



ASB CONSTITUTION

STUDENT LIFE
2022-2023

Associated Students of Everett Community College

Constitution 2022-23

Signature Page



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EVERETT COMMUNITY COLLEGE
ASSOCIATED STUDENT CONSTITUTION AND BY-LAWS

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ASB Constitution Definitions

<i>Amendments</i>	The process of altering or amending the ASB Constitution and By-laws.
<i>ASB</i>	Associated Student Body
<i>Board of Trustees</i>	A group of community members appointed by the Governor of Washington State for five-year terms that govern EvCC.
<i>By-laws</i>	Rule(s) adopted by an organization chiefly for the governance of its members and the regulation of its affairs.
<i>Charter</i>	Official recognition by the ASB for a club or student organization.
<i>Committee</i>	A body of individuals delegated to consider, take action on, and/or report on matters associated with EvCC.
<i>Constitution</i>	A written instrument embodying the rules of a political or social organization.
<i>Executive Council</i>	A body of selected individuals that have authority to enact legislation implemented by the ASB Senate.
<i>OSL</i>	Office of Student LIFE
<i>Petition</i>	A formal written request submitted to the Executive Council.
<i>Probation</i>	<i>Academic Probation</i> - The period of evaluating individual academic performance/improvement. <i>Positional Probation</i> - The process or period of testing or observing the character or abilities of an individual in ASB.
<i>Quorum</i>	Minimum number of members needed to make meetings valid.
<i>Referendum</i>	The principle or practice of submitting to popular vote a measure passed or proposed by the ASB.
<i>Veto</i>	A constitutional right to reject a decision or proposal made according to the ASB Constitution.

CONSTITUTION

ASSOCIATED STUDENTS OF EVERETT COMMUNITY COLLEGE

STATEMENT OF PURPOSE

We, the Associated Students of Everett Community College, in order to assume the responsibilities and privileges of participation in self-government, do ordain, establish, and submit ourselves to the ASB Constitution, whose purpose it is to promote and direct student activities and programs in a cooperative effort with the campus community.

ARTICLE I

NAME

The name of this organization shall be: The Associated Students of Everett Community College, hereafter known as the "ASB".

ARTICLE II

MEMBERSHIP

All registered students of Everett Community College shall be members of the ASB.

ARTICLE III

EXECUTIVE COUNCIL

- Section 1 The Executive Council shall consist of the ASB President and four ASB Vice Presidents.
- Section 2 The Executive Council shall have the authority and the responsibility to enact legislation implemented by the ASB Senate, hereafter referred to as the "Senate".
- Section 3 The duties of the members of the Executive Council shall be defined and stated in the expanded job descriptions, located in the Office of Student LIFE, hereafter referred to as the "OSL".
- Section 4 The selection process for the Executive Council shall be defined in the by-laws of this Constitution (refer to Article II, Sections 1-3, by-laws).
- Section 5 The term of Executive Council positions shall be for an academic year. A member may serve a maximum of two terms in any one position on Executive Council . Understanding that they must reapply for each term. A member may serve no more than four terms total on Executive Council. A member wishing to exceed the four term limit may reapply after a period of five academic years.

Section 6 If any of the Executive Council positions are vacated during the year, the positions will be filled by the process described in the by-laws (refer to Article II, Section 4, by-laws).

ARTICLE IV

SENATE

Section 1 The Senate shall be the legislative body of the ASB.

Section 2 The Senate shall consist of the Executive Council members (excluding the ASB President), as specified in the by-laws, and a variable number of self-elected students. The Executive Council members (excluding the chair) are added to the number of self-elected Senators, not to exceed 30 Senators.

Section 3 The duties of the members of the Senate shall be defined and set forth in the by-laws of this Constitution (refer to Article III, Section 2 and 3, by-laws).

Section 4 The selection process for the Senate shall be defined and set forth in the by-laws of this Constitution (refer to Article IV, Section 1 and 2, by-laws).

Section 5 The term of a Senate position, excluding terms served in Executive Council, shall be for a maximum of nine quarters as a Senator (Summer Quarter is not included). If a Senator wishes to extend their term, up to three additional quarters, then a two-thirds affirmative vote is required by the Senate.

Section 6 The Senate shall meet five times each quarter during the school year for regularly scheduled meetings, with the exception of meetings canceled due to school closure. The Senate may also meet at the request of the ASB President or their designee (refer to Article V, Section 1D, by-laws). The Senate shall not meet during Summer Quarter.

ARTICLE V

JUDICIAL COMMITTEE

Section 1 **RESPONSIBILITY**

The Judicial Committee shall hear all disputes concerning interpretations of this Constitution and its by-laws. Judicial Committee decisions shall be applied to all parties submitting petitions to the Executive Council and the Senate.

Section 2 **COMPOSITIONS**

The Judicial Committee shall consist of the ASB Vice President of Administration, two voting Senators, and two students at large. The ASB Vice President of Administration shall coordinate and chair this committee as a non-voting member, except in cases of a tie. The Dean of Student Development shall serve as a non-voting advisor.

Section 3 PETITION

Petitions for judicial review shall be dated and submitted in writing, state all relevant facts, including the article and section in question, and must be signed by all parties involved. These petitions shall be presented to the Executive Council and a copy submitted to the Senate.

Section 4 DECISIONS

All judicial decisions shall be dated, submitted in writing, signed by each of the committee members within four weeks of the petition, and returned to the Senate and parties involved.

Section 5 APPEALS

In order to appeal a Judicial Committee decision, a petitioner must submit their case to the Senate. This process of appeals is defined and set forth in the by-laws of this Constitution (refer to Article VII, Section 2D, by-laws).

Appeals Process

- a. Petitioners must submit a petition in writing to the ASB President for consideration by the Senate at least seventy-two hours prior to the next regularly scheduled Senate meeting.
- b. The Senate can overturn a Judicial Committee decision by a two-thirds affirmative vote.
- c. If the decision is not overturned by the Senate, then the Judicial Committee's initial decision stands.

ARTICLE VI

APPOINTED REPRESENTATIVES

Section 1 The Executive Council shall have the responsibility and authority to appoint students to and/or recall them from committees, as specified in the by-laws, and as needed and/or requested (refer to Article VII, by-laws).

Section 2 Appointed representative positions are described in the by-laws (refer to Article VII, by-laws).

Section 3 The selection and approval process for appointed representatives is defined and set forth in the by-laws.

Section 4 Students selected as appointed representatives may be recalled for justifiable cause by the Executive Council or the Senate, as described in the aforementioned by-laws.

ARTICLE VII

AMENDMENTS (Initiative & Referendum)

Section 1 The constitutional rights of initiative and referendum shall be guaranteed to the ASB.

Section 2 The ASB may propose amendments to this Constitution by submitting an initiative petition.

- A. The petition submitted by the petitioner must be reviewed for appropriateness, clarity, and accuracy by the Executive Council.
- B. The proposed amendment must then be signed by 10% of currently enrolled ASB members within one quarter.
- C. The proposed amendment must be filed with Executive Council and then published through the OSL two weeks prior, before being voted upon by the Senate.
- D. Proposed amendments to the Constitution must be approved by a two-thirds affirmative vote of the Senate, at a regularly scheduled meeting.

Section 3 If the petitioner is unsatisfied by the Senate decision, then they may proceed to a referendum election.

- A. The proposal for a referendum election shall then be reviewed by the Executive Council for appropriateness, clarity, and accuracy.
- B. The proposal shall be published through the OSL two weeks prior to being voted upon.
- C. A referendum election requires a minimum of 10% of the currently enrolled ASB to vote, in order for it to be valid and binding. A simple majority of those votes must be affirmative to pass the proposed amendment. The proposed amendment shall then be submitted to the President of Everett Community College for approval.

ARTICLE VIII

AMENDMENTS (Senate)

- Section 1 The Senate shall make and amend the Constitution and by-laws of the ASB.
- Section 2 Proposed amendments to the Constitution and by-laws must be published through the OSL two weeks prior to being approved by a two-thirds affirmative vote at a regularly scheduled meeting of the Senate. The Senate's amendments shall then be submitted to the Dean of Student Development and the Vice President of Student Services, for recommendation and then forwarded to the President of Everett Community College for approval.
- Section 3 Following the approval of the President of Everett Community College, these amendments take effect in Summer Quarter of the next academic year, and shall be distributed to the Senate.

ARTICLE IX

SUSPENSION OF NORMAL OPERATIONS

In the event of extreme circumstances restricting or suspending normal operations at the College, guidelines and requirements set by the ASB Constitution and by-laws, Trojan Activities Board by-laws, ASB Financial Code, and all relevant club processes and procedures, may be suspended, reviewed and/or adjusted to meet the needs of the students during that time. This process will happen with a majority vote of the ASB Executive Council, followed by approval of the Dean of Student Development, Vice President of Student Services and the College President.

ARTICLE X BOARD OF TRUSTEES

The Board of Trustees, acting through the President of Everett Community College, has the right of final approval or disapproval of all actions of the ASB and its various subdivisions and committees.

ARTICLE XI ADDENDUM

- Section 1 This Constitution and by-laws incorporate the current organizational model for the ASB, which includes a Senate and an Executive Council as the student government/administrative bodies. It also establishes a Trojan Activities Board as the events and activities programming group (refer to Article IX, by-laws). This Constitution and by-laws became effective July 1, 1988.
- Section 2 This document incorporates approved amendments, including those made during the annual ASB Constitution Review (refer to Articles VII and VIII, by-laws).

BY-LAWS

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PREFACE

For the purpose of these by-laws, all positions are hereafter known as ASB.

ARTICLE I

EXECUTIVE COUNCIL

Section 1 ASB EXECUTIVE COUNCIL POSITIONS

The positions comprising the five-member ASB Executive Council (hereafter referred to as "Executive Council") are as listed below:

- A. ASB President
- B. ASB Vice President of Administration
- C. ASB Vice President of Budget
- D. ASB Vice President of Clubs and Organizations
- E. ASB Vice President of Student Engagement

Section 2 EXECUTIVE COUNCIL POSITION DESCRIPTIONS

- A. The ASB President is the primary liaison between the Senate and the Executive Council. They shall serve as the chair of the Senate, but will not have a vote, except in the occurrence of a tie. Other responsibilities for the ASB President are specified in the expanded job description.
- B. The ASB Vice Presidents are responsible for performing their respective duties, as specified in the expanded job descriptions for each position.
- C. Expanded job descriptions for the Executive Council are available in the OSL.
- D. All members of Executive Council are Student Ambassadors, and must also adhere to the policies, procedures, and expectations outlined in the Student Ambassador job description. All members of Executive Council are Student Senators, and must also adhere to the policies, procedures, and expectations outlined in the Student Senator Job description. All Executive Council members shall be voting members of the Student Senate, excluding the ASB President.
- E. Expanded Executive Council job descriptions are subject to annual review and revision by incumbent Executive Council members and the Dean of Student Development.

Section 3 EXECUTIVE COUNCIL MEETINGS

For matters of voting, three members of Executive Council must be present to constitute a quorum at any time.

Section 4 REQUIREMENTS FOR EXECUTIVE COUNCIL POSITIONS

- A. A candidate for Executive Council must be currently enrolled as an EvCC student, in a minimum of ten credit hours for the current quarter and/or the quarter in which the position begins (excluding Summer Quarter), and have cumulative and quarterly GPAs of at least 2.5. If minimum GPA and credit requirements are not met, candidates are subject to review by the Dean of Student Development.
- B. An Executive Council member must complete at least ten credit hours each quarter to maintain their position and must maintain a quarterly GPA of at least 2.5 (excluding Summer Quarter).

Section 5 PROBATION/TERMINATION OF EXECUTIVE COUNCIL MEMBERS

- A. A probationary period (minimum of two weeks) for any member of the Executive Council may be deemed necessary by the Senate for the non-performance of duties, as stated in the specific job description of that Executive Council position. If terms of probation are not met by an Executive Council member then they may be terminated by a two-thirds affirmative vote of the Senate.
- B. A probationary period (minimum of two weeks) may be deemed necessary by the Dean of Student Development for non-performance of duties. If the terms of probation are not met, the Executive Council member may be terminated by the Dean of Student Development, upon consultation with the Executive Council. Refer to the Executive Council job descriptions for specific duties.
- C. If an Executive Council member violates any of the guidelines for student conduct, as outlined in the Student Rights and Responsibilities, they shall be subject to disciplinary procedures as deemed appropriate by the Vice President of Student Services or their designee.
- D. An Executive Council member may be placed on probation by the Dean of Student Development if they are not enrolled in ten credit hours or if their GPA drops below 2.5. They may be removed from office at the discretion of the Dean of Student Development if the above requirements are not met.
- E. An Executive Council member must attend all regularly scheduled meetings of the Senate during a quarter, unless granted an exception by the Dean of Student Development.
- F. Executive Council members requesting an absence from their Executive Council position must discuss this request with the Dean of Student Development.
 - 1. Senate attendance: Executive Council is required to attend all ASB Senate meetings. If there is a scheduling conflict they must speak to the Dean of Student Development and their team. There

is no limit on the number of meetings an Executive Council member can miss but it is expected that they commit to attend.

Section 6 TERM OF OFFICE

The term of the Executive Council positions shall be for the academic year. A member may serve a maximum of two terms in any one Executive Council position, with the understanding that they must reapply for each term. A member may serve no more than four terms on Executive Council. (Term limits outlined in Article III, Section 5, constitution)

ARTICLE II

EXECUTIVE COUNCIL SELECTION PROCESS

Section 1 SELECTION COMMITTEE

- A. An ad-hoc committee consisting of four currently enrolled EvCC students and the current ASB President shall serve as the selection committee for Executive Council positions. The Dean of Student Development serves as a non-voting ex officio member to assure that EvCC hiring guidelines are followed.
- B. In the event that the current ASB President is applying for an Executive Council position, a current Executive Council member will be selected by Executive Council to serve on the selection committee. If there is no Executive Council member available, then Executive Council will select a current Senator.

Section 2 SELECTION PROCESS TIME PERIODS

The Executive Council positions will be filled during Spring Quarter. If there is not a sufficient pool of applicants and/or alternates for the Spring Quarter Selection Committee, then the position(s) that are not filled will be re-advertised.

Section 3 SELECTION PROCESS

Upon verification of minimum requirements for credits and GPA by the Dean of Student Development, the committee shall interview and select candidates for the Executive Council positions (refer to Article 1, Section 4A, by-laws).

Section 4 VACANCIES IN EXECUTIVE COUNCIL

- A. If an Executive Council position is vacated at any time, the following process will be followed:

Executive Council shall have the authority to decide whether the vacancy shall be filled, to appoint an appropriate person to temporarily fill the position, or to absorb the position's responsibilities.

- B. If the position is not filled then:

The position will be advertised for a period of two weeks, during which all applications submitted will be reviewed. The committee will select applicants for an interview. Interviews will then be scheduled and an appointment made according to Article II, Section 1 of the by-laws. The ASB President shall coordinate this process. If the vacancy is for the ASB President, the ASB Vice President of Administration or their designee shall coordinate the process.

ARTICLE III

SENATE

Section 1 COMPOSITION OF THE SENATE

The Senate shall be comprised of the Executive Council members (excluding the ASB President or designee, if position is vacant), as specified in their respective job descriptions, and a variable number of self-elected ASB (refer to Article IV, by-laws). The maximum number of Senators shall be 30, which includes the Executive Council members (excluding the ASB President or designee, if position is vacant). The ASB President shall be the chair of the Senate, but will have no vote, except in the occurrence of a tie.

Section 2 RESPONSIBILITIES OF THE SENATE

- A. The Senate shall make resolutions and recommendations to the President of Everett Community 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 shall approve amendments to the Constitution and by-laws, and the ASB Financial Code. The amendments proposed by the Senate shall then be submitted for recommendation to the Dean of Student Development and the Vice President of Student Services, with final approval by the President of Everett Community College.
- C. The Senate shall approve the Services and Activities Fees (S&A) Budget allocations and E-Tech Budget allocation, as stipulated in the ASB Financial Code and E-Tech Financial Code, respectively. Budgetary allocations will require a two-thirds affirmative vote of the Senate.
- D. For students to represent the ASB in legislative actions, they must be endorsed as delegates by the Senate.
- E. Executive Council may appoint a Senator as a Legislative Representative (funding contingent upon S&A Fees Budget approval).

Section 3 RESPONSIBILITIES OF SENATORS

- A. Senators must attend all regularly scheduled Student Senate meetings each quarter, unless granted a Leave of Absence (refer to Article III, Section 5F).

- B. Senators shall read, understand, and uphold the contents of the Constitution and by-laws, Student Senator Code of Conduct, the Statement of Student Rights and Responsibilities, and the ASB Financial Code.
- C. Senators must read and fully comply with the duties and responsibilities outlined in the expanded job description for Senators. (Expanded job descriptions for Senators are included in the Senate “self-election” application. The application is available in the OSL and EvCC Student Government Website.)
- D. 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 4 TERM OF OFFICE

A member of the Senate may serve a maximum of nine quarters as a Senator, excluding terms served as a member of Executive Council (Summer Quarter is not included). If a Senator wishes to extend their term up to three additional quarters (in addition to the maximum of nine quarters), a two-thirds affirmative vote is required by the Senate.

Section 5 PROBATION/TERMINATION OF A SENATOR

- A. Senators may be placed, at any time, on probation (probationary terms and length will be determined by Executive Council and Dean of Student Development for non-performance of duties). Senators may be terminated at any time during their term by a two-thirds affirmative vote of the Senate for non-performance of duties or non-professionalism (refer to the expanded job description for Senators for specific duties). If a Senator violates any of the guidelines for student conduct, as stated in the Student Rights and Responsibilities or Senator Code of Conduct, they shall also be subject to disciplinary procedures, as deemed appropriate by the Vice President of Student Services or their designee.
- B. Senators must serve on and regularly attend the meetings of at least one standing committee and one Senate goal committee, or they may be subject to probation/suspension for non-performance of duties. Having Senators on a waitlist for a committee to open up will exclude them from being subject to probation/suspension. The chair of each committee is responsible for reporting lack of attendance and/or non-performance of duties to the Senate via Executive Council.
- C. Senators will be placed on probation by the Dean of Student Development, if they are not enrolled in at least five credit hours or if their quarterly or cumulative GPA drops below 2.5. The Dean of Student Development will determine the probationary terms. If the probationary requirements are not met, the probationer may be removed from office at the discretion of the Dean of Student Development.

- D. Senators must attend all regularly scheduled meetings of the Senate during a quarter or they will be automatically removed from office, unless a Leave of Absence has been granted.
- E. Attendance requirement process outlined below:
 - 1. If a Senator arrives after the commencement of the Senate meeting, but before attendance is taken, they will receive a warning from the ASB Vice President of Administration. If this occurs a second time, it will be used as their one Leave of Absence for the quarter.
 - 2. If a Senator arrives after attendance is taken, this will be used as their one Leave of Absence for the quarter.
- F. A Senator may be granted one Leave of Absence per quarter, by a simple majority vote of the Senate. The request must be submitted in writing or via email to the ASB Vice President of Administration, at least four hours prior to the Senate meeting (the Senate may consider exceptions on the basis of emergency). A Senator on a Leave of Absence is not counted toward the quorum. Students on active military duty are exempt from the requirements regarding the request for a Leave of Absence, may be absent for an indefinite period, and will not be counted toward the quorum.
- G. A Senator may submit a leave of absence that covers a period greater than 1 week but must not exceed one academic quarter. A senator who requires a leave of absence greater than one academic quarter must reapply upon their return.
- H. In the case of an emergency or connectivity issue that prevents the Senator from submitting a Leave of Absence request on time, the Senator must submit a Leave of Absence request, which outlines the details of the emergency in writing or via email, to the ASB Vice President of Administration, within five business days of the Senate meeting in which they were absent. If the emergency or connectivity issue lasts longer than five days, the Senator must request an extended leave of absence as soon as possible from the ASB Vice President of Administration. Executive Council will determine whether or not it constitutes an emergency, then will forward their recommendation to the Senate. After the Senate makes their decision, the Leave of Absence letter will follow the rules as outlined in the ASB Constitution, Article III, Section 5F.
- I. Senators may be reinstated if granted an exception by a two-thirds affirmative vote of the Senate within the academic year, provided there is a vacant position on the Senate. Reinstatements may be discussed in executive session before the Senate meeting (refer to Article VI, Section 1D, bylaws). If there is a waiting list at the time, the Senator seeking reinstatement will be placed on the waiting list as a prospective, and must follow the procedures expected of a Senator as outlined in the job description, if there is a vacant position on the Senate. Not to exceed one exception per academic year.
- J. Senators may be reinstated once every academic year.

1. If not reinstated by the Senate, the terminated Senator must wait four academic quarters to re-apply and must complete the Senate Self-Election process.
- K. A letter of resignation must be submitted to the ASB Vice President of Administration when a Senator is leaving the Senate, in order to remain a member in good standing. This procedure allows them to ask for reinstatement, if they wish to return to the Senate.
- L. If a Senator does not turn in a letter of resignation to the ASB Vice President of Administration, they must go through the prospective Senator process, to return to the Senate, as described in the ASB Constitution, Article IV, Section 1, by-laws.

ARTICLE IV

SENATE SELF-ELECTION PROCESS

- Section 1 A student must meet the following prerequisites, in the following order, before becoming a Senator:
- A. A prospective Senator must be enrolled in at least five credit hours per quarter at EvCC and must have a quarterly and a cumulative GPA of at least 2.5.
 - B. Complete the ASB Senate application.
 - C. Complete the Senate petition requiring ASB signatures or submit a letter of recommendation, as outlined in the Student Senate application.
 - D. Attend two consecutive Senate meetings as a non-voting member, after confirmation from the ASB Vice President of Administration that the Senate application I and grade check has been approved. Exceptions may be made at the discretion of the Executive Council.
 - E. Attend a new ASB Senator Orientation with the ASB Vice President of Administration, before their first official Senate meeting as a voting member.
- Section 2 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 ASB Vice President of Administration will maintain a waiting list.
- Waitlist rules are as follows:
1. The order of the waitlist will follow the order that the Senate applications were submitted.

2. Waitlisted Senators may attend all meetings, including special sessions. A Senator on the waitlist is exempt from mandatory attendance.
3. A waitlisted Senator will not be required to participate in any senate or college committees.

ARTICLE V

SENATE MEETINGS

- Section 1 The meetings of the Senate shall follow these rules.
- A. The rules of order and the order of business shall be those of Robert's Rules of Order (Parliamentary Procedures), unless otherwise stated in the ASB Constitution and by-laws.
 - B. For all voting purposes, two-thirds of the current voting members of the Senate must be present and available to vote to constitute a quorum (excluding the ASB President). A Senator on a leave of absence is not counted toward a quorum.
 - C. There shall be no absentee voting in the Senate.
 - D. Executive Council may call a special meeting of the Senate whenever necessary, but they must notify the Senate at least seventy-two hours in advance, and ensure that there is public notification at least twenty-four hours before the meeting. Special meetings shall follow the same rules and procedures (excluding leave of absence letters) as regularly scheduled meetings.
 - E. The Senate shall meet five times each quarter, during the school year, for regularly scheduled meetings, with the exception of meetings canceled due to school closure. It may also meet at the request of the Executive Council (refer to Article V, Section 1D, by-laws). The Senate shall not meet during Summer Quarter.
 - F. All decisions made by the Senate must be passed by a simple majority vote of those members present and voting, unless otherwise stated in the ASB Constitution and by-laws.
- Section 2 Meetings of the Senate shall be open to the public. Meetings shall be closed to the public only when an executive session has been called to discuss personnel and/or legislative issues. The Senate may invite any party to the executive session.

ARTICLE VI

ASB PRESIDENTIAL VETO

- Section 1 After the Senate has passed a motion, it shall be considered passed unless the ASB President (or designee, if position is vacant) exercises their power of veto.
- Section 2 The ASB President may veto a motion that has been passed by the Senate if they do so in writing by 4 p.m. on the second school day after the motion was passed.
- Section 3 If the ASB President vetoes a motion, their letter addressed to the Senate must be delivered to the Executive Council, members of the Senate, and the Dean of Student Development.
- Section 4 The Senate may overrule a veto of the ASB President by a two-thirds affirmative vote in favor of the previously vetoed motion. The ASB President shall not have the option to veto the same motion a second time.

ARTICLE VII

APPOINTED REPRESENTATIVES

- Section 1 **STANDING COLLEGE COMMITTEES/FACULTY APPOINTMENT REVIEW COMMITTEES (ARCs)**
- The Executive Council shall inform the Vice President of Student Services and the President of Everett Community College of ASB appointments to the various ARCs, including college committees, as needed or requested (refer to Executive Council job descriptions for specifications). Students serving on ARCs must be enrolled in at least 10 credit hours as per the American Federation of Teachers (AFT) contract.
- Section 2 **STUDENT COMMITTEES**
- A. **Services and Activities (S&A) Fees Budget Committee**
- The duties, responsibilities, and positions of the S&A Fees Budget Committee are as described in the ASB Financial Code, Article VI, Section 5.
- B. **E-Tech Budget Committee**
- The duties, responsibilities, and positions of the E-Tech Budget Committee are as described in the E-Tech Financial Code, Article VI, Section 5.
- C. **ASB Constitution Review Committee**

1. The composition of this committee shall be five students, who are voting members, and the Dean of Student Development or designee, who shall serve as advisor. The student members shall be two Senators, two students at large, and the ASB Vice President of Administration. The ASB Vice President of Administration shall chair and coordinate the activities of the committee.
2. The committee shall conduct an annual review of the ASB Constitution and by-laws, and shall receive and review any proposed changes to the ASB Constitution and by-laws.
3. The committee shall submit proposed changes to the Executive Council for review and subsequent action by the Senate, the Dean of Student Development, the Vice President of Student Services, and the President of Everett Community College.

D. Judicial Committee

The duties, responsibilities, and positions of the Judicial Committee are as described in the ASB Constitution, Article V.

E. Student Green Fee Administrative Committee

The duties, responsibilities, and positions of the Green Fee Committee are as described in the Green Fee Financial Code, Article VI, Section 5.

Section 3 REMOVAL OF STUDENT REPRESENTATIVES

- A. The chair of each committee (college and student) along with the Dean of Student Development has the right to initiate removal of any student representative serving on that committee due to non-performance of duties and/or repeated absences.

ARTICLE VIII

STUDENT CLUBS AND ORGANIZATIONS

Section 1 All student clubs must have an ASB charter.

Section 2 The process to obtain an ASB charter is as follows:

- A. Complete the club activation form and submit to the ASB Vice President of Clubs and Organizations.
- B. Submit a constitution to the ASB Vice President of Clubs and Organizations (refer to Article VIII, Section 3, by-laws).

- C. A club must have a membership of at least five or more currently registered EvCC students.
- D. Clubs must have a club advisor who is a currently employed EvCC staff or faculty member.
- E. The club's constitution and club advisor must be approved by the ASB Vice President of Clubs and Organizations and the Dean of Student Development or their designee.
- F. Complete the Student LIFE Club Orientation.
- G. After final approval, the ASB Vice President of Clubs and Organizations will report to the Senate regarding the new club.

CLUB CONSTITUTION

Section 3 A student club constitution must contain the following articles:

- Article I: Name of Club or Organization
- Article II: Statement of Purpose
- Article III: Aims and Goals
- Article IV: Membership
- Article V: Club/Organization Structure
- Article VI: By-Laws
- Article VII: Operating Procedures and Standing Rules

Any proposed amendments to the constitution of a student club must be approved by the ASB Vice President of Clubs and Organizations and the Dean of Student Development in order to access the club's budget, as approved by the S&A Fees Budget Committee.

Section 4 To hold and maintain an ASB charter, a student club must:

- A. Maintain up-to-date financial records in cooperation with the OSL.
- B. Follow the financial procedures as specified in the ASB Financial Code (refer to the ASB Financial Code, Appendixes A & B)
- C. Follow the operating procedures as specified in the Student Club Orientation.
- D. Must complete club activation form annually.
- E. Register the following with the ASB Vice President of Clubs and Organizations: the names of officers and advisor(s)..
- F. Uphold the Student Rights and Responsibilities.

- G. Clubs must have a membership of at least five or more currently registered students. Those not currently registered at EvCC shall be hereafter referred to as “community members.”
- H. Annually, club advisors and officers must participate in a Student LIFE Club Orientation for the club to become active.
- I. The Club Council consists of the ASB Vice President of Clubs and Organizations (chair or their designee, if position is vacant or an emergency arises) and club members who represent the individual EvCC Chartered Clubs. EvCC Chartered Club attendance is mandatory at Club Council meetings to stay in “good standing.”
- J. Must maintain “good standing” status, as outlined in the ASB Financial Code Appendix B Section 6.

Section 5 CLUB MEMBERSHIP

- A. Those not currently enrolled in a class at EvCC shall be hereafter referred to as “community members.”
- B. Community members may participate in clubs by invitation only, and are not permitted to:
 1. Represent the club in any fashion, either on or off campus.
 2. Initiate or expend club funds, such as, but not limited to, utilizing club funds for travel, making copies, etc.
 3. Utilize campus resources on behalf of the club.
 4. Hold office, vote, or serve in any leadership role.
 5. Enter into any agreements on or off campus on behalf of the club.
- C. The club has the authority to revoke the invitation of a community member at their discretion.
- D. Questions regarding this should be referred to the Dean of Student Development.

Section 6 If the Executive Council determines that any club is in violation of any of the rules in Sections 4 & 5, the following procedures shall go into effect:

- A. A warning shall be issued describing the violation. The club will be given 21 days to resolve the problem and report back to the ASB Vice President of Clubs and Organizations.
- B. If the problem is not resolved within the 21 calendar days period, the Executive Council will be advised of the problem.

- C. If the problem has not been resolved, then a simple majority affirmative vote by the Executive Council will result in the club being deemed inactive, and the club will be notified within five business days.
- D. Any club deemed inactive shall remain so until all rules for an active club (refer to Article VIII, Sections 1-5, by-laws) have been reestablished.

ARTICLE IX

TROJAN ACTIVITIES BOARD

Section 1 TROJAN ACTIVITIES BOARD POSITIONS

- A. The positions comprising the members of Trojan Activities Board are outlined in by-laws Section 3.
- B. Trojan Activities Board shall be maintained to provide educational, social, cultural, and recreational programs for ASB and the community as outlined in Trojan Activities Board by-laws Section 1.

Section 2 Trojan Activities Board shall abide by and prepare the Trojan Activities by-laws for its operation and must be approved by the Senate.

Section 3 Amendments to the Trojan Activities Board by-laws shall be initiated by a simple majority vote of the Trojan Activities Board and must be ratified by a two-thirds affirmative vote of the Senate.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271.