ASSOCIATED STUDENTS
GRAYS HARBOR COLLEGE
ASGHC BYLAWS

Accepted April 27, 2015

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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
As defined in Article V of the ASGHC Constitution, the Executive Board is comprised of the following officers:

A) President
B) Executive Vice President
C) Executive Officer of Budget and Finance
D) Executive Officer of Government Relations
E) Executive Officer of Community Relations

The Director of Student Life or designee 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 Council Member Tenure

A) Each member of the Executive Board is responsible for fulfilling the duties of the position held

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 his or her 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.

F) 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.

G) Selected officers may serve a maximum of 2 consecutive terms. 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:
   i) Call to Order
   ii) Roll Call
   iii) Approval of Minutes
   iv) Correspondence
   v) Reports
   vi) Unfinished Business
   vii) New Business
   viii) Open Floor
   ix) Announcements
   x) 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 council members, excluding President.
H) Unless otherwise specified in this document, all matters under consideration shall be ratified by a simple majority.


Section 8 - Compensation

A) 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:

i) Promote the goals and objectives of the Executive Board.

ii) Serve as conduits of information and expression of concerns or problems between the college administration, the Executive Board, and students.

iii) Attend all Executive Board meetings as a voting member, with the exception of the President who only votes in the event of a tie.

iv) Perform other duties as assigned by the Director of Student Life.

v) Attend mandatory training and leadership development sessions / classes.

vi) Serve, when appointed, on applicable standing, ad hoc, and College committees as assigned.

vii) Complete a year end reports.

viii) Adhere to all State laws and College policies, procedures, and departmental guidelines.

ix) Be willing to work with the institution’s internal procedures to voice concerns and resolve conflicts, should a conflict arise.

x) Communicate well through spoken, written, and electronic means of communication.

xi) Demonstrate a working knowledge of the procedures for facilities use, custodial, stage setup requests, and campus security requirements for all club events.

xii) Participate in a quarterly job evaluation process.

xiii) Attend and represent the Executive Board at College events as assigned.

xiv) Strive to achieve leadership skills in team building, conflict management, and delegation of duties.

xv) Post and maintain regular office hours.

xvi) Maintain records, reports, and documents of business on file.

B) The President shall:
i) Serve as the primary student administrator for the Associated Students.

ii) Serve as the liaison to the College administration and attend the Board of Trustees meetings as the student representative.

iii) Support all members of the Executive Board to ensure completion of tasks as outlined in the job description.

iv) 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 to the Office of Public Relations and Executive Officer of Government Relations for campus distribution.

v) Participate as a member of the College Legislative Committee or appoint a designee.

vi) Prepare the annual program budget for the Executive Board in conjunction with the Advisor.

vii) Appoint Executive Board members to all College, standing and ad hoc committees, with the exception of all tenure committees if not otherwise stated in Article II or as the need arises.

viii) Represent the Association at legislative functions such as testifying in Olympia.

ix) Coordinate on-campus voter registration and information.

x) Attend the annual Legislative Academy.

xi) Acquire a working knowledge of Washington State legislative structure, hotlines, and bill procedures.

xii) Implement action on motions passed by the Executive Board.

xiii) Represent students at President’s Cabinet as directed by the Vice President of Student Services.

xiv) Meet as needed with the Vice President of Student Services.

C) The Executive Vice President shall:

i) Perform the duties of the President in the case of absence, resignation, or forfeiture of office by the President.

ii) Serve as chair of the ASGHC Constitution and Bylaws Review Committee.

iii) Appoint student representatives to the Tenure Review committees and monitor their attendance.

iv) Facilitate the appointment process to the Executive Board due to vacancy as outlined in Article IV of the Bylaws.

v) Review and update the Selections/Appointment Applications, filing forms, and other information, in coordination with the Student Life office staff.

vi) Work as an advocate for campus clubs & organizations.
vii) Provide the Executive Board with reports on club activities, chartering, and affairs.

viii) Work with the Director of Student Life on the club chartering process.

ix) Understand the club chartering process and assist clubs in understanding policies and procedures related to club chartering and programs.

x) Coordinate the quarterly club fairs with the exception of summer quarter.

xi) Attend club meetings and programs as assigned by the Director of Student Life.

xii) Annually update the Clubs & Organizations Handbook in conjunction with the Director of Student Life.

xiii) Serve on the Advising Committee and Diversity Committee.

D) The Executive Officer of Budget and Finance shall:

i) Act as the financial manager of the Associated Students.

ii) Act as the financial advisor to all programs financed by the Service & Activities (S&A) Fee.

iii) Monitor accounts from all organizations by reviewing monthly budget status reports for all such accounts, checking for accuracy, and identifying potential budgetary problems.

iv) Acquire a working knowledge of Washington State purchasing, and travel procedures.

v) Enforce the policies and procedures contained in the Financial Code.

vi) Annually review and update the Financial Code, in coordination with the Director of Student Life.

vii) Maintain an accurate inventory of all property purchased during the fiscal year.

viii) Develop and chair the annual Services and Activities Fee budget allocation process.

ix) Provide budget training for all students.

x) Make reports to the Executive Board, College administration, and Board of Trustees upon request and/or as needed.

xi) Meet as needed with the Vice President of Finance and Campus Operations, and Vice President of Student Services to discuss ASGHC budgets and fees.

xii) Act as the Executive Board representative on the Technology Fee Committee.

xiii) Meet as needed with the Chief of Information Technology.

E) The Executive Officer of Government Relations shall:
i) Serve as a legislative liaison working with the Washington Community and Technical Colleges Student Association.

ii) Serve as a member of the WACTCSA, which may include sitting as an executive position on the board, and spending time in Olympia during the Legislative Sessions.

iii) Organize and implement legislative events (i.e. government and student government voter registration drives, student lobby and empowerment days, hosting government officials on campus, letter writing campaigns, legislative information forums for students, etc.).

iv) Record minutes of the Executive Board Meetings, Club Coordinating Council, and Constitution and Bylaws review Committee Meetings.

v) Distribute and post minutes within three (3) business days of approval of minutes.

vi) Maintain an ongoing calendar of all official Executive Board meetings.

vii) Attend City and County council meetings as necessary.

viii) Serve on the Legislative Committee.

F) The Executive Officer of Community Relations shall:

i) Be responsible for student advocacy.

ii) Support all campus wide diversity efforts.

iii) Participate on the Diversity Committee.

iv) Serve on one (1) tenure review committee.

v) Provide advocacy for co-curricular, service learning, and volunteer programs.

vi) Coordinate with local non-profits for community opportunities (i.e. blood drives, food drives, toy drives, etc.)

vii) Meet as needed with the Vice President for Instruction.

viii) Be responsible for coordinating/conducting the Faculty Excellence Award in collaboration with the Director of Student Life.

ix) Assist in the coordination of all student and club recognition banquets.

x) Manage, review and make recommendations in collaboration with the Director of Student Life regarding all issues brought to the Executive Board’s attention.

xi) Organize and facilitate regular campus outreach events regarding student issues and concerns through Pizza & Politics, surveys, and other efforts.

xii) Promote the goals and objectives of the Executive Board.

xiii) Assist with necessary legislative matters.
Section 10 - Probation
In the event that an officer does not satisfy the responsibilities outlined in Article 1, Section 5, and the duties outlined in Article 1, Section 7, the officer may be placed on probation. The probation process is detailed in Article VI, Section 5 of the Bylaws.
ARTICLE II - 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) Budget
   i) Membership:
      1) Executive Officer of Budget & Finance, as Chair, unless otherwise appointed by the Executive Board.
      2) Executive Board Vice-President.
      3) Two (2) Executive Board members
      4) One (1) Campus Activities Board member
      5) Two (2) students-at-large, voting members, who may not be a member of the Executive Board or Campus Activities Board, appointed by the Executive Vice President.
      6) Vice President of Student Services, voting member or his/her appointee.
      7) Director of Student Life, non-voting, advisory member.
   ii) Responsibilities:
      1) Develop and approve the Service and Activities (S&A) Fee Budget for approval by the Executive Board and the Grays Harbor College Board of Trustees.
      2) Meet as needed throughout the budget review process and as requested by the Executive Board throughout the year.
   iii) The Financial Code shall be the official policies and procedures manual for the S&A Budget Committee.

B) Club Coordinating Council
   i) Membership:
      1) Vice President, Chair
      2) Executive officer of Government Relations as Executive Board representative and meeting secretary.
      3) One (1) representative for each ASGHC Chartered Club.
         a) Students within each club shall select a representative to the Club Coordinating Council
      4) Director of Student Life or his/her designee, non-voting, advisory member.
   ii) Responsibilities:
1) Create a forum for campus clubs to maintain a working relationship with the college.
2) Participate in regularly scheduled training workshops.
3) Meet monthly during the regular academic year.

iii) The Clubs & Organizations Handbook shall be the official policies and procedures manual for the ASGHC Club Coordinating Council.

C) Selections Committee
The method of selection, group membership, voting, timeline, and committee responsibilities shall be outlined in Article IV – Selections & Appointments. 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
   i) Membership:
      1) Executive Vice President, Chair
      2) President, voting member
      3) Two (2) additional Executive Board members, voting members, appointed by the Executive Vice President.
      4) One (1) student-at-large, voting members, appointed by the Executive Vice President.
      5) One (1) member of the Campus Activities Board
      6) Director of Student Life or his/her appointee, non-voting.
   ii) Responsibilities:
      1) Review and propose possible changes of the ASGHC Constitution and Bylaws.
      2) Meet as deemed necessary by the committee chair or the Executive Board

B) Budget Dispute Resolution Committee
   i) Membership:
      1) A member of the Student Services & Activities (S&A) Budget Committee, selected by a majority vote of the Committee, as chair.
      2) Three (3) representatives appointed by the Grays Harbor College Board of Trustees, voting members.
      3) Two (2) representatives appointed by the Grays Harbor College Administration, non-voting, advisory members.
      4) Three (3) students-at-large, appointed by the ASGHC President, voting members.
   ii) Responsibilities:
      1) 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. 2) 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 III - 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
To become a recognized campus organization, all clubs must develop and submit a charter to the ASGHC Vice President to be approved by the Executive Board. The necessary components of an organization charter can be found in the Clubs & Organization Handbook.

Section 4 - Sanction
To become sanctioned and/or 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 5 - Conditions
All organizations must be fully sanctioned by the Executive Board if they are to:
   A) Use the name of the college
   B) Use the facilities of the college
   C) Administer services, programs or activities

Section 6 - Funding
A newly sanctioned 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 7 - 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 8 - 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 9 - Training**

All Club representatives shall attend and complete a representative training workshop and orientation conducted by the ASGHC Vice President and Student Life office. Club officers shall attend and complete a club officer training workshop and orientation conducted by the VP of Student Government and Student Life office.
ARTICLE IV - SELECTIONS AND APPOINTMENTS

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

Section 1 - Standard Filing Process for ASGHC Positions

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 2 - 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.

Section 3 - Committee Membership & Responsibilities

A) Membership:
   i) The President shall appoint the chairperson of the Selection Committee, from nominations and approval of the Executive Board.
   ii) If the President position is vacant or current President is a candidate for re-election, the Executive Board Advisor(s) shall select a chairperson from the Executive Board.
   iii) The Selection Committee shall be comprised of at least (5) five voting members, with at least (1) current Executive Board members, (1) one member chosen from the student body at large, (1) one club president, (1) one member of the activities board, the Activities Board Advisor(s) and Executive Board Advisor(s). Once the committee is established (after first meeting is held), members may not apply for any position(s) being selected.

B) Responsibilities:
   i) 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.
   ii) 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.
   iii) Each member of the committee must sign a letter of confidentiality.
   iv) Appointments of all Executive Board officers must be completed by the last business day before Graduation in June.
Section 4 - Voting
A) All decisions made by the committee will require a majority vote.

Section 5 - 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 6 - Appointments to Committees
Appointments of student positions on campus committees and tenure review committees shall be made by the Executive Vice President no later than the fourth (4th) week of fall quarter.
A) The Executive Vice President shall announce openings for student representation on all applicable campus and tenure review committees by the first (1st) week of fall quarter.
B) If within seven (7) calendar days, no student committee applications are received concerning a posted committee opening, the Executive Vice President shall actively recruit a potential committee member by the third (3rd) week of the quarter.
C) Candidates for campus tenure committees must attend a training session conducted by the Vice President of Student Services or his/her designee. The Vice President of Student Services or his/her designee reserves the right to deny a student membership on a campus committee.
D) 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 7 - Appointments Due to Vacancies
Appointments to vacant Executive Board, and campus committee positions shall be made as specified in Article IX of the ASGHC Bylaws.
ARTICLE V - CODE OF CONDUCT: TERMS AND CONDITIONS

Section 1 - Executive Board Member 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. 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 ambassador both on and off campus.

D) Be a contributing member of the Executive Board 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, Section 6 of these Bylaws, and/or duties and responsibilities of his/her position, pursuant to Article I, Section 9 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.

Section 2 - Attendance Policies

Executive Board members will be subject to disciplinary action process of Article VII, Discipline Policy if they:

A) Miss two (2) or more meetings in any one (1) quarter with a written exemption from the advisor(s).

B) Abandons their position by being absent and out of communication for more than three consecutive school (3) days.
ARTICLE VI - DISCIPLINE POLICY

Section 1 - Executive Board Policy of Discipline
This policy is a process of actions that hold Executive Officers to a standard of professional performance. The term discipline, as used in this policy, describes a process for actions that holds Executive Officers to the recognized standards of conduct at Grays Harbor College. Since the Executive Board is 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 Advisor 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 Advisor in an effort to correct the situation.

Section 3 - Oral Warning/Verbal Counseling
A meeting shall be convened by the Advisor(s) to investigate allegations brought against any member(s) of the Executive Board. The terms of the meeting shall be defined in writing by the Advisor(s). 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 whose quarterly GPA is below 2.5, shall be subject to a probationary period of six (6) weeks from the beginning of the quarter under the supervision of the Advisor(s). The terms of this probationary period shall be defined by the Advisor(s).
ARTICLE VII - REMOVAL FROM OFFICE

Section 1 - Dismissal
Any Executive Board member may be dismissed from office for the following:
   A) Failure to maintain the responsibilities, duties, and/or minimum qualifications of his/her office.
   B) Failure to follow policies and procedures outlined in any ASGHC documents.
   C) Abuse of power of office.
   D) Found by the Vice President of Student Services to have committed a violation of the Grays Harbor College Student Code of Conduct.

Section 2 - Involuntary Dismissal or Removal
If no improvement of performance/behavior is recognized, impeachment by a majority vote of all voting Executive Board members may occur. 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 Advisor(s) 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:
      i) Vice President of Student Services or designee, Chair.
      ii) 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:
      i) Review upon request and modify, if necessary, any action taken against an Executive Board member, or candidate for office.
      ii) Review upon request, and modify if necessary, any action taken against a student representative on any campus committee.
      iii) Evaluate appeals pertaining to the interpretation of the ASGHC Constitution and Bylaws after the ASGHC President and Executive Board have evaluated said appeals.
      iv) Review appeals of selection results.
      v) Meet only upon the receipt of an officially filed grievance.
vi) 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.

vii) 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 XI.
ARTICLE VIII - RESIGNATION

Section 1 - Policy
Any member of the Executive Board who wishes to resign his/her duties must submit to the Executive Board President and Director of Student Life a signed written letter of resignation. Resignations must be accepted by the Executive Board in a regularly scheduled meeting and are effective the business day following its acceptance.
ARTICLE IX - VACANCIES

Section 1 - Vacancies on the Executive Board
The Executive Board shall fill vacancies occurring in the Executive Board during the academic year through appointment.

A) Membership:
   i) The President will serve as the Chair of the Appointment Committee.
   ii) The Appointment Committee shall be comprised of at least (5) five members, (2) two Executive Board members, (2) two members of the activities board, and the Executive Board Advisor(s).

B) Responsibilities:
   i) 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.
   ii) 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.
   iii) 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.
   iv) 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.
   v) Each member of the committee must sign a letter of confidentiality.

C) 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 - Vacancies in the Position of ASGHC Vice President
In the event of a vacancy in the position of Vice President, the President shall assign, as agreed upon by the Executive Board, a member of the Executive Board to assume the responsibility of filling the position according to the vacancy procedure outlined in Article IX, Section 1.
ARTICLE X - 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, in addition to those 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 XI - 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.

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 XII - 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
The Executive Board may issue a position statement when:

A) A member of the ASGHC makes a written request for clarification of any document, policy or procedure relating to student governance.

B) 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
The procedure for adopting a position statement shall be as follows:

A) The Executive Officer for Community Relations shall research the situation in depth and draft a preliminary recommendation.

B) 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.

Section 4 - Approval
Approval of a position statement shall require a majority vote of the Executive Board.
ARTICLE XIII - 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
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.

A) 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 placed on the ballot in any regular or special election and must be ratified by a simple majority of the students voting to be binding.

B) In the event a proposed amendment is approved by the Executive Board, but is declined by the Director of Student Life and the Vice President of Student Services, the proposed amendment shall be eligible to be ratified by a simple majority of the students voting in any regular or special election, provided written notice of such an amendment has been published for a period of two (2) weeks prior to the election.
ARTICLE XIV - 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 ASGHC Vice President, Director of Student Life and Student Life Advisor. Amendments to this document must be approved by a two-third (2/3) 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. Changes/additions must be submitted to the Director of Student Life. All changes to the Financial Code must be reviewed by the Vice President of Student Services or his/her designee, the Vice President of Administrative Services, the Business Office Manager and the Executive Vice President of Budget & Finance and submitted at a meeting of the Presidents’ Cabinet.

Section 3 - S&A Budget Worksheet
This worksheet is the document resulting from the Services and Activities (S&A) Fee Budget process each academic year. Once the budget is adopted and prepared by the S&A Budget Committee, the worksheet is approved by the Executive Cabinet of Grays Harbor College, and the Grays Harbor College Board of Trustees.
ARTICLE XV - 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.