



# Student Life

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**Grays Harbor College**

ASSOCIATED STUDENTS OF  
GRAYS HARBOR COLLEGE

# **BYLAWS**

Amended July 1, 2024

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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. 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
- 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 to legislate, represent, and regulate the resources and collective voice of the Associated Students.

### **Section 4**

#### **TERM OF OFFICE & 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. The term of office shall begin in summer of the year selected and expire the day of Grays Harbor College Commencement Ceremony in June of the following year.

Officers may be brought into service any time after Graduation and before training to deal with emerging issues at the discretion of the advisor.

### **Section 5**

#### **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.
- B. A signed "Student Life Terms of Appointment," or student employee expectations agreement, must be on file at the time the officer takes office.
- C. The Director of Student Life will 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 and expectations, may be reprimanded, and sanctioned by the ASGHC Advisor and/or the Director of Student Life. Sanctions for non-performance may include being placed on an improvement plan, or suspension of duties at the advisors' discretion.
- E. Students must have a minimum 2.50 cumulative GPA and be enrolled in ten (10) Grays Harbor College college-level credits (or at least 5 Grays Harbor Credits between at least 2 classes) 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. Seated officers that fall short of grade and credit requirement may be allowed to stay in their role in academic probation status at the discretion of the advisor, so long as they remain enrolled at the college and maintain progress toward completion.

- F. Officers may serve a maximum of two consecutive terms in one position, and no more than 4 terms on the Executive Board total. Time served as an appointed officer filling a vacancy on the Executive Board is not included in this term limit. Exemptions to this rule may be granted with a 2/3 vote of the Executive Board and Advisor approval.

## **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. Reports
  - 5. Unfinished Business
  - 6. New Business
  - 7. Open Floor
  - 8. Announcements
  - 9. 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.
- H. Unless otherwise specified in this document, all matters under consideration shall be ratified by a simple majority. ASGHC values respect, inclusion, and student voice and will conduct meetings in a fashion that represents these values.
- I. Official records of all ASGHC decisions will be kept in the Student Life Office.
- J. All Executive Board Members will follow and comply with all GHC Student Code of Conduct and may be sanctioned in their student role for breaking college rules.

## **Section 8**

### **COMPENSATION**

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. The intent of this compensation is specifically for Part-Time employment during the academic year; ASGHC Executive positions will align with the student employment rules and guidelines for GHC for breaks and summer.

**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. Allocate the resources of the ASGHC Contingency Account.
  - 4. Attend all Executive Board meetings as a voting member.
  - 5. Perform other duties as assigned by the Director of Student Life.
  - 6. Attend mandatory training, Student Life Activities, and leadership development sessions/classes as assigned by the Director of Student Life.
  - 7. Serve, when appointed, on applicable standing, ad hoc, and College-wide committees as assigned.
  - 8. Complete a year-end report.
  - 9. Adhere to all State laws and College policies, procedures, and departmental guidelines.
  - 10. Participate in a quarterly job evaluation process conducted by the ASGHC Advisor.
  - 11. Attend and represent the Executive Board at College events as assigned.
  - 12. Post and maintain regular office hours.
  - 13. Maintain records, reports, and documents of business on file, to be left behind with ASGHC offices to assist future Executive Board Members.
- 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 Executive Board.
  - 2. Serve as the liaison to the College administration and attend the Board of Trustees meetings as the student representative.
  - 3. Support the ASGHC Advisor in ensuring all members of the Executive Board complete tasks as outlined in the job descriptions.
  - 4. Lead the selection of the annual S&A Program Budget Committee in conjunction with the Advisor.
  - 5. Appoint ASGHC members to all College committees.
  - 6. Represent the Association at legislative functions such as testifying in Olympia along with the Vice President for Community Relations.
  - 7. Implement actions on motions passed by the Executive Board.
  - 8. Represent students at all college governance councils or provide a designated representative from the ASGHC and/or Executive Board.
  - 9. Attend conferences, such as CUSP Leadership Conference, Voice Academy, or others as advised by the Director of Student Life.
  - 10. It is recommended that the ASGHC President meet with the College President monthly. 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. Facilitate the appointment process to the Executive Board due to vacancy as outlined in Article V of the Bylaws.
  4. Act as the financial manager of the Associated Students.
  5. Act as the financial advisor to all programs financed by the Service & Activities (S&A) Fee and Student Technology Fee.
  6. Coordinate the annual Services and Activities Fee budget allocation process as the Chair of the Committee, or work with the President to name a designated student chair.
- D. 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. Promote the campus emergency funding program, support the Harbor Landing Food Pantry, or other ASGHC funded resources.
  4. Coordinate the Faculty Excellence Awards in collaboration with the Director of Student Life.
  5. 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.
  6. Organize and facilitate regular campus outreach events regarding student issues and concerns through open forums, surveys, and other efforts, in conjunction with the President.
  7. 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.
  8. Coordinate on -campus voter registration and information.
  9. Attend the annual Voice Academy and serve as the college representative for the Washington Community and Technical College Student Association (WCTCSA).
  10. Participate as a member of the College Legislative Committee.
  11. Encourage participation in the legislative and elections process.
  12. Acquire a working knowledge of Washington State legislative structure, hotlines, and bill procedures.
  13. Promote the goals and objectives of the Executive Board.
- E. Vice President of Diversity and Awareness
1. Support all campus wide diversity efforts.
  2. Participate on the Diversity Committee.
  3. Serve as a liaison and collaborator with the Diversity and Equity Center Team initiatives and trainings.
  4. Promote the development of clubs geared towards underrepresented students, in conjunction with the Vice President of Engagement and Awareness.
  5. Coordinate and support annual programs and events that support club scholarship fundraising, for the benefit of marginalized students at GHC.

## **ARTICLE II**

## **ASGHC SENATE**

### **Section 1**

### **COMPOSITION OF THE SENATE**

The Senate shall be comprised of all Executive Board members and the annually selected senators who represent Service and Activities Fee Supported Programs and Branch campuses at the college which therein represent large communities within the student body. The President shall be the chair of the Senate, but will have no vote, except in the occurrence of a tie.

### **Section 2**

### **SENATOR SELECTION**

S&A funded areas are granted authority to choose a Program Senator to represent the students engaged in their program. Advisors, or S&A funded program managers, may also choose to allow the students to engage in their program to choose their own Senator through a democratic process facilitated by the advisor. For the original enactment period of these By-Laws (July 1st, 2024) the following programs will be eligible for Senate representation: TriO, Esports, Diversity and Equity Center (DEC), Intramural Programs, Performing Arts, Athletics, BA Programs, Career Technical Education (CTE), Phi Theta Kappa, IBEST, WorkFirst, the Satellite Campuses of Ilwaco, Raymond, and Stafford Creek. In addition, the Student Life Clubs Program may name up to 3 Senators with the intent of representing the diverse interests of student run organizations.

### **Section 3**

### **ADDITIONAL SENATORS**

New programs desiring Senate representation may either request representation or be granted representation by a 2/3 vote of the Senate. A list of current Senate eligible programs and appointed Senators will be maintained in the Student Life office.

### **Section 4**

### **RESPONSIBILITIES OF SENATE**

- A. The Senate in conjunction with the Executive Board shall make resolutions and recommendations to GHC Community and 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 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. At the discretion of the Student Life Advisor, substantial changes to these governing documents may require administrative review and final approval from the campus executive team.
- C. 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. S&A Budget approval will require a two-thirds affirmative vote of the Senate.
- D. Senators exist to act as representative liaisons between ASGHC Governance and their discreet program community. Senators are expected to share their program updates with Senate Body and report back Senate information to their

constituents.

- E. 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.
- F. It is recommended that the ASGHC Senate convene bi-weekly, but the Senate will convene at least Monthly between September and June.
- G. 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. After appointment, Senators must maintain progress towards degree or certificate and remain enrolled at the college.

**Section 5 QUORUM**

Minimum membership to conduct the business of the ASGHC Senate Decisions is three Executive Board members, and four Senators.

**Section 6 SENATE TRAINING**

Before voting in a Senate meeting, all Senators must attend a required training outlining their position, role, and responsibility. Curriculum for this training will be approved by ASGHC Advisor and delivered by them or their ASGHC Executive Board Designee.

**Section 7 COMPENSATION**

Senate Positions are eligible for paid hourly work up to 30 hours a quarter. To qualify for this compensation, Senators must attend all Senate Meetings in each quarter. Excused absences may be granted at the discretion of the ASGHC Advisor or by a vote of the ASHGC Executive Board. Senators must attend Senator training and other required trainings of the Senate. Senators must serve on one campus committee as assigned by the ASGHC President or ASGHC Advisor.

The intent of Senate compensation is to pay students for their labor associated with the work of the Senate. However, if one's role in the Senate is connected to an already funded S&A employee, the expectation of ASGHC and Student Life would be that their compensation for Senate Activities would be included in that student's current paid position.

Trained Senators who do not meet these additional requirements may fulfill their Senator role at meetings in voluntary positions.

**Section 8 TERM OF OFFICE**

The term of office shall be one (1) academic year or three (3) quarters. Senate will recess during Summers. Senators must reapply to be a senator at the beginning of each academic year.

**Section 9 PROBATION/TERMINATION OF A SENATOR**

If a Senator does not satisfy the responsibilities outlined in Article II, the senator may be placed on probation by the Program Advisor, or at the discretion of the ASGHC Advisor. Senators may also be recalled by a 2/3 vote of Senators at a Senate meeting.

**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.

**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. ASGHC Senate approval is required for the authorized version of the Clubs Handbook.

**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**

Guidelines will be outlined in the Club Handbook.

**ARTICLE V**        **SELECTIONS AND APPOINTMENTS**

**Section 1**            All selections and appointments will be made through an accessible and open hiring process facilitated by the Student Life office, and upon the request of the ASGHC Executive Board or Senate, using a selection committee outlined in Section 3.

**Section 2**            **EXECUTIVE BOARD CANDIDATE QUALIFICATIONS**

- A. At the time of hiring, be currently enrolled in ten (10) credits or more at Grays Harbor College.
- B. At the point of hiring, possess a minimum 2.5 cumulative grade point average at Grays Harbor College.
- C. Progress towards degree or certificate completion

### **Section 3**

## **ASGHC 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 (3) three voting members, with at least one (1) current Executive Board members, (1) one member chosen from the Senate, and the Director of Student Life or their designee.

### **Section 4**

## **APPOINTMENTS TO COMMITTEES**

A. Appointment of students to campus committees and tenure review committees shall be made by the President. These appointments will be completed within four weeks of receiving final requests from the college.

1. The President shall announce openings for student representation on all applicable campus and tenure review committees.
2. 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 tenure committee if students have been in violation of the Student Rights and Responsibilities or Student Code of Conduct or in the event of a justifiable conflict of interest.

## **ARTICLE VI**

## **CODE OF CONDUCT: TERMS AND CONDITIONS**

### **Section 1**

## **EXECUTIVE BOARD MEMBER & SENATOR EXPECTATIONS**

- A. Each year, during training, Student Life shall generate a formal set of behavioral expectations, based on Grays Harbor College values, for a standard of performance.
- 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 engages 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 DISCIPLINE POLICY FOR EXECUTIVE OFFICERS & SENATORS**

**Section 1 POLICY OF DISCIPLINE**

This policy is a process of actions that holds 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.

**Section 2 CORRECTIVE DISCIPLINARY ACTION**

Any allegation/student concern brought to the attention or observed by 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 or Senate and the Director of Student Life or Advisor to correct the situation.

**Section 3 DISCIPLINE BY ASGHC ADVISOR**

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, then 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 suspension of duties, a probationary timeline will be set by the Advisor. If the member has not improved within this timeline, dismissal from office may be initiated.

**ACADEMIC PROBATION**

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.

#### SUSPENSION

In egregious situations, where officer behaviors are in violation of the Student Code of Conduct or are causing harm to individuals or the operating functions of the ASGHC, the ASGHC Advisor may place the officer on immediate suspension of their duties, for any duration needed, to protect individuals or the integrity of student government functions. The Director of Student Life may suspend, without pay, an officer pending the outcome of an investigation pertaining to the violation of the Code of Student Conduct

#### DISMISSAL

If the action(s) of the member is deemed serious or dangerous and is in clear violation of the Student Code of Conduct, the Director of Student Life has the option to terminate the member immediately.

### **ARTICLE VIII**      **REMOVAL FROM OFFICE BY ASGHC GOVERNANCE**

#### **Section 1**      **DISMISSAL**

- A. Any Executive Board member or Senator may be automatically 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 and recall 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.

- A. Any member of the Associated Students may initiate a recall against an Executive Board Member.

### **ARTICLE IX**      **RESIGNATION**

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**

The Executive Board shall fill vacancies occurring in the Executive Board during the academic year through a hiring process.

##### **A. Membership:**

1. The President will serve as the Chair of the Appointment Committee.
2. The Appointment Committee shall be comprised of at least (5) five members, three (3) Executive Board members, and the Director of Student Life.

#### **Section 2**

#### **ALLOCATION OF DUTIES IN THE EVENT OF A VACANCY**

In the event of a vacancy in any executive board position, the President and ASGHC Advisor will collaborate 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**

### **POSITION STATEMENTS**

#### **Section 1**

#### **ESTABLISHING POSITIONS & OPINIONS**

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

#### **Section 2**

#### **PROCESS**

The Executive Board or Senate may initiate 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**            **APPROVAL**

All position statements must be reviewed by the Director of Student Life prior to a vote of the student government Senate. 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 ASGHC Senate.

**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 majority vote of the ASGHC Senate 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.

**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 Senate. Amendments to this document must be approved by a majority vote of the Senate.

**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 or the Director of Student Life, but revisions and amendments must be approved by a majority vote of the Senate.