

COMMUNITY COLLEGE DISTRICT VIII
Bellevue College
Bellevue, Washington 98007

ASSOCIATED STUDENTS OF
BELLEVUE COLLEGE
BY-LAWS

ASBC Executive Board of Directors and ASBC Board of Directors may be officially referred to as the Associated Student Government (ASG).

Associated Students of Bellevue College may be officially referred to as the ASBC.

DEFINITIONS

BC: Bellevue College

ASBC: Associated Student of Bellevue College. Per Article 3 of the ASBC Constitution, "All students of Bellevue College, upon paying tuition fees, shall be members of this organization and subject to the Student Code of Bellevue College."

ASG: Associated Student Government

1.0 MEMBERSHIP

1.1 Purpose

The purpose of the Associated Students of Bellevue College Board of Directors is to act as the voice for the students of Bellevue College and ensure student participation in college governance, while being committed to building pluralistic and diverse campus community.

1.2 Positions

As defined in Article V of the ASBC Constitution, the ASBC Board of Directors is comprised of the following elected students:

- ASBC President
- ASBC Vice President of Student Affairs and Pluralism
- ASBC Treasurer
- At least (4) ASBC Representatives

1.2.1 ASBC President

See Schedule A attached hereto

1.2.2 ASBC Vice President

See Schedule B attached hereto

1.2.3 ASBC Treasurer

See Schedule C attached hereto

1.2.4 ASBC Secretary

See Schedule D attached hereto

1.2.5 ASBC Social Responsibility Representative

See Schedule E attached hereto

1.2.6 ASBC Events Representative

See Schedule F attached hereto

1.2.7 ASBC Public Relations Representative

See Schedule G attached hereto

1.2.8 ASBC Legislative Affairs Representative

See Schedule H attached hereto

1.2.9 ASBC Emerging Technology and Entrepreneurial Representative

See Schedule I attached hereto

1.2.10 Member Requirements

1.2.10.1

A true and complete summary of each member's specific responsibilities, desired qualifications and essential job functions is set forth on Schedule A to H, respectively, attached hereto.

1.2.10.2

Must work 19 hours per week during regular business hours. Regular business hours are defined by Student Programs. There are certain projects and events that will require your participation outside of normal business operating hours.

Example of average work of 19 hours:

2 hours: Board of Director Meeting

2 hours: Executive Board Meeting

2 hours: Team Meeting

5 hours: Information Booth

8 hours: Student Programs Office (meetings, events, office hours, etc...)

1.2.10.2

All positions, except Secretary, have previous leadership experience in the form of one or more of any of the following:

- Maintaining a term as a student coordinator or officer of a student led program or club
- Passing at least two (2) Student Programs sponsored Human Development leadership courses with a B or better
- Serving a full term as an ASG representative or senate member of the ASBC
- Serving a full term on a Bellevue College Governance Committee as a student-at-large or student support staff

1.3 ASBC Executive Board of Directors

1.3.1 Purpose

The purpose of the ASBC Executive Board of Directors is to manage direct, and monitor all activities and policies of the ASBC.

1.3.2 Authority

As defined in Article 4 Section 2 of the ASBC Constitution, the Executive Board of Directors shall have the authority to and be responsible for implementing all matters of legislation enacted by the ASBC Board of Directors.

1.3.3 Membership

The ASBC Executive Board of Directors shall consist of:

1.3.3.1

ASBC President

1.3.3.2

ASBC Vice President

1.4 ASBC Board of Directors

1.4.1 Purpose

The legislative power of the ASBC shall be vested in the Board of Directors who will serve to direct and regulate all activities and policies of the ASBC and enact measures for the general welfare of the ASBC.

1.4.2 Authority

As defined in Article 5 Section 2 of the ASBC Constitution, all legislative powers herein granted shall be vested in the Board of Directors of the Associated Students of Bellevue College. Such powers include the direction and regulation of all activities and policies of the Associated Students of Bellevue College and the enactment of measures for the general welfare of the Associated Students of Bellevue College. The Board of Directors shall be responsible for ensuring student membership on Bellevue College policy recommending councils and for determining the student membership on Activity Boards which allocate student funds for programs on campus.

1.4.2.1

Vested in the Associated Student Government Board of Directors shall be the power to enact policy and procedural bills so long as no conflict is created with the ASBC Constitution, ASBC By-Laws, and ASBC Financial Code. Applicability of such bills shall last no longer than one Associated Student Government term of office.

1.4.3 Membership

The ASBC Board of directors shall consist of:

- ASBC President
- ASBC Vice President
- ASBC Treasurer
- ASBC Secretary
- ASBC Social Responsibility Representative
- ASBC Events Representative
- ASBC Public Relations Representative

- ASBC Legislative Affairs Representative
- ASBC Emerging Technology and Entrepreneurial Representative

1.6 Elections

1.6.1 Eligibility of Candidates

Any student wishing to run for a position in the ASG must complete and submit an application to be provided by the ASBC Justice Board. The applicant must meet the following minimum requirements upon completion of the Winter quarter of the year of application:

1.6.1.1

2.7 cumulative GPA of Bellevue College college-level credits and maintain a 2.5 cumulative and 2.7 quarterly BC college-level GPA throughout the tenure of the position.

1.6.1.2

Twelve (12) college-level credits within Bellevue College for an ASBC Secretary position, thirty (30) college-level credits within BC for ASBC Representative positions and ASBC Executive Board of Directors positions.

1.6.1.3

Three (3) letters of recommendation from Bellevue College staff, faculty, or administration.

1.6.1.4

Additional expectations are outlined in Schedule J, attached hereto.

1.6.2 Election Committee for General Election

1.6.2.1 Purpose

Shall review applications, supervise election procedures, and hear appeals filed by candidates.

1.6.2.2 Authority

The Election Committee has ultimate authority to interpret election bylaws and campaign rules to pass judgment on appeals up to the disqualification of election candidates, pending appeal; they also give verdicts on appeals against the election process.

1.6.2.3. Responsibilities

The Election Committee will verify the eligibility of candidates and ratify the candidate pool. They may take actions including issuing official warnings and/or disqualifications. They will hear appeals filed against the election process and make the final decision. They also declare a candidate an ASG Officer Elect.

1.6.2.3 Membership

1.6.2.3.1

Dean of Student Life (Chairperson) or designee

1.6.2.3.2

One (1) BC college staff or faculty

157 **1.6.2.3.3**
158 ASBC President or designee
159
160 **1.6.2.3.4**
161 Two (2) ASBC officers or students at are large
162
163 **1.6.2.3.5**
164 BC college staff or faculty and ASBC officers or students at large shall be
165 appointed by the ASBC President with the approval of the ASBC Executive Board
of Directors.
166
167 **1.6.2.3.6**
168 The Election Committee membership shall consist of persons whose presence on
169 the committee do not constitute a conflict of interest as decided by the ASG
President and Dean of Student Life.
170
171 **1.6.2.3.7**
172 The Election Committee shall be selected and have met prior to the application
deadline.

173 **1.6.3 Election Committee for Hiring**

174 **1.6.3.1. Purpose**

175 The Election Committee for Hiring shall serve as the committee charged with hiring all
176 members on the ASG Board of Directors. In addition, they shall carry out the selection
177 for ASG vacancies.
178

179 **1.6.3.2. Authority**

180 The Election Committee for Hiring has the authority to interpret election bylaws and to
181 pass judgment on appeals up to the disqualification of election candidates.
182

183 **1.6.3.3 Filling a vacancy for duration of term**

184 The Election Committee for Hiring shall conduct interviews and select a candidate.
185

186 **1.6.3.3.1.**

187 The selected candidate must be confirmed by a simple majority of the ASG
188 Board of Directors and by the Dean of Student Life or designee.
189

190 **1.6.3.3.1**

191 If the selected candidate rejected by either the ASG Board of Directors or the
192 Dean of Student Life, an alternate applicant may be recommended or the
193 process may be reopened as determined by the Election Committee for
194 Hiring.
195

196 **1.6.3.4. Membership:**

197 **1.6.2.4.1**

198 The Election Committee for Hiring shall consist of:

- 199 • Assistant Dean of Student Life or designee (chair)
- 200 • One (1) BC Student Programs staff member

- ASG President or designee
- Two (2) BC student at large
- One (1) Outgoing ASG Board of Directors member

1.6.2.4.1.1

The one (1) BC Student Programs staff member shall be appointed by the ASG President with ratification of the ASG Board of Directors.

1.6.2.4.1.2

The two (2) BC student at large shall be appointed by the Assistant Dean of Student Life with ratification of the ASG Board of Directors.

1.6.2.4.2

The Election Committee for hiring membership shall consist of persons whose presence on the committee does not constitute a conflict of interest as decided by the ASG President and Assistant Dean of Student Programs.

1.6.2.4.3.

The Election Committee for Hiring shall be selected and shall formally meet as a committee prior to the application deadline.

1.6.4 Hearing Committee

1.6.4.1 Purpose

The purpose of the Hearing Committee is to review any concerns submitted in regard to the election procedures.

1.6.4.2 Authority

This committee has the authority to issue warnings and disqualification of election candidates.

1.6.4.3 Responsibilities

All concerns must be brought to the Hearing Committee in writing to be reviewed. As the request of the concerned student, they can meet with the Hearing Committee. Before issuing a decision, the Hearing Committee must hear the perspectives of the candidates filed and filed against.

1.6.4.4 Membership

1.6.4.4.1

ASBC Legislative Affairs Rep (Chairperson)

1.6.4.4.2

Two (2) ASBC Board of Directors

1.6.4.4.3

In the case of a member pursuing candidacy, a replacement shall be appointed by the ASBC Board of Directors.

1.6.5 Campaign

1.6.5.1

Campaigning includes, but is not limited to, the following activities, when such activities are undertaken by a candidate, or a candidate's affiliates:

1.6.5.1.1

Distributing or posting flyers or other printed materials to promote or degrade a ballot measure, group or candidate.

1.6.5.1.2

Addressing crowds to promote or degrade a ballot measure, group or candidate.

1.6.5.1.3

Use of electronic media to publicly promote or degrade a ballot measure, group, or candidate.

1.6.5.1.4

Any other public activity intended to promote or degrade a ballot measure, group, or candidate.

1.6.5.1.5

Wearing and distribution of personal campaign apparel, such as t-shirts, buttons, or pins.

1.6.5.1.6

Recruitment of affiliates, implementation of campaign strategies, and production of campaign materials.

1.6.5.2 Campaign Rules

1.6.5.2.1

Campaigning will begin the school day following the orientation meeting.

1.6.5.2.2

A candidate shall not be in the immediate presence of a person voting or an open ballot.

1.6.5.2.3

Posters, pamphlets, handouts, and all other campaign material must be approved by Student Programs and be used in accordance with the Student Programs posting policies.

1.6.5.2.4

The ASBC Executive Board of Directors and ASBC Board of Directors will not supply free campaign material to candidates.

1.6.5.2.5

Campaign expenditures shall not exceed \$150 USD per candidate and shall not be reimbursed for said expenses. Proof of expenditures must be submitted ten days after election results have been announced.

1.6.5.3

286 A candidate in an ASBC election is considered the victor based on receiving the majority
287 of “yes” votes cast per position. For unopposed positions there must be yes/no voting
288 options. If an unopposed candidate does not receive the majority of the “yes” votes
289 cast, they are ineligible to apply for that same position for the remainder of that term of
290 office.

291 **1.6.5.4**

292 In the case of a tie, there shall be one week of additional voting for the tying candidates.

293 **1.6.5.5 Violations consist of:**

294 **1.6.5.5.1**

295 Not abiding by campaign rules; see “1.6.5.2 Campaign Rules” of the ASBC By-
296 Laws.

297 **1.6.5.5.2**

298 Interfering with the elections process.

299 **1.6.5.5.3**

300 Missing the campaign orientation meetings or not abiding by campaign rules
301 stipulated in the campaign orientation meeting.

302 **1.6.5.6 Appeals**

303 **1.6.4.6.1**

304 Any candidate may appeal a decision made by the Hearing Committee in regard
305 to the election process or a disqualification no later than five (5) business days
306 after the decision has been made.

307 **1.6.4.6.1.1**

308 The appeal must be submitted in writing to the Election Committee chair.

309 **1.6.5.5.1.2**

310 The Election Committee shall hold a public hearing no later than five (5)
311 business days after the submittal of an appeal.

312 **1.6.5.5.1.3**

313 A decision shall be issued by the Election Committee no later than two
314 (2) business days after the public hearing.

315 **1.6.5.6.2**

316 Any candidate may appeal the election results no later than five (5) days after
317 the election results are announced. The appeal must be submitted in writing to
318 the Election Committee chair.

319 **1.7 Training**

320 **1.7.1**

321 After the completion of the elections, the newly elected ASBC officers shall be trained
322 by the outgoing ASBC officers or Student Programs Staff.

323 **1.7.2**

324 The outgoing ASBC Executive Directors with the Advisor shall plan a training orientation
325 workshop for the newly-elected members taking office.

326 **2.0 MEETINGS**

327 **2.1 Membership and Attendance**

328 **2.1.1**

329 Members of ASBC Boards/Committees shall be allowed no more than three (3)
330 unexcused absences per ASBC Board/Committee per term.

331 **2.1.2**

332 Requests to be excused from an ASBC Board/Committee meeting shall be submitted in
333 writing to the Chairperson at least twenty-four (24) hours prior to the meeting.

334 **2.1.3**

335 Upon receiving such a request, the Chairperson shall inform the ASBC Board/Committee
336 whether members not present are excused by the next scheduled meeting.

337 **2.1.4**

338 An ASBC Board/Committee member whose absence was not excused may appeal the
339 Chair's ruling to the ASBC Board/Committee at the next meeting. The ASBC
340 Board/Committee may overrule the Chair's decision by a simple majority vote.

341 **2.1.5**

342 The Chairperson of any SABC Board/Committee may recommend to the ASBC Board of
343 Directors the removal of any member from the ASBC Board/Committee who has
344 accumulated more than three (3) unexcused absences.

345 **2.1.6**

346 The ASBC President may mandate any ASBC Board/Committee to keep written minutes
347 of the meetings and provide an agenda to all ASBC Board/Committee members two (2)
348 working days prior to the meeting.

349 **2.2 ASBC Board of Directors/Student Council Meeting**

350 **2.2.1**

351 As defined in Article V of the ASBC Constitution, the ASBC Board of Directors is
352 comprised of the following:

- 353 • ASBC President (Chair)
- 354 • ASBC Vice President
- 355 • ASBC Treasurer
- 356 • ASBC Secretary
- 357 • Social Responsibility Representative
- 358 • ASBC Events Representative
- 359 • ASBC Public Relations Representative
- 360 • ASBC Legislative Affairs
- 361 • ASBC Emerging Technology and Entrepreneurial Representative

362 **2.2.2**

363

364 The ASG Board of Directors shall not deliberate without quorum, two-thirds (2/3) of the
365 voting members.

366 **2.2.3**

367 The ASBC Board of Directors shall hold regularly scheduled meetings every other week
368 and at least twice per month, except the last full week of classes, finals week and during
369 the breaks of each quarter and follow Chapter 42.30 of the Revised Code of
370 Washington. Regular meeting must be established before the first day of Fall Quarter
371 and maintained through the remainder of the current term. During times when
372 meetings are not requires, special meetings of the Board may be held to conduct timely
373 business.

374

375 **2.2.4**

376 Any ASBC Board member who is excused from attendance of an ASBC official meeting,
377 and wishes to vote on action items that appear on the meeting's agenda may do so by
378 putting into writing/email the following: their specific voting position on the meeting
379 action items, a signature and a date. The proxy or absentee voting document must be
380 turned in to and approved by the ASBC Board of Directors Chairperson 24 hours prior to
381 the scheduled meeting time.

382 **2.2.5**

383 Any Member of the ASBC Board of Directors may request a special meeting by
384 submitting a written request to the Chairperson outlining the need for the special
385 meeting.

386 **2.2.5.1**

387 The ASBC Board of Directors Chairperson, on receiving such a request, must
388 respond within two (2) business days by:

389 **2.2.5.1.1**

390 Scheduling a meeting

391 **2.2.5.1.2**

392 Putting in writing the reasons for not calling the meeting to the ASBC
393 Executive Board of Directors.

394 **2.2.6**

395 The ASBC Executive Board of Directors has the right to overrule with a unanimous vote.

396 **2.2.7 Student Council**

397 The ASG Board of Directors shall serve as the Student Council in the Bellevue College
398 Governance (BCG) structure.

399 **2.2.7.1 Purpose**

400 The Student Council (known throughout as "Council") will serve as a liaison
401 between students and the College Assembly; address issues of concern on
402 behalf of students; research solutions to these issues; and make

recommendations to the Assembly or other councils, as appropriate, for further consideration and action.

2.2.7.2

The ASG Board of Directors shall adhere to the BCG charter and by-laws in all matters while they are acting in the capacity of the Student Council.

2.2.7.5

The ASG President shall serve as Chair of the Student Council in the BCG system.

2.2.7.5.1

The ASG President shall serve as a member of the College Assembly in the BCG system and fulfill all duties and responsibilities as outlined in the BCG charter and by-laws.

2.3 ASBC Executive Board of Directors Meeting

2.3.1

As defined in Article IV of the ASBC Constitution, the ASBC Executive Board of Directors is comprised of the following:

- ASBC President
- ASBC Vice President

3.0 COMMITTEES

3.1 Committee Formation

3.1.1

The ASBC Executive Board of Directors and ASBC Board of Directors may commission or un-commission any board, committee, or organization.

3.1.2

All ASBC boards, committees, or organization shall report to their respective commissioning board.

3.2 ASBC Judicial Oversight Committee

3.2.1 Purpose

The judicial power of the ASBC shall be vested in one ASBC Judicial Oversight committee members who will serve to interpret and uphold the ASBC Constitution and ASBC By-laws.

3.2.2 Authority

As outlined in Article 6 of the ASBC Constitution, the Judicial Oversight of the ASBC shall be held in accordance with conditions set forth in the ASBC By-Laws.

3.2.3 Membership

The ASBC Judicial Oversight shall consist of:

3.2.3.1

ASBC Legislative Affairs Representative (Chair)

3.2.3.2

Three (3) students at large; (2) appointed by the Chair and one (1) appointed by the ASBC President. All students at large must be approved by a majority vote of the ASBC Board of Directors.

1.5.3.3

ASBC President or designee

3.2.4 Authority

A majority vote of the Judicial Oversight Committee provides the committee authority to, after due process, veto/suspend any act passed or procedure by the Board of Directors that is in conflict with the ASBC By-laws, constitution, or policies and procedures that govern student rights. The veto, with noted objections, must be presented by the next regularly scheduled meeting of the Board of Directors who shall proceed to reconsider the action in question. If, after such consideration, two-thirds (2/3) of the Board of Directors agrees to pass the veto or suspension, it shall be enacted.

3.3 ASBC Constitution/By-Law Review Committee

3.3.1 Purpose

The ASBC Constitution/By-Law Review Committee is to review requested changes to these documents and to make recommendations to the ASBC Board of Directors and/or College District VIII Board of Trustees.

3.3.2 Membership:

3.3.2.1

ASBC Legislative Affairs Representative (Chair)

3.3.2.2

Two (2) ASG Board of Directors Representatives

3.3.2.3

Two (2) Associated Students of Bellevue College/ students-at-large

3.3.3 Responsibilities:

3.3.3.1

This committee will be responsible for reviewing and archiving the effectiveness of ASBC By-laws execution in all ASBC activities and proposing needed changes in these documents to the ASBC Board of Directors.

3.3.3.2

Meetings shall be schedule as needed and at the discretion of the chairperson.

3.4 Services and Activities Fee Budget (S&A) Committee

3.4.1 Purpose

The Service and Activities Fee Budget Committee is to evaluate existing programs, propose program priorities and budget levels, adjust budget requests to the yearly

budget allocation, and make official budget recommendations to the ASG Board of Directors.

3.4.2 Membership

As defined in Article 7 Section 1 of the ASBC Constitution, the committee shall be comprised of:

- ASG VP of Finance and Communication (Chair)
- ASG President
- Two (2) students at large, appointed by the ASG Executive Board of Directors
- With the addition of: One (1) each from the classified staff, faculty and administration, appointed by their respective Bellevue College Governance Constituency Councils.

3.4.3

The Service and Activities Fee Budget Committee is governed by the ASBC Financial Code.

3.5 Citation Review Committee

3.5.1 Purpose

To adjudicate traffic citations issued by the campus Public Safety Department for violations of traffic parking or other rules and regulations, make determinations as to the appropriate disposition, and make recommendations to traffic and parking rules.

3.5.2 Membership

- Judicial Oversight Committee
- Staff Member
- Faculty Member
- Convener (non-voting, Designee of Vice President of Administrative Services)

3.5.3

The two (2) ASG Board of Director members shall be appointed by the ASG President in consultation with the Judicial Oversight.

3.5.3.1

The one (1) staff member shall be appointed by Vice President of Human Resources.

3.5.3.2

The one (1) faculty member shall be appointed by the BCAHE president.

3.5.4 Duties

3.5.4.1

Periodically review college traffic/parking rules and regulations and make recommendations to the Vice President of Administrative Services as to any needed changes.

3.5.4.2

Make decisions regarding traffic citation appeals.

536
537 **3.5.4.3 Meetings**

538 **3.5.4.3.1**

539 The Citation Review Committee shall meet up to weekly during fall,
540 winter, spring quarters; and, if needed, at other times.
541

542 **3.6 Student Environmental Sustainability Fee (SESF) Committee**

543 **3.6.1 Purpose**

544 The SESF committee is responsible for recommending allocations of the revenues
545 collected from the student's environmental sustainability fee. These allocations should
546 direct BC's sustainability and environmental program investments based on BC's mission
547 and goals, strategic plan, and with the following objectives:

- 548 • Broaden or enhance the quality of students' academic experience by integrating
549 sustainability into their curriculum;
- 550 • Promote student's commitment to minimize global warming emissions by
551 supporting the institution's comprehensive plans to achieve climate neutrality;
- 552 • Provide leadership in our communities and throughout society by modeling
553 ways to minimize global warming emissions towards a thriving, ethical and civil
554 society.
555

556 **3.6.2 Membership**

- 557 • ASG Social Representative
- 558 • ASG President
- 559 • Science and Sustainability President or designee
- 560 • One (1) Student-at-Large
- 561 • One (1) Faculty Member
- 562 • One (1) Administrator
- 563 • One (1) Classified Staff
- 564 • Assistant Dean of Student Programs (Ex-officio member)
- 565 • Environmental Advisory Committee Representative (Ex-officio member)
566

567 **3.6.2.1**

568 The one (1) student-at-large shall be appointed by the ASG President.
569

570 **3.6.2.2**

571 The one (1) faculty member shall be appointed by the Faculty Union.
572

573 **3.6.2.3**

574 The one (1) administrator member shall be appointed by the Vice President of
575 Administration.
576

577 **3.6.2.4**

578 The one (1) Classified Staff member shall be appointed by the Classified Union.
579

580 **3.6.3 Duties**

581 **3.6.3.1**

The SESF committee will develop or implement a review process for SESF allocation that will promote awareness of fee, call for proposals, review proposals and make recommendations for budget allocation to the ASG Board of Directors.

3.6.4 Meetings

3.6.4.1

The SESF committee will meet quarterly; more frequently as needed.

3.7 Student Technology Fee (STF) Committee

3.7.1 Purpose

As defined by the current and approved STF Agreement/Contract

3.7.2 Membership

As defined by the current and approved STF Agreement/Contract

4.0 CLUBS/PROGRAMS

4.1 Definition

An ASBC Club is a chartered ASBC group of students that may receive funding support from the ASBC.

4.2 Purpose

The purpose of an ASBC Club is to build community and contribute to student life.

4.3 Chartering

4.3.1

All clubs must complete and turn in the Club Chartering or Club Re-Chartering application to the ASBC Board of Directors.

4.3.2

A Club must maintain 5 current student, each registered for 5 credits and a BC faculty or staff advisor.

4.3.3

A previously chartered Club must renew their charter annually to be recognized as a re-charter. All Club charters expire at the end of each academic year.

4.4 ASBC Clubs shall be required to:

4.4.1

Maintain open membership

4.4.2

Provide a list of at least five (5) students registered at BC, each registered for a minimum of five (5) credits.

4.4.3

All ASBC Clubs/Programs are required to abide by ASBC Club Chartering Procedures, ASBC Constitution, ASBC By-Laws, ASBC Financial Code, BC policies and regulations, College District VII policies and regulations, and state and federal laws.

4.4.4

All clubs shall maintain regular communication with their assigned ASBC representative.

4.5 Funding

4.5.1

An ASBC chartered Club cannot request funding prior to one quarter from their approved charter.

4.5.2

An ASBC chartered Club presenting a funding request must have a representative present at the ASBC board meeting.

4.5.3

All ASBC chartered Clubs seeking funding must complete and submit the proper form to the ASBC Treasurer five (5) business days prior to the next regularly scheduled ASBC Board of Directors meeting.

4.5.4

Allocated funds, excluding revenue raised by the club (which will rollover each year), will revert to the ASBC account from which it came at the end of the fiscal year. June 30 or after being inactive for at least one quarter after receiving funds.

4.5.5

The ASBC Treasurer, with approval from the Director of Student Programs, may allot emergency funding at his/her discretion to be reviewed during the next ASBC Board of Directors meeting.

4.6 ASBC Club/Program Violations

4.6.1

Any ASBC chartered Club/Program found in violation of "4.4.3" of the ASBC By-Laws shall be referred to the ASBC Judicial Oversight Committee for a hearing. If found in violation, the ASBC Judicial Oversight Committee may issue one of the following written decision:

4.6.1.1

Allegations dismissed

4.6.1.2

Official Warning

4.6.1.3

Probation (up to three months)

675 **4.6.1.4**

676 Probation and recommendation to the ASBC Board of Directors for the following
677 to be considered within ten (10) business days at an official ASBC Board of
678 Directors meeting:

679 **4.6.1.4.1**

680 Revocation of withholding of club charter

681 **4.6.1.4.2**

682 Revocation, withholding, or freezing of ASBC Club/Program assets and
683 funds

684 **4.6.2**

685 After receiving an Official Warning a club must meet with the Club/Program Advisor and
686 ASBC Judicial Oversight to develop an action plan to address the issue(s).

687 **4.6.3**

688 After receiving Probation an ASBC Club/Program:

689 **4.6.3.1**

690 Must meet with the Director of Student Programs, Club Advisor, and the ASBC
691 Judicial Oversight to develop an action plan to address the issue(s).

692 **4.6.3.2**

693 Must meet monthly with the ASBC Judicial Oversight to ensure the
694 implementation of the action plan

695 **4.6.3.3**

696 May have all club assets frozen

700 **5.0 QUALIFICATIONS AND REMOVALS**

701 **5.1 Qualification of ASBC Executive Board of Directors and ASBC Board of Directors While in**
702 **Office:**

703 **5.1.1**

704 All ASBC officers must maintain a minimum grade point average of 2.7 while in office.

705 **5.1.2**

706 All ASBC officers must be registered for and complete a minimum of eight (8) BC credit
707 hours per academic quarter with the exception of Summer Quarter to remain in office.

708 **5.1.3**

709 The Leadership Advisor may verify the ASBC officers GPA quarterly. If the ASBC officer's
710 GPA falls below the academic requirements of 2.7 s/he will be placed on academic
711 probation by the Leadership Advisor for the remainder of the quarter. Any board
712 member falling below the academic requirements for two (2) consecutive quarters will
713 immediately forfeit their position; no appeals will be available. Any exception such as
714 medical withdrawal must be explained to and approved by the ASBC Board of Directors

through a two thirds (2/3) majority vote, excluding abstentions. In the event that a board member does not present their grades for the midterm, they will be given a five day extension. If, at the end of these five days there is no compliance, s/he will immediately forfeit their position.

5.2 Removals

5.2.1

Elected and appointed officials may be removed from the ASBC Executive Board of Directors and ASBC Board of Directors for dereliction of duty. Dereliction of duty may be defined as, but not restricted to the following at the discretion of the ASBC Executive Board of Directors:

5.2.1.1

Three (3) unexcused absences from officially scheduled ASBC Board of Directors, Student Council or team meetings per term.

5.2.1.2

Not being representative of students.

5.2.1.3

No confident that the member is able to perform their duties as expected, such as:

5.2.1.3.1

Meeting deadlines;

5.2.1.3.2

Working collaboratively as a team;

5.2.1.3.3

Following through on assigned tasks;

5.2.1.3.4

Maintaining office hours;

5.2.1.3.5

Attending required meetings and/or training sessions, including retreats

5.2.2

Any ASBC officer may submit a formal, written complaint to the ASBC Judicial Oversight Chair, stating specifically how the board member is not meeting performance or job expectations. The ASBC Judicial Oversight Chair will present the complaint to the ASBC Executive Board of Directors. The ASBC Executive Board of Directors will meet with the board member in question and the board member issuing the complaint to hear both perspectives. If the board member in questions is one the ASBC Executive Board of Directors, the person will not be allowed to oversee or participate in official functions regarding their own review.

5.2.2.1

The ASBC Executive Board of Directors will send a formal letter to the board member in question three (3) days after the executive meeting. The formal letter must include the following:

5.2.2.1.1

An explanation of the action(s) made by the board member in question

5.2.2.1.2

The decision of the ASBC Executive Board of Directors to issue a warning, a probationary period, or a dismissal of complaint to the board member in questions.

5.2.2.2

If the board member receives probation, the ASBC Executive Board of Directors will assign some tasks to the board member which s/he will have to finish within the probationary period. Probation status of an ASBC member is to be kept confidential among the ASBC Executive Board of Directors.

5.2.2.3

After the two (2) weeks probation, the ASBC Executive Board of Directors will reconvene with the board member in question to review the concerns and make a decision concerning a:

5.2.2.3.1

Dismissal of probation period, as which time the board member will be reinstated to the original status and must perform all duties expected

5.2.2.3.2

Recommendation of a vote of “no confidence” to the ASBC Board of Directors as the next official ASBC board meeting.

5.3 Vote of “No Confidence”

5.3.1

A vote of :”no confidence” may be recommended by any student for a lack of confidence in an ASBC officer performing their duties as expected, such as:

5.3.1.1

Meeting deadlines;

5.3.1.2

Working collaboratively as a team;

5.3.1.3

Following through on assigned tasks;

5.3.1.4

Maintaining office hours;

818	5.3.1.5
819	<i>Attending required meetings and/or training sessions, including retreats</i>
820	
821	5.3.1.6
822	Duties and responsibilities as stated in the ASBC by-laws
823	
824	5.3.1.7
825	Being representative of students
826	
827	5.3.2
828	After a vote of “no confidence” is called, as special ASBC Executive Board of Directors
829	meeting will be held. At this meeting, a decision will be made for the officer in question
830	and should a majority vote be reached, the matter will be presented to the ASBC Board
831	of Directors.
832	
833	5.3.2.1
834	Prior to the ASBC Executive Board of Directors meeting, the student officer
835	along with the advisor will be informed about the matter by the ASBC President.
836	
837	5.3.2.2
838	Any currently registered student at Bellevue College, may call a vote of “no
839	confidence” provided he/she has a reasonable amount of written proof that the
840	student officer in question has been continually failing to fulfill his/her duties.
841	
842	5.3.2.3
843	The ASBC Board of Directors will take a vote of “no confidence” regarding the
844	board member, who may not have a vote.
845	
846	5.3.2.4
847	If the vote of “no confidence” fails, the ASBC Executive Board of Directors can
848	rule and create their own response to the board member by giving the officer in
849	question an extended probationary status, or reinstating the board member to
850	his/her original status.
851	
852	5.3.2.5
853	After the end of the probation period and after the board member’s status is
854	reinstated, the individual must perform all duties expected. If they do not, a
855	vote of “no confidence” will result in a permanent disqualification of any ASBC
856	position.
857	
858	5.3.2.6
859	A vote of “no confidence” will result in permanent disqualification of any SABC
860	position
861	
862	5.3.2.7
863	The ASBC President will make a motion for the vote of “no confidence” during
864	an official ASBC board meeting.
865	5.4 Vacancies

866 **5.4.1**
867 The ASBC Appointment/Vacancy Committee shall be comprised of the ASBVC Executive
868 Board.

869 **5.4.2**
870 The ASBC Appointment/Vacancy Committee shall announce the ASBC Executive Board
871 of Directors and ASBC Board of Directors positions(s) open to the ASBC Executive Board
872 of Directors, ASBC Board of Directors and ASBC students-at-large, set a deadline for
873 accepting applications, interview all applicants meeting the position requirements, and
874 select a candidate.

875 **5.4.3**
876 If an ASBC Executive Board of Directors position is to be filled, the ASBC President shall
877 appoint a temporary ASBC Appointment/Vacancy Committee member from the other
878 ASBC Board of Directors members with the approval of the ASBC Board of Directors.

879 **5.4.4**
880 Following elections, in the case of a Presidential vacancy, the position will be filled by
881 either the ASBC Vice President or the ASBC Treasurer as voted by the ASBC Board of
882 Directors.

883 **5.4.5**
884 Appointed officers must have met the minimum qualifications as stated in “5.1” of the
885 ASBC By-laws.

886 **5.4.6**
887 The ASBC Executive Board of Directors may assign a current ASBC student-at-large to fill
888 any ASBC position on an interim basis of up to two (2) months, excluding Summer
889 quarter. They will serve on an interim basis until the above vacancy procedures must be
890 completed.

891 **6.0 AMENDMENTS**

892 Amendments to the ASBC By-laws must be ratified by two-thirds (2/3) vote of the ASBC Board of
893 Directors.

894 **6.1 History of Amendments**

895 **6.1.2**
896 Updated June 25, 2007
897 Kristy Chan Motions to Approve ASBC By-Laws Recommendation
898 Jose Vasquez Seconds
899 Approved by a vote of 4-0-0
900

901 **6.1.3**
902 Updated May 25, 2018
903 Amber Castaneda presents complete bylaw review, assessment and amendments that
904 were negotiated by the ASBC Board of Directors during the meeting
905 Erika Lamothe moves to Approve ASBC By-Laws Recommendation

906 Tyra Asmore-Barquet Seconds
907 Approved by a vote of 5-0-1 (Amber Castaneda abstains)
908
909 **6.1.3**
910 Updated June 1, 2018
911 Amber Castaneda presents minor amendments to titles & definitions that were
912 negotiated by the ASBC Board of Directors during the meeting
913 Erika Lamothe moves to Approve ASBC By-Laws Recommendation
914 Joedy Morrow Seconds
915 Approved by a vote of 5-0-1 (Amber Castaneda abstains)
916
917
918
919
920

921 **APPENDIX**

922 **Schedule A** - ASBC President Job Description
923 **Schedule B** - ASBC Vice President Job Description
924 **Schedule C** - ASBC Treasurer Job Description
925 **Schedule D** - ASBC Secretary Job Description
926 **Schedule E** - ASBC Social Responsibility Representative Job Description
927 **Schedule F** - ASBC Events Representative Job Description
928 **Schedule G** - ASBC Public Relations Representative Job Description
929 **Schedule H** - ASBC Legislative Affairs Representative Job Description
930 **Schedule I** - ASBC Emerging Technology and Entrepreneurial Representative Job Description
931 **Schedule J** – ASBC Student Leadership Position Expectations
932