
2. Serve as the liaison to the College administration and attend the Board of Trustees meetings as the student representative.
3. Support all members of the Executive Board to ensure completion of tasks as outlined in the job descriptions.
4. Prepare the annual program budget for the Executive Board in conjunction with the Advisor.
5. Appoint Executive Board members to all College committees.
6. Represent the Association at legislative functions such as testifying in Olympia along with the Executive Vice President.
7. Implement actions on motions passed by the Executive Board.
8. Represent students at College Council.
9. Attend conferences, such as CUSP Leadership Conference, Voice Academy, or others as advised by the Director of Student Life.
10. Meet monthly with each ASGHC Officers.
11. Meet with the College President on a monthly basis. Meet on a quarterly basis with the Vice President of Student Services.

C. Executive Vice President

1. Perform the duties of the President in case of absence, resignation, or forfeiture of office by the President. In this case, the EVP will assume the role of the President for the remainder of the academic year.

2. Serve as chair of the ASGHC Constitution and Bylaws Review Committee.
 3. Serve as the ASGHC secretary, maintaining record of all meeting minutes. Distribute and post minutes within three (3) business days of approval of minutes.
 4. Appoint student representatives to the Tenure Review committees, standing, and ad hoc committees and monitor their attendance.
 5. Facilitate the appointment process to the Executive Board due to vacancy as outlined in Article V of the Bylaws.
 6. Maintain a working relationship with local legislators on issues that affect community college students; update the Executive Board on legislative issues that affect community college students; submit legislative information for campus distribution in conjunction with the Director of Student Life.
 7. Coordinate on -campus voter registration and information.
 8. Attend the annual Voice Academy and serve as the college representative for the Washington Community and Technical College Student Association (WCTCSA).
 9. Participate as a member of the College Legislative Committee.
 10. Encourage participation in the legislative and elections process.
 11. Acquire a working knowledge of Washington State legislative structure, hotlines, and bill procedures.
 12. Act as the financial manager of the Associated Students.
 13. Act as the financial advisor to all programs financed by the Service & Activities (S&A) Fee and Student Technology Fee.
 14. Coordinate the annual Services and Activities Fee budget allocation process.
- D. Vice President of Engagement and Involvement
1. Oversee and advocate for campus clubs & organizations in conjunction with Student Life staff.
 2. Coordinate efforts to promote and establish new clubs.
 3. Provide the Executive Board with reports on club activities, chartering, and affairs.
 4. Work with the Director of Student Life on the club chartering process.
 5. Develop a monthly club newsletter.
 6. Understand the club chartering process and assist clubs in understanding policies and procedures related to club chartering and programs.
 7. Coordinate the quarterly club fairs with the exception of summer quarter.
 8. Attend club meetings and programs as advised by the Director of Student Life.
 9. Annually update the Clubs & Organizations Handbook in conjunction with Student Life staff.
 10. Develop and implement a minimum of one all club meeting per term, with the exception of summer quarter.
 11. Recruit, advise, and coordinate all activities of the ASGHC Senators.
 12. Support and host student leadership development programs in conjunction with the Director of Student Life.
 13. Coordinate all social media and marketing efforts of the Associated Students in conjunction with all other ASGHC Officers.
- E. Vice President of Community Relations
1. Provide advocacy for co-curricular, service learning, and volunteer programs.

2. Coordinate with local non-profits for community opportunities (i.e. blood drives, food drives, toy drives, etc.).
 3. Coordinate volunteer opportunities, including, but not limited to, MLK Day of Service, Food Pantry, and Campus Day of Service.
 4. Promote the campus emergency funding program, support the Harbor Landing Food Pantry, or other ASGHC funded resources.
 5. Coordinate the Faculty Excellence Awards in collaboration with the Director of Student Life.
 6. Manage, review, and make recommendations, in collaboration with the Director of Student Life and President, regarding all issues brought to the Executive Board's attention.
 7. Organize and facilitate regular campus outreach events regarding student issues and concerns through open forums, surveys, and other efforts, in conjunction with the President.
 8. Promote the goals and objectives of the Executive Board.
 9. Assist with necessary legislative matters, in conjunction with the Executive Vice President.
- F. Vice President of Diversity and Awareness
1. Support all campus wide diversity efforts.
 2. Participate on the Diversity Committee.
 3. Assist in planning and executing the Diversity Lecture Series.
 4. Plan programs geared toward bringing awareness to a variety of topics.
 5. Coordinate programs which focus and promote student health and wellness, for example stress-less fest, community resource fair, in conjunction with the Vice President of Community Relations.
 6. Coordinate registration and attendance, as well as attend, the Students of Color Conference and Q-topia in conjunction with Student Life staff.
 7. Coordinate opportunities for students to participate in educational events and/or conferences related to diversity, social justice, and equity.
 8. Attend the annual NACA regional conference.
 9. Promote the development of clubs geared towards underrepresented students, in conjunction with the Vice President of Engagement and Awareness.
 10. Coordinate and support annual programs and events that support club scholarship fundraising, for example the Drag Show.
- G. Vice President of Activities (2 officers)
1. Work in collaboration with the other board members and student groups to complete all activities/programs
 2. Invite student groups to co-sponsor event, when appropriate.
 3. Attend and support Student Life functions and events as deemed appropriate.
 4. Make the necessary contract negotiations with the Director of Student Life and facilities arrangement for each activity. Supervise the event and handle any problems they may arise.
 5. Coordinate and prepare a monthly calendar of events and programs for the GHC campus.
 6. Assist in the distribution, tabling/promotion, and compilations of student interest questionnaires/survey that aid in the selection and planning in the development of programs. Working with the President in planning and development of questionnaires/survey.

7. Maintains, disperses and acquire knowledge about the GHAB allocation, assist with preparation of the annual request for the program budget to the S&A Fees Budget Committee.
8. Coordinate campus activities, events, lecture series and any other co-curricular activities on campus.
9. Shall work to diversify the dates, time, location, and cost of all events in order to involve a variety of students.
10. Actively work to reach out to student about activities and ways to get involved on campus through advertising and word of mouth.

Section 10 PROBATION

In the event that an officer does not satisfy the responsibilities outlined in Article I, the officer may be placed on probation. The probation process is detailed in Article VII of these Bylaws.

ARTICLE II SENATE

Section 1 COMPOSITION OF THE SENATE

The Senate shall be comprised of all Executive Board members and a maximum of six (6) annually selected senators. The President shall be the chair of the Senate, but will have no vote, except in the occurrence of a tie.

Section 2 RESPONSIBILITIES OF SENATE

- A. The Senate in conjunction with the Executive Board shall make resolutions and recommendations to the President of Grays Harbor College on matters affecting academic and student affairs, such as, but not limited to, college policy and amendments to the Statement of Student Rights and Responsibilities.
- B. The Senate in conjunction with the Executive Board shall vote on all contingency requests and surplus request throughout the Academic year.
- C. The Senate in conjunction with the Executive Board shall approve amendments to the Constitution and by-laws, and the ASGHC Financial Code. The amendments proposed by the Senate shall then be submitted for recommendation to the Director of Student Life with final approval by the President of Grays Harbor College.
- D. The Senate in conjunction with the Executive Board shall approve the Services and Activities Fees (S&A) Annual Budget allocations and Technology Fee Annual Budget allocations as stipulated in the ASGHC Financial Code. Budgetary allocations will require a two-thirds affirmative vote of the Senate.
- E. For Senate members of the senate to represent the Associated Students in legislative actions, the Senate must vote to endorse them to serve as a delegate.
- F. Senators must attend all regularly scheduled Student Government meetings each quarter, unless granted an exception as defined in Article VII.
- G. Senators shall read, understand, and uphold the contents of the Constitution and by-laws, the Statement of Student Rights and Responsibilities, and the ASGHC Financial Code.

H. While in office, a Senator must complete at least five credit hours per quarter and must maintain at least a 2.5 quarterly and cumulative GPA.

Section 3 COMPENSATION

Senate Positions are voluntary positions.

Section 4 TERM OF OFFICE

The term of office shall be one (1) academic year or three (3) quarters. A Senator may serve a maximum of twelve (12) quarters as a Senator, excluding terms served as a member of Executive Board (Summer Quarter is not included). Senators must reapply to be a senator at the beginning of each academic year.

Section 5 PROBATION /TERMINATION OF A SENATOR

In the event that a Senator does not satisfy the responsibilities outlined in Article II, the senator may be placed on probation. The probation process is detailed in Article VII, Section 5 of the Bylaws.

ARTICLE III COMMITTEES

Section 1 INITIATING

Special committees may be created as deemed necessary by the Executive Board. The appointment of the committee chair shall be the responsibility of the Executive Board President. The appointment of the members will be the responsibility of the Committee Chair.

Section 2 STANDING COMMITTEES

- A. Student Services & Activities (S&A) and Technology Fee Budget
 - 1. Membership:
 - a. See the Services & Activities and Student Technology Fee Financial Code.
 - 2. Responsibilities:
 - a. Develop and approve the Service & Activities (S&A) and Technology Fee Budget for approval by the Executive Board, Student Senate and the Grays Harbor College Board of Trustees.
 - b. Meet as needed throughout the budget review process and as requested by the Executive Board throughout the year.
 - c. The Services & Activities and Student Technology Fee Financial Code shall be the official policies and procedures manual for the S&A Budget Committee.

- B. Club Coordinating Council
 - 1. Membership:
 - a. Vice President of Engagement and Involvement, Chair
 - b. One (1) Vice President of Activities as Executive Board representative and meeting secretary.
 - c. One (1) representative for each ASGHC Chartered Club.

- i. Students within each club shall select a representative to the Club Coordinating Council
 - d. Director of Student Life or their designee, non-voting, advisory member.
- 2. Responsibilities:
 - a. Create a forum for campus clubs to maintain a working relationship with the college.
 - b. Participate in regularly scheduled training workshops.
 - c. Meet monthly during the regular academic year.
 - d. The Clubs & Organizations Handbook shall be the official policies and procedures manual for the ASGHC Club Coordinating Council.
- C. Selections Committee
 - 1. The method of selection, group membership, voting, and timeline, shall be outlined in Article V This shall be the official policies and procedures for the spring selections committee.

Section 3

AD HOC COMMITTEES

- A. ASGHC Constitution and Bylaws Review Committee
 - 1. Membership:
 - a. Executive Vice President, Chair
 - b. President, voting member
 - c. Three (3) additional Executive Board members, voting members, appointed by the Executive Vice President.
 - d. One (1) student-at-large, voting members, appointed by the Executive Vice President.
 - e. Director of Student Life or their appointee, non-voting.
 - 2. Responsibilities:
 - a. Review and propose possible changes of the ASGHC Constitution and Bylaws.
 - b. Meet as deemed necessary by the committee chair or the Executive Board
- B. Budget Dispute Resolution Committee
 - 1. Membership:
 - a. A member of the Student Services & Activities (S&A) Budget Committee, selected by a majority vote of the Committee, as chair.
 - b. Three (3) representatives appointed by the Grays Harbor College Board of Trustees, voting members.
 - c. Two (2) representatives appointed by the Grays Harbor College Administration, non-voting, advisory members.
 - d. Three (3) students-at-large, appointed by the ASGHC President, voting members.
 - 2. Responsibilities:
 - a. Resolve any disputes, by vote, which might exist between the S&A Budget Committee and the College Administration, relative to the Services and Activities (S&A) Fee Budget. The findings of the committee are forwarded to the Board of Trustees for final action.

3. Meet only in the instance that a dispute regarding the Services and Activities (S&A) Fee budget arises, according to the procedures set forth in the Financial Code.

ARTICLE IV ASGHC CHARTERED CLUBS AND ORGANIZATIONS

Section 1 CHARTERING REQUIREMENTS

The Clubs & Organizations Handbook shall be the official policies and procedures manual for all chartering requirements.

Section 2 PURPOSE OF CLUBS AND ORGANIZATIONS

The purpose shall be to give any group of students the opportunity to organize as a sanctioned club or organization. Approved clubs may receive start-up funding support to begin accomplishing objectives.

Section 3 RECOGNITION

- A. To become a recognized campus organization, all clubs must develop and submit a charter to the Vice President of Engagement and Involvement to be approved by the Executive Board. The necessary components of an organization charter can be found in the Clubs & Organization Handbook.
- B. To become recognized, the charter shall include the name of the student club or organization, the purpose, and goals of that organization. The group must have an advisor (who shall be a current employee of GHC), the names of at least five (5) currently enrolled students, and the names of the students holding positions as officers of the organization.

Section 4 CONDITIONS

- A. The Executive Board must approve all clubs/organizations. Once approved the club/organization will be considered officially recognized by the ASGHC. Once recognized, organizations may:
 1. Use the name of the college
 2. Use the facilities of the college
 3. Administer services, programs or activities
 4. Apply for funding from the Student and Activities Fee

Section 5 FUNDING

A newly recognized club or organization may receive start-up funding of \$200.00, subject to budget constraints and Executive Board approval. All clubs and organizations will be encouraged to seek additional funding through fundraising efforts or grants. Special requests may be made by the organization through the use of an "ASGHC Contingency Fund Request." This funding request must be approved by the Executive Board during a regularly scheduled ASGHC council meeting. Clubs and organizations must also apply for annual funding through the annual Services and Activities Budget request process.

Section 6 ADVISORS

The role and responsibilities of an advisor to a campus organization shall be set forth in the Club and Organization Handbook, as well as the Club Advisors Handbook.

Section 7 RIGHTS, RESPONSIBILITIES, AND DISCIPLINE OF CLUBS

The rights and responsibilities of clubs and appropriate disciplinary actions shall be set forth in the Club and Organization Handbook.

Section 8 TRAINING

All Club representatives shall attend and complete a representative training workshop and orientation conducted by the Vice President of Engagement and Involvement and Student Life office. Club officers shall attend and complete a club officer training workshop and orientation conducted by the Vice President of Engagement and Involvement and Student Life office.

ARTICLE V SELECTIONS AND APPOINTMENTS

Section 1 All selections and appointments are made by a majority vote and are final upon acceptance of the appointment.

Section 2 STANDARD FILING PROCESS FOR ASGHC EXECUTIVE BOARD

- A. A fully completed ASGHC Candidate Application.
- B. Official filing for candidacy in any ASGHC position opening requires all pieces of the application to be submitted no later than 4:00 PM on the deadline date for filing. (Students may apply for more than one office at a time).

Section 3 EXECUTIVE BOARD CANDIDATE QUALIFICATIONS

- A. Be currently enrolled in ten (10) credits or more at Grays Harbor College.
- B. Possess a minimum 2.5 cumulative grade point average at Grays Harbor College.
- C. Possess a previous quarter GPA, within the immediate calendar year, of 2.5 and have completed a minimum of ten (10) credits from the previous quarter when applying for and assuming office.
- D. Students who are attending GHC for their first term may be given an exception to the above listed GPA requirements at the discretion of the Director of Student Life. These students will be placed on a probationary period for their first term and must maintain a minimum of a 2.5 quarterly and cumulative GPA

Section 4 SELECTION COMMITTEE MEMBERSHIP & RESPONSIBILITIES

- A. Membership:
 - 1. The President shall serve as the chairperson of the Selection Committee.
 - 2. If the President position is vacant or current President is a candidate for re-election, the Director of Student Life shall select a chairperson from the Executive Board.
 - 3. The Selection Committee shall be comprised of at least (5) five voting members, with at least two (2) current Executive Board members, (1) one member chosen

from the student body at large, (1) one club member, the non-voting Director of Student Life. Once the committee is established (after first meeting is held), members may not apply for any position(s) being selected.

B. Responsibilities:

1. The committee is responsible for the interview process to include, but not limited to; advertising positions, reviewing the applications, scheduling and conducting the interviews, developing a list of questions for the position(s), and develop lists of strengths and weaknesses, as well as recommendations, for each candidate. The committee will submit the recommendations to the Director of Student Life for final approval.
2. All committee members must be present at all interviews, the entire deliberation and voting process in order to have a final vote on the candidate(s) to be chosen.
3. Each member of the committee must sign a letter of confidentiality.
4. Appointments of all Executive Board officers should be completed by the last business day before Graduation in June.

Section 5 VOTING

All decisions made by the committee will require a majority vote.

Section 6 TIMELINE

The Selection Committee shall be organized within the first two (2) weeks of the spring quarter for the formation of next fiscal year's Executive Board. All selections must be completed by Graduation.

Section 7 APPOINTMENTS TO COMMITTEES

- A. Appointment of students to campus committees and tenure review committees shall be made by the Executive Vice President. These appointments will be completed within four weeks of receiving final requests from the college.
1. The Executive Vice President shall announce openings for student representation on all applicable campus and tenure review committees.
 2. In the event that no committee applications are received, the Executive Vice President shall continue to actively recruit potential committee members.
 3. Candidates for campus tenure committees must attend a training session conducted by the Vice President of Student Services or their designee. The Vice President of Student Services or their designee reserves the right to deny a student membership on a campus committee.
 4. All appointments to campus committees shall be reported to the Executive Board by the Executive Vice President. Names shall then be forwarded to the office of the College President and respective College administrators as appropriate.

Section 8 APPOINTMENTS DUE TO VACANCIES

Section Appointments to vacant Executive Board, and campus committee positions shall be made as specified in Article X of these ASGHC Bylaws.

Section 9 SENATE SELF SELECTION PROCESS

- A. A student must meet the following prerequisites, in the following order, before becoming a Senator:
 1. A prospective Senator must be enrolled in at least five credit hours per quarter at GHC and must have a quarterly and a cumulative GPA of at least 2.5.
 2. Complete the Senate questionnaire within the Student Senate packet.
 3. Complete the Senate petition requiring ASGHC signatures outlined in the Student Senate packet.
 4. Attend two consecutive Senate meetings as a non-voting member after confirmation from the Vice President that the senate program orientation manual and grade check has been approved. Exceptions may be made at the discretion of Executive Board.
 5. Attend a new ASGHC Senator Orientation with the ASGHC Vice President of Administration before their first official Senate meeting as a voting member.
- B. After all of the above prerequisites have been met, if there is a vacant position on the Senate the student automatically becomes a voting member of the Senate. The ASGHC Vice President will maintain a waiting list.
 1. Waitlist rules are as follows:
 - a. The order of the waitlist will follow the order the Senate packets were submitted.
 - b. Waitlisted Senators must attend all meetings, including special sessions. Should a waitlisted Senator not attend a meeting, they will be dropped to the bottom of the waitlist.
 - c. Waitlisted Senators will be assigned and are expected to participate on a college wide committee.
- C. The application to apply to be a senator will be available one week prior to the general senate application for those who have previously served at least one term as a senator. These individuals have preference in filling available senator positions during this period. Outside of this initial preference period, all individuals (including those with previous service), will fill available positions on a first-come first-serve basis.

ARTICLE VI

CODE OF CONDUCT: TERMS AND CONDITIONS

Section 1

EXECUTIVE BOARD MEMBER & SENATOR EXPECTATIONS

- A. Each year, during training, the Executive Board shall generate a formal set of behavioral expectations, based on Grays Harbor College values, for a standard of performance. This will also be done after senators are selected at the start of the fall quarter for the executive board and senators. If any member does not meet the group expectations, they may be subject to disciplinary review. Each student leader will be provided a copy of the expectations.
- B. Comply with college rules and regulations and uphold ASGHC Constitution and Bylaws.
- C. Act as an Executive Board and Senate ambassador both on and off campus.
- D. Be a contributing member of the Executive Board and Senate team and work toward accomplishing its goals and missions.

- E. Obtain written exemption from the Advisor(s) prior to missing any training, retreat, or event in which the member has agreed to and/or is obligated to attend.
- F. Conduct oneself professionally and in a manner consistent with the Student Code of Conduct set forth by Grays Harbor College.
- G. If at any time an ASGHC member falls below the minimum general requirements, pursuant to Article I of these Bylaws or engage in any behavior unacceptable to the workplace according to the Student Code of Conduct of Grays Harbor College, disciplinary action may follow.
- H. If at any time a Senator falls below the minimum general requirements, pursuant to Article II or engage in any behavior unacceptable to the workplace according to the Student Code of Conduct of Grays Harbor College, disciplinary action may follow.

Section 2 ATTENDANCE POLICIES

- A. Executive Board and Senate members will be subject to disciplinary action process of Article VII, Discipline Policy if they:
 - 1. Miss two (2) or more meetings in any one (1) quarter with a written exemption from the advisor(s).
 - 2. Abandons their position by being absent and out of communication for more than three consecutive school (3) days.
 - 3. Are tardy to three (3) or more meetings per quarter and that the tardy was not reported and approved by the chair and/or the Director of Student Life. An unexcused tardy for a meeting will be defined as showing up to a meeting more than 5 minutes from the start of the meeting, and having not made the chair and/or Director of Student Life aware.

ARTICLE VII ARTICLE DISCIPLINE POLICY

Section 1 POLICY OF DISCIPLINE

This policy is a process of actions that hold Executive Officers and Senators to a standard of professional performance. The term discipline, as used in this policy, describes a process for actions that holds Executive Officers and Senators to the recognized standards of conduct at Grays Harbor College. Since the Executive Board and the Senate are a complex organization, it is challenging to develop a process that will determine the proper corrective disciplinary action to be taken in every situation.

Section 2 CORRECTIVE DISCIPLINARY ACTION

Any allegation/student concern brought to the attention of the Director of Student Life about an officer shall start an investigation into the situation. It is expected that all corrective disciplinary actions have ongoing communication between the member of the Executive Board and the Director of Student Life in an effort to correct the situation.

Section 3 ORAL WARNING/VERBAL COUNSELING

A meeting shall be convened by the Director of Student Life to investigate allegations brought against any member(s) of the Executive Board or Senator. The terms of the meeting shall be defined in writing by the Director of Student Life. If the member's performance or

behavior does not improve within a specified period, corrective disciplinary action will proceed. Except when necessary, this counseling shall be kept confidential.

Section 4 REPRIMANDS

Reprimands shall be initiated in writing by the Advisor(s) and kept in member's file.

Section 5 PROBATION

If a written reprimand is not effective, or if the seriousness of the offense warrants immediate probation, a probationary timeline will be set by the Advisor. If the member has not improved within this timeline, dismissal from office may be initiated. Any Executive Officer and Senators whose quarterly GPA is below 2.5, shall be placed on a probationary period for the entirety of the following term under the supervision of the Director of Student Life. The Executive Officer or Senator must maintain above a 2.5 GPA for the quarter they are on probation. Shall they not achieve a 2.5 GPA during their probationary quarter they will be dismissed from their position. The terms of a probationary period shall be defined by the Advisor(s) in all other scenarios. Any executive officer or senator who does not maintain a 2.5 cumulative GPA will be automatically subject to dismissal from their position.

ARTICLE VIII REMOVAL FROM OFFICE

Section 1 DISMISSAL

- A. Any Executive Board member or Senator may be dismissed from office for the following:
 - 1. Failure to maintain the responsibilities, duties, and/or minimum qualifications of their office.
 - 2. Failure to follow policies and procedures outlined in any ASGHC documents.
 - 3. Abuse of power of office.
 - 4. Found to have committed a violation of the Grays Harbor College Student Code of Conduct.

Section 2 INVOLUNTARY DISMISSAL OR REMOVAL

The ASGHC has the ability to impeach any executive board member or senator by a majority vote of all voting members. The council shall provide a written explanation outlining the reasons for removal. If the action(s) of the member is deemed serious or dangerous, the Director of Student Life have the option to terminate the member immediately.

Section 3 SUSPENSION

The Executive Board may, based upon a recommendation by the Director of Student Life, vote to suspend, without pay, an officer pending the outcome of an investigation pertaining to the violation of the Code of Student Conduct.

Section 4 JUDICIAL REVIEW COMMITTEE

- A. Membership:
 - 1. Vice President of Student Services or designee, Chair.

2. Five (5) students-at-large, voting members, selected by the Vice President of Student Service and confirmed by the Executive Board, who shall have little or no knowledge and no bias for or against the grievance, as determined by the Vice President of Student Services.
- B. Responsibilities:
1. Review upon request and modify, if necessary, any action taken against an Executive Board member, or candidate for office.
 2. Review upon request, and modify if necessary, any action taken against a student representative on any campus committee.
 3. Evaluate appeals pertaining to the interpretation of the ASGHC Constitution and Bylaws after the ASGHC President, Executive Board, and the senate have evaluated said appeals.
 4. Review appeals of selection results.
 5. Meet only upon the receipt of an officially filed grievance.
 6. The Judicial Review Committee quorum shall be 100% of all Judicial Review Committee members. All votes taken by the committee will need a majority vote of all members to pass. Vice President of Student Services, as chair, will vote only if it changes the outcome of the vote.
 7. All Judicial Review issues and discussions are confidential until the Judicial Review Committee has reached an official decision.
- C. Committee Process:
1. Review written reports of all parties involved in said grievance.
 2. Hear verbal arguments from each party involved. Each party will voice their agreement to the committee separately from the parties involved.
 3. Review the written and spoken testimonies and hold a final vote. The Judicial Review Committee shall compose a written explanation of its decision pertaining to the grievance within three (3) weeks of receipt of the grievance.
 4. The final recommendation of the Judicial Review Committee shall comply with the ASGHC Constitution and Bylaws.

Section 5

RECALL

- A. Any member of the Associated Students may initiate a recall against an Executive Board Member.
- B. Such procedure shall be in accordance with Article XIII.

ARTICLE IX

RESIGNATION

Section 1

POLICY

Any member of the Executive Board who wishes to resign their duties must submit to the President and/or Director of Student Life a signed written letter of resignation. Resignations will be effective immediately or a date determined by the Director of Student Life.

ARTICLES X

VACANCIES

Section 1

VACANCIES ON THE EXECUTIVE BOARD

- A. The Executive Board shall fill vacancies occurring in the Executive Board during the academic year through appointment.
1. Membership:
 - a. The President will serve as the Chair of the Appointment Committee.
 - b. The Appointment Committee shall be comprised of at least (5) five members, three (3) Executive Board members, and the Director of Student Life.
 2. Responsibilities:
 - a. The committee is responsible for the interview process to include, but not limited to, advertising positions, reviewing the applications, scheduling and conducting the interviews, developing a list of questions for the position(s), and making the final decisions for selection.
 - b. Applications for filling a vacancy on the Executive Board shall be accepted by the Office of Student Life for two (2) calendar weeks after the date a vacancy has been announced.
 - c. In the event a vacancy occurs during a break in the academic quarter, the vacancy shall be announced and posted the first day of the following quarter.
 - d. All committee members must be present at all interviews, the entire deliberation and voting process in order to have a final vote on the candidate(s) to be chosen.
 - e. Each member of the committee must sign a letter of confidentiality.
 3. The Candidates' Handbook shall be the official policies and procedures manual for the ASGHC Selections/ Appointments Committee.

Section 2

VACANCIES ON CAMPUS AND TENURE REVIEW COMMITTEE

Vacancies during the quarter shall be announced no later than one (1) week after the vacancy occurs. Vacancies shall be filled within two (2) weeks after the vacancy occurs.

Section 3

ALLOCATION OF DUTIES IN THE EVENT OF A VACANCY

In the event of a vacancy in any executive board position, the President shall be able to distribute the job roles of that position. The Student Government shall be presented with the recommendations from the president at the next regularly scheduled student government meeting. The Student Government will need to approve the reallocation of duties with a majority vote. This decision will be followed until the position has been filled or the end of the academic year, whichever is sooner.

ARTICLE XI

FINANCES

The Financial Code governs the use of public funds allotted by the Board of Trustees to the ASGHC and revenues generated by the organizations administered by the ASGHC. All funds collected and expended are subject to the policies, regulations, and procedures set

forth in the Financial Code. Additionally, the ASGHC must comply with policies, regulations, and procedures set by the Grays Harbor College Administrative Procedures, the Grays Harbor College Board of Trustees, opinions of the Washington State Attorney General, the State Board for Community and Technical Colleges, rules of the State Office of Financial Management, and the laws and regulations of the State of Washington.

ARTICLE XII **INITIATIVES AND REFERENDUM PROCESS**

Section 1 **INITIATIVES**

Initiative measures shall be put to a vote of the general student body upon submission of a petition to the Executive Board, clearly stating the issue and signed by at least 300 currently enrolled students. Such petitions may be submitted to the Executive Board at any regularly scheduled meeting. Students can get forms from the Office of Student Life or the Student Life website.

Section 2 **REFERENDA**

Referenda may be put to vote of the general student body upon a simple majority vote of the Executive Board. Approved initiative measures and/or referenda must be publicly posted for a period of two (2) weeks to the election in which it shall be voted on.

ARTICLE XIII **POSITION STATEMENT**

Section 1 **ESTABLISHING POSITIONS & OPINIONS**

The Executive Board reserves the right to clarify and interpret documents and policies, answer complaints and establish Executive Board positions on issues.

Section 2 **PROCESS**

- A. The Executive Board may issue a position statement when:
 - 1. A member of the ASGHC makes a written request for clarification of any document, policy or procedure relating to student governance.
 - 2. The Executive Board, through the passage of a motion, desires to take a position on an issue of importance to the ASGHC or for clarification necessary for the maintenance of internal affairs.

Section 3 **PROCEDURE**

- A. The procedure for adopting a position statement shall be as follows:
 - 1. The Vice President for Community Relations shall research the situation in depth and draft a preliminary recommendation.
 - 2. Not more than two (2) weeks shall elapse during this drafting. No later than the first Executive Board meeting following the conclusion of the two (2) week draft period, the preliminary draft shall be presented.

3. Acknowledging that some position statements may need to be drafted and reviewed faster than the above timeline, the Student Government may choose to approve a position statement at any official meeting.

Section 4 APPROVAL

All position statements must be reviewed by the Director of Student Life prior to a vote of the student government. This review will be simply to support the ASGHC, but the Director of Student Life will not have final approval of position statements, except in the event of a violation of policy or law, as this limits the ASGHC right to free speech. Approval of a position statement shall require a majority vote of the Executive Board.

ARTICLE XIV AMENDMENTS

Section 1 GRAMMAR, SPELLING AND PUNCTUATION

Grammar, spelling, and punctuation changes may be recommended by a simple majority vote of the ASGHC Constitution and Bylaws Review Committee and a simple majority vote of Executive Board. The Executive Board may independently initiate and approve grammar, spelling, and punctuation with a simple majority vote.

Section 2 HOUSE KEEPING REVISIONS

Minor revisions to the Bylaws, which do not substantially change the overall intent of the Bylaws or any of its articles may be recommended by the ASGHC Constitution and Bylaws Review Committee and approved by a simple majority vote of the Executive Board. The Executive Board may independently initiate and approve any House Keeping revisions that do not substantially change the overall intent with simple majority vote.

Section 3 AMENDMENTS

- A. Amendments to the Bylaws, which substantially change the overall intent of the Bylaws or any of its articles will be recommended by the ASGHC Constitution and Bylaws Review Committee, and approved by a two-thirds (2/3) majority vote of the Executive Board and approved by the Director of Student Life and the Vice President of Student Services.
 1. Any such amendment must be well publicized with written notice for fifteen (15) business days before ratification takes effect. Students may appeal the amendment by submitting a petition to Executive Board with one hundred and fifty (150) signatures of registered students before ratification takes effect. At such time, the amendment may be brought to a vote of the students and must be ratified by a simple majority of the students voting to be binding.
 2. In the event a proposed amendment is approved by the Executive Board, but is declined by the Director of Student Life and/or the Vice President of Student Services, the proposed amendment shall be eligible to be ratified by a simple majority of the students. In the event this takes place, student will be provided written notice of such an amendment has been proposed and the notice will be published for a period of two (2) weeks prior to the election. Students will then open a voting period of one (1) week in which students can vote on the proposed

amendments. This voting may take place in person or virtually as long as each student's enrollment and fee paying status is able to be verified. Each student may only submit one (1) vote.

ARTICLE XV OTHER REGULATORY DOCUMENTS

Section 1 **CLUBS & ORGANIZATION HANDBOOK**

The Club Handbook is a document for clubs. It includes information on the chartering process, funding information, and helpful hints for running an effective organization. It is reviewed annually by the Vice President for Engagement and Involvement and the Director of Student. Amendments to this document must be approved by a majority vote of the Executive Board.

Section 2 **ASGHC FINANCIAL CODE**

The Financial Code governs the use of collected student fees and other public funds allotted by the Board of Trustees to the Associated Students and those revenues generated by the organizations administered by the Executive Board. The Director of Student Life is responsible to the College for the administration and compliance of the Financial Code. The Financial Code may be revised as needed by the budget committee, as defined in the financial code Section X. Any changes/additions must be submitted to the Director of Student Life for review.

ARTICLE XVI DEFINITION OF TERMS

Board of Trustees - The governing body of the institution, they are appointed by the governor and serve the educational needs of the Community College District.

Club Advisors - Persons employed by the College who have club account Responsibilities.

College Facilities - Any or all real and personal property owned or operated by the College including all buildings and appurtenances affixed thereon or attached thereto.

Ex Officio - By virtue of office or position.

Fiscal - Of or related to government expenditures, revenues, or debt.

Honorarium - A payment given to a professional person for services for which fees are not legally or traditionally required.

Initiative - The right and procedure by which citizens can propose a law by petition and ensure its submission to the electorate.

Officer - An Executive Board Member

Office Hours - Time spent in the office doing work and remaining available to the Students.

Referendum - The submission of a proposed public measure or actual statute to a direct popular vote.

Service & Activities (S&A) Fees - Monies paid by students, with tuition, that are set aside for services and activities to benefit the student body.

Seed Funding - Extra finds for financial backing to start a club

Student - Any person who is registered for credit classes at the College.

Tenure - The status of holding one's position during the academic year.