



**Associated Student Government
of Bellevue College
Bylaws**

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Mission Statement

The Associated Student Government (ASG) is responsible for representing the interests and needs of the students of Bellevue College. The ASG accomplishes this by (I) ensuring a welcoming, safe, and inclusive environment, (II) Representing the student community by providing input and collaborating on initiatives with other administrative branches of Bellevue College (BC) and the Bellevue College Governance (BCG) concerning the well-being of the student community, (III) Initiating and coordinating student activities, and (IV) Providing recognition and funding for student-led organizations. Additionally, the Board of Directors oversees the Services & Activities Fee (S&A Fee), the Student Environmental Sustainability Fee (SESF), the Student Technology Fee (STF), and the Student Senate.

Article I: Board of Directors

Section 1: Name, Purpose, Authority & Powers

1.1 Name

- A. The name of this body shall be the “Associated Student Government of Bellevue College Board of Directors,” and shall be referred to hereinafter as the “Board of Directors,” or simply the “Board.”

1.2 Purpose

- A. The purpose of the Board of Directors is to oversee and direct all operations of the Associated Student Government while representing the needs and interests of the Bellevue College student body.

1.3 Authority & Powers

- A. The Board of Directors has general supervision and control over all ASG activities. The Board of Directors shall have the authority and power to:
 - a. Oversee the operations of all ASG committees, taskforces, and other bodies.
 - b. Exercise or delegate the final executive, legislative, and judicial powers of the ASG.
 - c. Enact and amend the ASG Bylaws and other rules necessary for the regulation of the affairs of the ASG.
 - d. Oversee the operations of all ASG committees, taskforces, and other bodies.
 - e. Create and dissolve bodies such as committees, taskforces, and other bodies to execute the functions of the ASG.
 - f. Exercise final approval or disapproval of all legislative, executive, and judicial acts of committees of the ASG.
 - g. Delegate to committees or employees the power to act in specified areas without Board of Directors approval of those acts.
 - h. Ratify all at-large student representatives to college councils, committees, boards, and task forces made by the ASG President.
 - i. Ratify all appointments made to all ASG committees, taskforces, and other bodies under the direct supervision and control of ASG.
 - j. Enact and amend the ASG Bylaws and other rules necessary for the regulation of the affairs of the ASG.
 - k. Establish rules for the recognition of student organizations, and grant recognition using such rules.
 - l. Provide funding for recognized student organizations under the procedures outlined in the ASG Bylaws, and ASG Financial Code.
 - m. Create or increase voluntary student fees as granted by RCW 28B.15.610.
 - n. Determine a list of student trustee candidates to be submitted to the governor for review and selection, as granted by RCW 28B.50.102.
 - o. Oversee the Services & Activities Fee (S&A Fee), the Student Environmental Sustainability Fee (SESF), the Student Technology Fee (STF), and the Student Senate.
 - p. Create the annual ASG budget, and authorize entry into contractual or financial relationships on behalf of the students of Bellevue College.
 - q. Serve as the body representing students in the Bellevue College Governance structure.
 - r. Exercise the legislative powers of the ASG, except those powers specifically delegated to the Student Senate.

Section 2: Officers and Duties of the Board of Directors

2.1 Officers of the Board of Directors

- A. The Board of Directors shall consist of the following positions, each being held by one (1) student:
- a. ASG President
 - i. The ASG President shall be an Executive member of the Board of Directors.
 - b. ASG Vice President
 - i. The ASG Vice President shall be an Executive member of the Board of Directors.
 - c. ASG Executive Justice
 - i. The ASG Executive Justice shall be an Executive member of the Board of Directors
 - d. ASG Treasurer
 - e. ASG Secretary
 - f. ASG Social Responsibility Representative
 - g. ASG Public Relations Representative
 - h. ASG Events Representative
 - i. ASG Emerging Technology Representative

2.2 The President

The President shall:

- A. Serve as the Chair of the Board of Directors and have the power to vote.
- B. Provide leadership and oversee the management and direction of the Board of Directors, and the Associated Student Government of Bellevue College.
- C. Serve as a member of the Student Technology Fee (STF) Committee, Student Environmental Sustainability Fee Committee (SESF), Services & Activities Fee Committee (S&A), Electoral Committee, and the Judicial Oversight Committee.
 - a. The ASG President shall have the authority to delegate committee responsibilities, if necessary.
- D. Attend all mandatory training sessions, meetings, and retreats.
- E. Stay updated on the activity of all standing ASG committees, task forces, and other bodies.
- F. Coordinate with the Vice President on internal operations & functions.
- G. Serve as the official spokesperson for the Associated Student Government.
- H. Be the signatory authority of the Associated Student Government.
- I. Delegate any duties that are deemed necessary to accomplish ASG goals and objectives.
- J. Distribute tasks and/or projects to the Board of Directors.
- K. Ensure effective student participation in college decision making by appointing all at-large student representatives to college councils, committees, boards, and task forces. In the event that the ASG President may have a conflict of interest with the committee in question, the Board of Directors will appoint an officer to oversee the appointment process. Councils, committees, boards, and task forces may include, but are not limited to:
 - a. Tenure Review Committee
 - b. Citation Review Committee
 - c. Student Conduct Committee
 - d. Student Academic Grievance Committee
 - e. Bellevue College Governance: Resources and Planning Council (3 Students).
 - f. Bellevue College Governance: Student Success Council (3 Students).
 - g. Bellevue College Governance: Infrastructure Council (3 Students).
 - h. Bellevue College Governance: Council on Inclusion & Diversity (3 Students).
- L. Ensure that all officers are fulfilling their job responsibilities and meeting expectations.

- M. Oversee and lobby for political efforts at the city, county, and state level. At the state level, this may include providing public testimony to the House and Senate Committees.
- N. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, and ASG Financial Code.
- O. Attempt to the best of their ability to implement all matters and responsibilities derived from ASG legislation which has been approved by the Student Senate.
- P. Shall meet regularly with, and provide a constituent report to the Bellevue College President and the Board of Trustees.
- Q. Shall meet regularly with the Bellevue College President, the Dean of Student Life and Leadership, the Director of Student Engagement, staff, faculty, and constituents.
- R. Serve as the student representative on College Assembly.
- S. Hold a one-on-one meeting with each Board of Directors member during the academic quarter at least once.
- T. Ensure student concerns are heard and will refer student grievances to the appropriate processes.
- U. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, Washinton State laws, and Federal laws.
- V. Be accountable for nineteen hours of work per week. During this period, the President may hold office hours, attend and schedule meetings, complete and work on projects, and otherwise guide the work of the Associated Student Government.
- W. Hold a monthly one-on-one meeting with the Associated Student Government Advisor(s).
- X. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- Y. Hold regular meetings with Student Senate leadership and attend at least two Senate meetings per quarter.
- Z. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- AA. Facilitate the collection of weekly, and quarterly reports from members of the Board of Directors.

2.3 Vice President

The Vice President shall:

- A. Serve as a voting member of the Board of Directors.
- B. Serve as the Speaker of the Senate.
- C. Fulfill the duties of the President in the event of the President's absence, resignation, or forfeiture of office.
- D. Attend all mandatory training sessions, meetings, and retreats.
- E. Meet weekly with the ASG President to provide them updates regarding internal ASG operations pertaining to the Board of Directors and the Student Senate.
- F. Complete projects and tasks assigned by the ASG President.
- G. Serve as the ASG President's proxy on ASG standing committees when directed by the ASG President.
- H. Work with the ASG Secretary to maintain attendance, performance, and membership records for the Board of Directors and ASG Standing Committees.
- I. Work with the Senate Vice Speaker and the Senate Clerk to maintain records of the Student Senate, especially records pertaining to legislation, agendas, minutes, attendance, and membership.
- J. Hold a one-on-one meeting with each ASG Student Senator at least once during each academic quarter.
- K. Work with the ASG President and ASG Secretary to facilitate the organization of Associated Student Government office hours and meetings.
- L. Ensure student concerns are heard and will refer student grievances to the appropriate processes.
- M. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.
- N. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, Washinton State laws, and Federal laws.

- O. Be accountable for nineteen hours of work per week. During this period, the Vice President may hold office hours, attend and schedule meetings, complete and work on projects, oversee the operations of the Student Senate, and otherwise perform duties and tasks as assigned by the ASG President.
- P. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- Q. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- R. Complete weekly, and quarterly reports as directed by the ASG President.
- S. Perform related duties and tasks as assigned by the ASG President.

2.4 ASG Executive Justice

The ASG Executive Justice shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Serve as the Chair of the Judicial Oversight Committee.
- D. Ensure the Board of Directors, Student Senate, ASG Committees, and all chartered student organizations comply with the ASG Constitution, ASG Bylaws, ASG Financial Code, Bellevue College policies, Washington State laws, and Federal laws.
- E. Head internal ASG investigations, and investigations of chartered student organizations through the Judicial Oversight Committee.
- F. Maintain proficiency of newly instituted laws and policies that affect the operations of the Associated Student Government.
- G. Serve as Chief Parliamentarian for the Board of Directors, and other ASG bodies upon request.
- H. Serve as interpreter and enforcer of Roberts Rules of Order in conjunction with the ASG President.
- I. Oversee and direct all legislative efforts of the Associated Student Government.
- J. Organize and implement legislative events (i.e. voter registration drives, student lobby and empowerment days, hosting government officials on campus, letter writing campaigns, legislative information forums for students, etc).
- K. Serve as the legislative liaison for state and federal matters by regularly meeting, corresponding, and building relationships with local and state representatives.
- L. Organize and facilitate regular campus events to ensure direct communication about civic engagement with students regarding issues and concerns through surveys, student town hall meetings and other initiatives.
- M. Coordinate lobbying trips to Olympia.
- N. Schedule and attend meetings with external legislative partners.
- O. Serve as the representative for the Bellevue College Associated Student Government in the Washington Community and Technical College Student Association (WACTCSA).
- P. Serve as the representative for the Bellevue College Associated Student Government in the Washington Student Association (WSA), in conjunction with the ASG President.
- Q. Attend at least one Student Senate meeting per academic quarter.
- R. Coordinate with the Board of Directors to develop the student legislative agenda.
- S. Ensure student concerns are heard and will refer student grievances to the appropriate processes.
- T. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- U. Be accountable for nineteen hours of work per week. During this period, the ASG Executive Justice may hold office hours, attend and schedule meetings, complete and work on projects, oversee the association's legislative efforts and judicial practices, and otherwise perform duties and tasks as assigned by the ASG President.
- V. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.
- W. Ensure a smooth transition by completing transition documents for their successor by the end of their term.

- X. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- Y. Complete weekly, and quarterly reports as directed by the ASG President.
- Z. Perform related duties and tasks as assigned by the ASG President.

2.4 ASG Treasurer

The ASG Treasurer shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Be responsible for the overall administration of the Associated Student Government budget; monitoring ASG budget appropriations and expenditures.
- D. Chair the Services & Activities Fee Committee.
- E. Serve on all committees as assigned.
- F. Oversee the training of all officers on matters concerning funding and the budget process.
- G. Serve as the liaison between ASG and the Student Engagement Financial Program Manager; holding weekly meetings with the Student Engagement Financial Program Manager.
- H. Continuously promote compliance, and report known violations of the ASG Financial Code, the Washington Administrative Code (WAC), the Revised Code of Washington (RCW), and the regulations of the Office of Financial Management.
- I. Work with the Director of Student Engagement, Dean of Student Life and Leadership, and the Student Engagement Financial Program Manager in coordinating the Services & Activities Fee process.
- J. Review funding requests and assist chartered student organizations in the ASG funding request process.
- K. Provide weekly reports to the ASG on the status of the ASG budget and monitor chartered student organization budget and spending.
- L. Attend at least one Student Senate meeting per academic quarter.
- M. Ensure student concerns are heard and will refer student grievances to the appropriate processes.
- N. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- O. Be accountable for nineteen hours of work per week. During this period, the ASG Treasurer may hold office hours, attend and schedule meetings, complete and work on projects, oversee the association's budget, and otherwise perform duties and tasks as assigned by the ASG President.
- P. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.
- Q. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- R. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- S. Complete weekly, and quarterly reports as directed by the ASG President.
- T. Perform related duties and tasks as assigned by the ASG President.

2.5 ASG Secretary

The ASG Secretary shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Serve on all committees as assigned.
- D. Be responsible for overseeing and directing the record-keeping practices of the Associated Student Government; including the Board of Directors, Student Senate, ASG Committees, and other entities subject to the Open Public Meetings Act.
- E. Ensure that the minutes of the Board of Directors meetings are recorded, and publicly posted in accordance with the policies contained in these bylaws, and the Open Public Meetings Act.

- F. Serve as the recorder for other ASG bodies as assigned by the ASG President.
- G. Develop and distribute meeting agendas and supporting materials in conjunction with the rest of the Board of Directors.
- H. Work with the Vice President to maintain an ongoing calendar of all official Associated Student Government meetings.
- I. Ensure that all official ASG business is recorded, maintained, and archived.
- J. Complete an annual digital and physical archive of the current year's activities, projects, events, staff, and official meeting materials.
- K. Ensure student concerns are heard and will refer student grievances to the appropriate processes.
- L. Attend at least one Student Senate meeting per academic quarter.
- M. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- N. Be accountable for nineteen hours of work per week. During this period, the ASG Secretary may hold office hours, attend and schedule meetings, complete and work on projects, oversee the association's record keeping practices, and otherwise perform duties and tasks as assigned by the ASG President.
- O. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.
- P. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- Q. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- R. Complete weekly, and quarterly reports as directed by the ASG President.
- S. Perform related duties and tasks as assigned by the ASG President.

2.6 ASG Social Responsibility Representative

The Social Responsibility Representative shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Serve on all committees as assigned.
- D. Chair the Student Environmental Sustainability Fee (SESF) Committee.
- E. Oversee and direct all student-led sustainability efforts.
- F. Coordinate events and programs promoting social responsibility awareness to ensure direct communication with students regarding campus sustainability initiatives, and other initiatives related to social stewardship.
- G. Serve as the liaison between the Associated Student Government and the Office of Sustainability.
- H. Create a minimum of one campus-wide, long term sustainability initiative or project and/or take part in current sustainability initiatives on campus.
- I. Serve as the liaison between the Associated Student Government and the Office of Diversity, Equity, and Inclusion including the Social Justice Center and the Title IX office.
- J. Serve as the liaison between the Associated Student Government and the Affinity Coordinators.
- K. Attend at least one Student Senate meeting per academic quarter.
- L. Ensure student concerns are heard and will refer student grievances to the appropriate processes.
- M. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- N. Be accountable for nineteen hours of work per week. During this period, the ASG Social Responsibility Representative may hold office hours, attend and schedule meetings, complete and work on projects, oversee the association's sustainability efforts, and otherwise perform duties and tasks as assigned by the ASG President.
- O. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- P. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.

- Q. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- R. Complete weekly, and quarterly reports as directed by the ASG President.
- S. Perform related duties and tasks as assigned by the ASG President.

2.7 ASG Public Relations Representative

The Public Relations Representative shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Serve on all committees as assigned.
- D. Oversee and direct the production of ASG publications and promotion of ASG events, activities, goals, and projects.
- E. Publish, post, and publicize events and information on the Associated Student Government social media accounts, and website, in conjunction with the ASG Events Representative and ASG Emerging Technology Representative.
- F. Publish, post, and publicize information regarding Associated Student Government events, activities, and projects on physical posting locations around the Bellevue College campus.
- G. Serve as the liaison between the Associated Student Government and the BC Watchdog.
- H. Work with the Board of Directors on all press releases, official statements, and newsletters.
- I. Ensure that all ASG logos are being used in accordance with ASG guidelines, and Bellevue College posting policies.
- J. Serve as the recorder in the absence of the ASG Secretary.
- K. Serve as the liaison between the Associated Student Government and chartered student organizations.
- L. Coordinate the club chartering process, in conjunction with the ASG Secretary.
- M. Ensure student concerns are heard and will refer student grievances to the appropriate processes.
- N. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- O. Be accountable for nineteen hours of work per week. During this period, the ASG Public Relations Representative may hold office hours, attend and schedule meetings, complete and work on projects, oversee the association's social media accounts and publications, and otherwise perform duties and tasks as assigned by the ASG President.
- P. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- Q. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- R. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- S. Complete weekly, and quarterly reports as directed by the ASG President.
- T. Perform related duties and tasks as assigned by the ASG President.

2.8 ASG Events Representative

The ASG Events Representative shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Serve on all committees as assigned.
- D. Oversee and direct all ASG events, and activities.
- E. Chair the Electoral Committee and be responsible for ensuring that elections are held in adherence to the policies set forth by the ASG Constitution, and ASG Bylaws.
- F. Assist chartered student organizations with developing and planning events and activities on campus.

- G. Serve as the liaison between the Associated Student Government and the Events Office, Bellevue College Foundation, and the Office of Institutional Advancement when necessary to complete ASG objectives, tasks and goals.
- H. Serve as the liaison between the Associated Student Government and the Campus Activities Board.
- I. Coordinate with the Vice President and the ASG Secretary to establish an event schedule for each academic quarter.
- J. Lead and direct the annual ASG Gala and Awards Ceremony, in collaboration with the Board of Directors.
- K. Create on-campus and digital promotion, and advertising in collaboration with the ASG Public Relations Representative.
- L. Ensure student concerns are heard and will refer student grievances to the appropriate processes.
- M. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- N. Be accountable for nineteen hours of work per week. During this period, the ASG Events Representative may hold office hours, attend and schedule meetings, complete and work on projects, oversee the association's programming efforts, and otherwise perform duties and tasks as assigned by the ASG President.
- O. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.
- P. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- Q. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- R. Complete weekly, and quarterly reports as directed by the ASG President.
- S. Perform related duties and tasks as assigned by the ASG President.

2.9 ASG Emerging Technology Representative

The ASG Emerging Technology Representative shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Serve on all committees as assigned.
- D. Chair the Student Technology Fee (STF) Committee.
- E. Ensure the ASG website is up to date, both with content and design, in conjunction with the ASG Secretary, and ASG President.
- F. Serve as the liaison between the Associated Student Government and the Student Engagement Web & Social Media Specialist, and the Vice President of Information Technology Services.
- G. Serve as an advocate for technological needs and support for students.
- H. Organize and facilitate regular campus events to ensure direct communication between ASG and the general student regarding issues and concerns about technology support through surveys, student town hall meetings and other initiatives.
- I. Ensure student concerns are heard and will refer student grievances to the appropriate processes.
- J. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- K. Be accountable for nineteen hours of work per week. During this period, the ASG Emerging Technology Representative may hold office hours, attend and schedule meetings, complete and work on projects, oversee the association's technological affairs, facilitate meetings of the STF committee, and otherwise perform duties and tasks as assigned by the ASG President.
- L. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.
- M. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- N. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.

- O. Complete weekly, and quarterly reports as directed by the ASG President.
- P. Perform related duties and tasks as assigned by the ASG President.

Section 3: Membership Criteria of the Board of Directors

3.1 Membership Eligibility Criteria

- A. Candidates for all Board of Directors positions are expected to meet the following requirements at the time of application:
 - a. Must have a 2.5 cumulative GPA of college-level credits taken at Bellevue College.
 - b. Must have completed twelve (12) college-level credits taken at Bellevue College.
 - c. All positions are expected to present prior experience in leadership in some form.
 - d. Be in good standing with Bellevue College and not on disciplinary probation.
 - e. Be in good academic standing, and not be on academic probation.
- B. Candidates for President, and Vice President are expected to present prior experience in leadership, in at least one of the following areas:
 - a. Served as an ASG Officer.
 - b. Served as an ASG Student Senator.
 - c. Served in a leadership position in a chartered student organization at Bellevue College for at least one quarter.
 - d. Served in a student leadership position at Bellevue College for at least one quarter.

3.2 Oath of Office

- A. Each incoming ASG Officer, shall take the following oath before becoming an official member of the Associated Student Government: “I (full name), do solemnly affirm before these assembled witnesses that, to the best of my ability, I will faithfully execute the duties and responsibilities of my office, and shall preserve, protect, and enforce the Constitution of the Associated Student Government of Bellevue College.”
- B. This Oath of Office shall be taken at an official Board of Directors meeting after the membership of the incoming Board has been finalized.
 - a. Regardless of the oath being taken, the incoming Officers shall not have the authority to exercise any of their granted powers until the official date of their employment has begun.

3.3 Membership Requirements During Tenure

- A. During the duration of their tenure in office, all Board of Directors members are expected to:
 - a. Maintain a minimum quarterly GPA of 2.5 while in office.
 - b. Register and complete a minimum of eight (8) Bellevue College credit hours per academic quarter, with the exception of Summer Quarter while in office.
 - c. Remain in good standing with Bellevue College and not on disciplinary probation.
 - d. Remain in good academic standing, and not be on academic probation.
 - e. Not hold any other paid position on campus.
 - f. Not hold any other leadership position on campus.

Section 4: Hiring Protocols and Procedures

- A. All non-executive Board of Directors candidates, with the exception of the ASG Executive Justice, shall be appointed through a traditional hiring process overseen by the Board of Directors.
 - a. If members of the Board of Directors are candidates for any ASG Board position, they shall not participate in official functions of the hiring process for any of the positions.

4.1 Application & Publication

- A. Applications for all positions of the Board of Directors must be made publicly available before the end of the Winter Quarter and must remain open for at least fourteen (14) academic days.
- B. The Board of Directors shall promote and publicize ASG applications through regular tabling, posting physical and digital materials, sending messages to the student body, canvassing, and through other acceptable means to attract applicants.
- C. The ASG Advisor(s) shall certify that each applicant has met the required qualifications within three (3) business days of the application closing.
- D. Applications should contain, but are not limited to the following components:
 - a. A summary of the position.
 - b. The minimum qualifications for the role.
 - c. The essential functions of the role.
 - d. Details regarding compensation, and selection timeline.
 - e. Request for materials from the candidate including a resume, cover letter, and at least one letter of recommendation (optional).
 - f. Short answer questions.
 - g. Fields to input personal information including:
 - i. Bellevue College email address.
 - ii. Student ID number.
 - iii. Phone number.
 - h. Field for applicants to certify that they meet all requirements for the position.
 - i. Field for applicants to sign and date the application.

4.2 Interviews

- A. The ASG President, and ASG Secretary shall coordinate the scheduling of interviews.
- B. Interview questions must be finalized within three (3) business days of the first interview.
- C. Interviews are to be held in-person and on campus and shall only be conducted in a remote setting if deemed necessary by the Board of Directors.
- D. Interview questions should remain confidential and shall only be distributed to applicants within a period of one (1) to three (3) hours before their interview is scheduled to start, the Board of Directors shall establish a specific time for the distribution of the interview questions. This specific time shall remain consistent for all applicants and established prior to the first interview being conducted.
- E. All applicants, regardless of the position they are interviewing for, must be asked a standard set of questions created by the Board of Directors. However, some positions may be asked specific questions pertaining to their position, as long as every other applicant for that position is asked the same question. Similarly, applicants may be asked to create specific materials for their interview, including mock promotional materials and other media, as long as every other applicant for that position is directed to create the specific materials in the same way. Requests for specific materials must be made at least five (5) business days before the date of the interview.

4.3 Selection & Ratification

- A. Once interviews have been completed, the Board of Directors shall select and finalize the next ASG Board for the upcoming year.
 - a. The ASG Board shall have the authority to offer positions to applicants who did not initially apply for the position being offered.
- B. Once the Board of Directors has been selected, the following procedure shall take place:
 - a. The ASG Advisor(s) shall again certify that the applicants meet the minimum qualifications for the position that they have been selected to occupy.
 - b. Once the previous step has been completed, offer letters shall be sent to the selected applicants.

- c. Once the previous step has been completed, and the selected applicants have accepted the offered positions, denial letters shall then be sent to the non-selected applicants.
- C. Once applicants have been informed that they have been chosen, the Board of Directors shall approve the appointments at a Board of Directors meeting.

Section 5: Elections

5.1 General Provisions

- A. The positions of President, and Vice President shall be determined through election.
- B. All Associated Student Government elections shall be conducted in accordance with the policies, procedures, and rules contained in this section.
- C. Associated Student Government elections shall be overseen by the Electoral Committee.
- D. This section shall be reviewed by the Electoral Committee (“the Committee”), before and after each election. All proposed changes to this section shall adhere to the amendment procedures of these Bylaws outlined in Article IX.
- E. Ignorance of the rules outlined in this section shall not be an acceptable defense in response to any offense committed in any election under this section, either by the candidates themselves or their volunteers.
- F. Final discretion regarding any discrepancies in this section shall be first left up to the Electoral Committee, but upon appeal, the Board of Directors has final interpretational authority.
- G. Each election under this section shall be considered as a single and separate application of this section. Precedent, while useful as a guideline, shall be non-binding for Electoral Committee actions.
- H. Current members of the Board of Directors who are not candidates shall not be allowed to directly or indirectly support, promote, or campaign for or against any candidate.

5.2 Definitions

- A. “Board” means the Board of Directors.
- B. “Ballot measure” means an initiative, referendum, survey question or constitutional amendment to be approved or rejected by eligible voters in a general or special ASG election.
- C. “Business hours” refers to hours in which Bellevue College offices are open.
- D. “Campaign materials” shall be used as a general term that refers to posters, flyers, stickers, sandwich boards, and other media intended to be posted or distributed by candidates.
- E. “Candidate” means any person who has been determined eligible for candidacy in accordance with this section.
- F. “Chartered student organization” means any student organization that has had their charter application approved by the Board of Directors.
- G. “Joint Campaigning” is the act of multiple candidates who are campaigning together in an effort to elect the other individual or appearing jointly on the same campaign materials.

5.3 The Electoral Committee

- A. The Electoral Committee shall be composed of the following individuals:
 - a. The ASG Events Representative (or designee) who shall serve as the Chair.
 - b. The Dean of Student Life and Leadership (or designee).
 - i. The Dean of Student Life and Leadership shall serve as the Vice Chair of the Electoral Committee.
 - c. The ASG President (or designee).
 - d. One (1) ASG Student Senators appointed by the Chair.
 - e. One (1) student-at-large appointed by the Chair.
 - f. One (1) BC faculty or staff member appointed by the ASG President, in coordination with the Chair.
- B. The Electoral Committee membership shall be finalized prior to the candidate application deadline.
 - a. The membership shall be considered finalized when the roster has been ratified by the Board of Directors through the passing of a Board Bill.

- C. The Electoral Committee membership shall consist of individuals whose presence on the committee does not constitute a conflict of interest, as decided by the Board of Directors and the Dean of Student Life & Leadership (or designee).
- D. Members of the Electoral Committee shall not be allowed to directly or indirectly support, promote, or campaign for or against any candidate.
- E. The Electoral Committee shall have at least one (1) meeting prior to the candidate orientation, where they will:
 - a. Verify the eligibility of candidates and ratify the candidate pool.
 - b. Elect the Committee Clerk from its membership.
 - c. Elect the Elections Marshall from its student membership.
- F. Jurisdiction of the Electoral Committee:
 - a. The Electoral Committee has original jurisdiction over all actions resulting from matters of voting and elections conducted by the Associated Student Government of Bellevue College.
 - b. The Electoral Committee has the ability to issue decisions regarding all matters of voting and elections conducted by the Associated Student Government of Bellevue College.
 - c. The Electoral Committee has the ability to interpret this section in order to make a decision in matters of voting and elections conducted by the Associated Student Government of Bellevue College.
- G. Duties of the Electoral Committee:
 - a. The Electoral Committee shall publicize ASG Elections in conjunction with the Board of Directors, and the Office of Student Engagement.
 - b. The Electoral Committee shall conduct a candidate orientation meeting.
 - c. The Electoral Committee shall hold hearings involving matters brought to them under their jurisdiction.
 - d. The Electoral Committee shall be responsible for finalizing the Elections Packet.
 - e. The Electoral Committee shall approve campaign materials that are submitted by candidates and that are in accordance with this section, and applicable Bellevue College policies.
 - f. The Electoral Committee members shall be available to hear cases within two business days of the complaint being filed.
 - g. The Electoral Committee shall have the authority to penalize candidates found to be in violation of the policies, procedures, and rules contained in this section.
 - h. The Electoral Committee shall be responsible for verifying election results under their jurisdiction, and declaring which candidate has been elected.
 - i. The Electoral Committee shall meet twice per week during the campaign period to ensure availability to the candidates and their respective campaigns.
 - j. The Electoral Committee shall adhere to the rules outlined in this section, when said rules do not contradict the ASG Bylaws or the ASG Constitution.
 - k. The Electoral Committee shall be responsible for approving the registration of campaign volunteers.
- H. The Electoral Committee Chair shall:
 - a. Serve as the spokesperson of the Electoral Committee.
 - b. Preside over all hearings filed before the Electoral Committee and administer proceedings in a manner deemed proper and in accordance with this section.
 - c. Organize all meetings of the Electoral Committee and all events related to ASG elections.
 - d. Sign off on voting results after they have been verified.
 - e. Select the remaining members of the Electoral Committee and appoint vacancies arising in the Electoral Committee.
- I. The Electoral Committee Vice Chair shall:
 - a. Serve as the acting chair of the Electoral Committee in the absence of the Electoral Committee Chair.
 - b. Sign off on voting results after they have been verified.
- J. The Electoral Committee Clerk shall:
 - a. Record meeting minutes.

- b. Maintain membership list and attendance records.
 - c. Ensure communication between committee members.
 - d. Perform other duties as assigned by the Chair.
 - e. Fulfill other committee specific duties outlined in this Article.
- K. The Elections Marshall shall:
- a. Monitor the activities of candidates and their volunteers during the campaign period of all Associated Student Government elections in order to ensure candidate compliance with the rules outlined in this section.
 - b. Ensure the compliance of candidates and their volunteers during the campaign period by compiling evidence of infractions and submitting formal complaints to be heard before the Electoral Committee.
 - c. Bring forward all discovered infractions.
 - d. Not be permitted to preside over actions before the Electoral Committee nor may they discuss the hearings before the Electoral Committee with any members of the Electoral Committee.
 - e. Not be permitted to appeal a decision of the Electoral Committee.
 - f. Not be permitted to file claims against candidates in matters that are presently submitted to the Electoral Committee, or in matters that have previously been decided by the Electoral Committee.

5.4 Elections Orientation and Webpage

- A. The Electoral Committee shall host a candidate orientation at least two (2) business days prior to the campaign start date.
- B. All candidates must attend the mandatory candidate orientation.
 - a. Emergency situations shall exempt the candidate from fulfilling their obligation to attend the mandatory candidate meetings. An emergency shall include but is not limited to serious illness, accident, or death/serious illness in the family. Documentation showing an emergency occurred should be provided to the Electoral Committee in a timely manner.
 - b. Depending on the number of candidates, the Electoral Committee shall have the authority to conduct more than one orientation.
- C. The Electoral Committee shall create an “Elections Packet,” that shall be distributed to all candidates at the orientation. The Elections Packet shall include, but not be limited to the following components:
 - a. Cover page.
 - b. Table of contents.
 - c. Letter from the Electoral Committee Chair.
 - d. Current membership rosters for the Electoral Committee, and the Board of Directors.
 - e. Dates, times, locations and descriptions of important election dates (campaign period, events, deadlines, voting period, etc.).
 - f. A current copy of this section.
 - g. The Expense Declaration Form.
 - h. The Election Rules Violation Form.
 - i. Instructions on how to access a digital version of the packet.
 - j. Instructions on how to access all necessary forms.
- D. The Electoral Committee Chair shall ensure that information related to the elections process, be uploaded, and kept up to date on the ASG webpage, during the election period.
- E. The dedicated elections page on the ASG webpage shall include but not be limited to the following components:
 - a. A current copy of this section.
 - b. All forms needed by candidates, including all contents of the Elections Packet.
 - c. The due date of the applications.
 - d. The dates of the campaign and voting period.
 - e. The dates of all election events.
 - f. Details on when and where students can vote.
 - g. The current membership of the Electoral Committee.

5.5 Campaigning

- A. Campaigning as defined in this section, shall not begin before the campaign start date.
- B. The campaigning period shall last at least fourteen (14) business days.
- C. Campaigning includes, but is not limited to, the following activities, when such activities are undertaken by a candidate, or a candidate's volunteers:
 - a. Distributing or posting flyers or other printed materials to support or oppose a group or candidate.
 - b. Addressing students to support or oppose a group or candidate.
 - c. Use of electronic media to publicly support or oppose a group, or candidate.
 - d. Any other public activity intended to support or oppose a group, or candidate.
 - e. The act of wearing, and distribution of personal campaign apparel, such as t-shirts, buttons, or pins.
 - f. Recruitment of volunteers, implementation of campaign strategies, and production of campaign materials.
 - g. The act of wearing personal campaign apparel, such as t-shirts, buttons, or pins
- D. Campaigning does not include:
 - a. The private organization, planning, and development of a campaign, including the recruitment of volunteers, planning of strategies, and production of campaign materials.
 - b. The process of recruiting volunteers in a private setting or individual basis for the purposes of assisting candidates after the campaign start date. Any event of gathering cannot be publicly advertised to students.
- E. Candidates shall have the ability to jointly campaign.
- F. Eligible candidates must adhere to the following rules while campaigning:
 - a. Candidates may not campaign, or store campaign materials in the ASG Office.
 - b. Candidates may not campaign in the Office of Student Engagement, or store campaign materials in the Student Engagement Office, lockers, or other storage spaces under the control of Student Engagement.
 - c. A candidate shall not be in the immediate presence of a person actively voting for a candidate.
 - d. A candidate shall not campaign at any event or meeting that is conducted, funded, or sponsored by the ASG, except for election events, unless permitted by the Electoral Committee.
 - e. A candidate shall not remove or deface any lawfully placed campaign advertising without authorization.
 - f. Candidates, and volunteers may not campaign or wear campaigning materials while acting in an official capacity of the Associated Student Government.
 - g. A candidate shall not violate any applicable law, whether federal, state, or local.
 - h. Demagoguery of any form is not allowed. This is defined as "a leader who makes use of popular prejudices and false claims or promises in order to gain power." This behavior includes, but is not limited to, stoking fears, appealing to emotion, validating false claims and/or false information, and lying.
 - i. Candidates shall not receive any materials or resources from any current ASG Officer.
 - j. A candidate may not engage in plagiarism of any form, which is defined as "using another person's work and presenting it as your own without giving proper credit." This includes, but is not limited to, quotes, facts, and ideas associated with campaigning.
 - k. Candidates may not campaign on the interior second floor of the Student Union Building.
 - l. Candidates are expected to adhere to the following regulations regarding electronic campaigning:
 - i. No electronic campaigning or materials may be used prior to the start of the campaign period.
 - ii. Any types of group messaging services such as Discord, WhatsApp, and others shall be classified as electronic campaigning and are subject to the guidelines under this section.
 - iii. Social media accounts used for campaigning must be newly created for the election.
 - iv. Candidates may only use their personal social media account to promote an upcoming election by sharing, or linking to information hosted by official election pages maintained by the ASG.
 1. Candidates may not campaign on their personal social media.

2. Candidates may not share posts from their official campaign account on their personal social media account.
 3. Candidates may not tag their campaign account on their personal social media accounts.
 4. Candidates may not tag their personal accounts on their campaign account.
 - v. Individuals not associated with a campaign may promote any campaign account on their social media.
 1. Individuals associated with a campaign include candidates, and volunteers.
 - m. Candidates are expected to adhere to the following regulations regarding volunteers:
 - i. Candidates must register their volunteers with the Electoral Committee prior to any form of public engagement.
 1. A volunteer is defined as a student who registered to support the candidates' campaign. In all instances, the actions of a candidate's volunteer(s) constitute the action of the candidate. Therefore, a violation of any election policy herein on behalf of a volunteer is the responsibility of the candidate.
 2. Candidates may register their volunteers by completing the volunteer registration form provided by the Electoral Committee.
 3. Volunteers are only to be considered registered after their registration has been approved by the Electoral Committee.
 - n. Candidates must have all social media posts, posters, pamphlets, handouts, and all other campaign materials approved by the Electoral Committee and be used in accordance with the campus posting policies. The Electoral Committee shall also receive information regarding expected use, including where the materials will be posted physically and digitally.
 - o. Candidates are expected to know the posting requirements set forth by Bellevue College and the Office of Student Engagement. Ignorance of material requirements shall not be considered an excuse for a candidate's violation.
 - p. Candidates are expected to adhere to the following regulations regarding the posting of physical materials on campus:
 - i. All physical materials to be posted on indoor and outdoor bulletin boards must receive approval from the Office of Student Engagement.
 1. The Office of Student Engagement shall be directed by the Electoral Committee to extend the stamped posting period to the second business day after voting has closed.
 - ii. Candidates may only post once per bulletin board, and the size of the poster shall not exceed one hundred eighty-seven (187) square inches (11" X 17") of surface area on a single bulletin board.
 - iii. Candidates may not post on non-designated posting areas, including but not limited to walls, pillars, doors, windows, etc.
 - iv. Candidates may not post campaign materials on the second floor of the Student Union Building.
 - v. Candidates may not disseminate smaller versions of approved campaign materials, in a matter that would be considered egregious, or wasteful. This includes "passive campaigning," where stacks, or piles of smaller campaign materials are placed on surfaces such as tables, desks, and counters, regardless of supervisor permission.
 - vi. The use of yard signs is prohibited.
 - vii. The use of banners is prohibited.
 - viii. Candidates and volunteers are prohibited from destroying, removing, defacing, or covering campaign materials.
 - ix. Campaign materials shall not be sold in any capacity, nor should a candidate profit in any way from their campaigning activities.
- G. Any form of campaigning not specified in this section must be reviewed and approved by the Electoral Committee prior to its use.
- a. This review and approval may take place at any point during the campaigning period.

- b. The Electoral Committee shall notify all candidates of all decisions made on forms of campaigning not specified in this section.

5.6 Campaign Expenditures

- A. Campaign expenditures shall not exceed one (1) percent of the total salary of the position that the candidate is seeking to fill.
- B. Proof of all expenditures must be submitted using a copy of the Expense Declaration Form no later than two (2) business days after the voting period has ended. Campaign expenditures reports must be submitted on time even if there were no expenditures incurred over the course of the campaign.
 - a. Expenditures shall also include any donated goods and services (defined as “any item that is discounted or donated that a candidate is using explicitly and solely for campaigning that a candidate would have to otherwise pay for.”). All donated material shall be assigned a fair market value by the Electoral Committee using quoted rates.
 - i. When possible, quotes shall be obtained from entities operating within or under Bellevue College, followed in preference by local businesses or organizations, followed by quotes obtained from credible online vendors.
- C. The Electoral Committee shall prepare an Expense Declaration Form to be provided to each Candidate as part of the Elections Packet; The Expense Declaration Form shall include:
 - a. The dollar amount of all planned and incidental expenses incurred by the Candidate(s) during the Election.
 - b. A description of every expense incurred during the Election.
 - c. The date of the expense.
 - d. All relevant receipts or invoices.
 - e. The initials of the candidate(s) on every expense indicating the approval of that expense.
 - f. The signed and dated signature of the candidate(s) indicating the approval of the Expense Declaration Form.
- D. If a prevailing candidate fails to submit financial disclosure forms by the deadlines provided in this section, the Electoral Committee may order that the candidate be disqualified.

5.7 Violations & Complaints

- A. Only Candidates and the Elections Marshall have the authority and responsibility to report violations of the rules outlined in this section to the Electoral Committee. These reports shall be referred to as “complaints.”
 - a. The filer of a complaint is designated as the “complainant.”
 - b. The alleged violator is the “respondent.”
- B. All complaints must be filed no later than two (2) business days after the voting period has ended.
- C. All complaints must be made on forms adopted by the Electoral Committee, which will be made available upon request, and publicly available on the ASG website. Any such form must include, but not be limited to the following components:
 - a. The identity of the complainant and respondents.
 - b. A citation to the specific rule alleged to be violated.
 - c. The alleged facts which constitute a violation of the cited rule, including the date, time, and place of the alleged violation, if applicable.
 - d. Contact information for any known witnesses of the facts alleged.
 - e. The complainant’s signature.
 - f. Optionally, written or photographic evidence attached to the form or given by URL.
- D. The Electoral Committee shall govern all violation hearings, and the ASG Events Representative (or designee) shall act as the Chair of all meetings.

5.8 Hearings

- A. The Electoral Committee must have a quorum of a simple majority of voting members present to hold a hearing. The Electoral Committee Chair or the Electoral Committee Vice Chair must be presiding for a hearing to take place.
- B. The Electoral Committee shall resolve each complaint by determining whether the evidence has shown that it is more likely than not that the respondent committed the violation alleged.
- C. Once a complaint has been filed, the procedures shall be adhered to:
 - a. The Electoral Committee Chair shall notify the respondent(s) and shall provide them with a copy of the received Election Rules Violation Form, and a copy of the rules by which the hearing will be conducted.
 - b. The Electoral Committee Chair shall notify the Electoral Committee of the alleged violation and shall provide them with a copy of the received Election Rules Violation Form.
 - c. The Electoral Committee Chair shall notify the witnesses of the alleged violation and shall provide them with a copy of the received Election Rules Violation Form, and a copy of the rules by which the hearing will be conducted.
 - d. The Electoral Committee Chair shall set a time and place for the hearing, provided that the hearing take place as reasonably practicable.
 - i. The Electoral Committee shall inform all parties of the time, date, and location of the hearing immediately after the meeting details have been finalized.
 - ii. The Electoral Committee shall hold a public hearing no later than five (5) business days after the submission of a complaint.
 - e. Complaints will be considered and judged upon their legal and factual allegations by the Electoral Committee.
 - f. The Electoral Committee will not consider complaints if the complainant fails to appear at the hearing.
- D. The following procedures shall govern Election Rules Violation Hearings:
 - a. The hearing shall be open to the public, but public comment shall not be allowed.
 - b. The hearing for each complaint will proceed as follows, unless otherwise ordered by the Electoral Committee: Roll call will be taken to ensure the presence of the complainant and/or respondent.
 - i. The Chair will introduce the members of the Electoral Committee and read the complaint aloud.
 - ii. The parties will introduce themselves to the Electoral Committee.
 - iii. The Chair will ask the parties for any procedural questions, and the Electoral Committee will respond as appropriate.
 - iv. The Complainant(s) shall present their case first, followed by the Respondent(s).
 - v. Each party shall have fifteen (15) minutes to present their case, and five (5) minutes for a rebuttal.
 - vi. All parties may present witnesses and evidence during their period of argument.
 - vii. The Electoral Committee members may take time as necessary for questioning.
 - viii. After receiving evidence and arguments, the Electoral Committee will deliberate on each case in a closed executive session, where they shall find the Respondent:
 1. Guilty of the violation, in which case the Electoral Committee shall take disciplinary action.
 2. Not guilty.
 3. Render the decision inconclusive in the case that sufficient information is unavailable.
 - ix. Candidates may appeal decisions deemed inconclusive by the Electoral Committee to the Judicial Oversight Committee.
 - x. The ruling of the Electoral Committee shall be sent to all parties within two business days of the hearing taking place.

5.9 Violations

- A. No candidate shall be penalized in any way without a hearing and official decision from the Electoral Committee.
- B. The Electoral Committee may penalize any candidate for violating the rules outlined in this section, including all actions violating the election rules performed by volunteers.
- C. If a candidate is deemed responsible, they shall receive a penalty appropriate to remedy the violation. Penalties include, but are not limited to:
 - a. Issue a written warning to the respondent if the violation can be reasonably deemed minor.
 - b. Limitation of expenses.
 - c. Issuance of a cease-and-desist order.
 - d. Limitation of campaigning time.
 - e. Revoke specific campaigning privileges of a candidate or their volunteers.
 - f. Disqualify the respondent from the election or award the position in question to the runner up if the election has already ended.
 - g. The Electoral Committee may also determine an appropriate remedy not listed here.
- D. Candidates must comply with decisions of the Electoral Committee immediately or face further sanction.
 - a. This rule shall apply unless the Board of Directors issues a decision affecting the candidate's original penalties recommended by the Electoral Committee.
- E. Candidates who are disqualified by the Electoral Committee shall have that sanction withheld until the Board of Directors approves or amends the penalties.
- F. If a prevailing candidate is disqualified from winning in the election, the candidate who received the second most number of "yes" votes cast shall be declared the victor. If multiple candidates are disqualified, the non-disqualified candidate who received the most "yes" votes cast shall be declared the victor.

5.10 Appeals

- A. Board consideration is the final opportunity to appeal penalties.
- B. All parties involved in the Electoral Committee hearing shall be made aware of the ability to appeal any penalties recommended by the Electoral Committee to the Board of Directors.
- C. Approval of penalties shall appear on the Board of Directors meeting agenda at least two (2) business days prior to the meeting.
 - a. All parties involved shall receive confirmation that the approval of penalties has been placed on the agenda at least twenty-four (24) hours before the meeting. This confirmation shall include date, time, and the location of the Board meeting.
- D. The Board of Directors must approve all penalties before they become final. Any modifications to the penalties recommended by the Electoral Committee shall require a three-fourths (3/4) majority vote, excluding abstentions to amend.
 - a. The ASG Officers serving on the Electoral Committee are expected to abstain from the consideration of any penalty decision submitted by the Electoral Committee.
 - b. If the Board of Directors fails to amend the penalties recommended by the Electoral Committee, the penalties immediately become final.

5.11 Voting & Election Results

- A. The voting period shall last for at least two business days, up to a maximum of four business days. The voting period shall be made available in the election calendar.
- B. All members of the Bellevue College student body are entitled to vote in all Associated Student Government elections.
- C. Students shall only vote once using the approved voting platform.
- D. Candidates, and their volunteers may not provide their personal electronic devices as a means for others to vote.
- E. Election results will be tabulated by professional staff in the Office of Student Engagement following the closing of the voting period.

- F. A candidate in an ASG election is considered the victor based on receiving the most “yes” votes cast per position. For unopposed positions, there must be yes/no voting options. If an unopposed candidate does not receive the most “yes” votes cast, they are ineligible to apply for that same position for the remainder of that term of office.
- G. In the case of a tie, there shall be one week of additional campaigning and two days of additional voting for the tying candidates.
- H. When satisfied with the counting of the ballots, the Electoral Committee Chair, Electoral Committee Vice Chair, and the ASG President will sign a certificate of election after reviewing the results tabulated by the Office of Student Engagement.
- I. Election results will first be announced to the candidates within two (2) business days of the voting period closing.
- J. Election results will not be announced to the public until all hearing and appeal proceedings have been resolved, and the certificate of election has been signed.
- K. The ASG President in conjunction with Student Affairs is responsible for announcing the election results to campus, through an all-campus email.

5.12 Special Elections

- A. The Board of Directors shall have the authority to conduct Special Elections through a two-thirds (2/3) majority vote of the Board of Directors, excluding abstentions.
 - a. Special Elections may be held to fill vacancies of the Board of Directors, and to propose ballot measures including initiatives, referendums, and survey questions to be approved or rejected by eligible voters in an ASG election.
- B. Special Elections shall be held within twenty (20) business days of the ballot measure being approved.
- C. The voting period shall last for at least two business days, up to a maximum of four business days.

Section 6: Recall & Removal Procedures of the Board of Directors

6.1 Judicial Oversight Committee

- A. All recall procedures of ASG Officers shall be overseen by the Judicial Oversight Committee.
- B. All final recommendations, decisions and actions of the Judicial Oversight Committee concerning the recall of an Officer require final approval from the Board of Directors.
- C. The ASG Judicial Oversight Committee shall be composed of:
 - a. The voting membership of the Judicial Oversight Committee shall consist of the following individuals:
 - i. The ASG Executive Justice (or designee) who shall serve as Chair.
 - ii. The ASG President (or designee) who shall serve as Vice Chair.
 - iii. Two (2) ASG Student Senators appointed by the Chair.
 - iv. One (1) student-at-large appointed by the Chair.
- D. The non-voting membership of the Judicial Oversight Committee shall consist of the following individuals:
 - a. The Dean of Student Life and Leadership (or designee).
- E. The Judicial Oversight Committee shall elect the Committee Clerk from its membership.

6.2 Conditions & Procedures for the Removal of an Officer

- A. Failure to maintain a minimum quarterly GPA of 2.5
 - a. If an ASG Officer’s grade point average (GPA) falls below the academic requirements of 2.5, they will be placed on academic probation by the ASG Advisor(s) for the remainder of the quarter. Any Officer falling below the academic requirements for two (2) consecutive quarters will immediately forfeit their position; no appeals will be available.

- b. Any exception such as medical withdrawal must be submitted to the Board of Directors through a written explanation and approved by the Board of Directors through a two-thirds (2/3) majority vote, excluding abstentions.
- B. Failure to be registered for a minimum of eight (8) BC credit hours.
 - a. If for any reason any ASG Officer fails to be registered for a minimum of eight (8) BC credit hours, this Officer must inform the Board of Directors of this matter within five (5) business days after the deadline to drop a class without receiving a “W” grade on their transcript. The Officer in question must submit a formal letter addressed to the ASG Board that explains the circumstances that led to their inability to register for the minimum number of credits. The decision to grant a pardon to the Officer not meeting the credit requirements must be approved by the Board of Directors through a two-thirds (2/3) majority vote, excluding abstentions. If the vote to grant a pardon fails, the ASG Officer in question will immediately forfeit their position. An Officer may only receive the pardon described above once during their tenure in office.
- C. Failure to complete a minimum of eight (8) BC credit hours.
 - a. If for any reason an ASG Officer fails to complete a minimum of eight (8) BC credit hours, this Officer must inform the Board of Directors of this matter within five (5) business days after the Officer in question withdrew from their class(es). The Officer in question must submit a formal letter addressed to the ASG Board that explains the circumstances that led to their inability to complete the minimum number of credits. The decision to grant a pardon to the Officer not meeting the credit completion requirements must be approved by the Board of Directors through a two-thirds (2/3) majority vote, excluding abstentions. If the vote to grant a pardon fails, the ASG Officer in question will immediately forfeit their position. A Officer may only receive the pardon described above once during their tenure in office.
- D. No longer in good standing behavioral with Bellevue College.
 - a. If for any reason an ASG Officer is to be found “not in good standing,” with Bellevue College, the Officer shall immediately forfeit their position; no appeals will be available.

6.3 Conditions for the Recall of an Officer

- A. Dereliction of Duty
 - a. Three (3) unexcused absences from officially scheduled Board of Directors meetings, or team meetings per term.
 - b. Not being representative of students.
 - c. Failure to perform their duties as expected, such as meeting deadlines, working collaboratively, following through on assigned tasks, maintaining office hours, or attending meetings and/or training sessions, including retreats.

6.3 Procedures for the Recall of an Officer

- A. Any ASG Officer may submit a formal, written complaint, stating specifically how the Officer is not meeting performance or job expectations to the ASG Judicial Oversight Committee Chair. Upon receiving the complaint, the Judicial Oversight shall schedule a hearing to be held within seven (7) business days of the date of the complaint first being filed.
 - a. The filer of a complaint is designated as the “complainant.”
 - b. The ASG Officer in question is designated as the “respondent.”
- B. The Judicial Oversight Committee must have a quorum of three members present to hold a hearing, and the Judicial Oversight Committee Chair, or the Judicial Oversight Committee Vice Chair must be presiding for a hearing to take place.
- C. If the Officer in question is one of the ASG Judicial Oversight Committee members, this person will not be allowed to oversee or participate in official functions regarding their own review, but may still hold all privileges given to Respondents as defined in this section.
- D. The Judicial Oversight Committee shall resolve each complaint by determining whether the evidence has shown that it is more likely than not that the respondent committed the violation(s) alleged.

- E. Once a complaint has been filed, the following procedures shall be adhered to:
 - a. The Judicial Oversight Committee Chair shall notify the Respondent(s) and shall provide them with a copy of the received complaint, and a copy of the rules by which the hearing will be conducted.
 - b. The Judicial Oversight Committee will not consider complaints if the complainant fails to appear at the hearing.
- F. The hearing for each complaint will proceed as follows, unless otherwise ordered by the Judicial Oversight Committee.
 - a. The Chair will introduce the members of the Judicial Oversight Committee and read the complaint aloud.
 - b. The parties will introduce themselves to the Judicial Oversight Committee.
 - c. The Chair will ask the parties for any procedural questions, and the Judicial Oversight Committee will respond as appropriate.
 - d. The Complainant(s) shall present their case first, followed by the Respondent(s).
 - i. Each party shall have fifteen (15) minutes to present their case, and five (5) minutes for a rebuttal.
 - ii. All parties may present witnesses and evidence during their period of argument.
 - iii. The Judicial Oversight Committee members may take time as necessary for questioning.
 - iv. After receiving evidence and arguments, the Judicial Oversight Committee will deliberate on each case in a closed executive session, where they shall make one of the following decisions:
 - 1. Issue a dismissal of complaint to the Officer in question.
 - 2. Issue a warning to the Officer in question.
 - 3. Issue a probationary period to the Officer in question.
 - a. Probationary periods shall last for no less than ten (10) business days, and no more than twenty (20) business days.
- G. Following the hearing, the ASG Judicial Oversight Committee will send a formal letter to all parties which must include the following:
 - a. A explanation of the action(s) made by the Officer in question.
 - b. The decision of the Judicial Oversight Committee to issue a warning, probationary period, or a dismissal of complaint to the Officer in question.
 - c. Any additional information deemed necessary to include by the Judicial Oversight Committee.
- H. If the Officer receives probation, the ASG Judicial Oversight Committee will assign tasks to the Officer which they will have to finish within the probationary period. Tasks may include but are not restricted to responding to emails, attending meetings, holding office hours, completing projects or tasks assigned by the ASG President, attending events, retreats or other official gatherings. The probationary status of an ASG Officer is to be kept confidential among the ASG Judicial Oversight Committee.
- I. After the probationary period, the ASG Judicial Oversight Committee will reconvene with the Officer in question to review the concerns and make one of the following decisions:
 - a. Dismissal of probation period, as which time the Officer will be reinstated to the original status and must perform all duties expected.
 - b. Recommendation of a vote of “no confidence” to be motioned at the next official Board of Directors meeting.
- J. If the ASG Judicial Oversight Committee recommends that a vote of "no confidence" be motioned, the vote of no confidence will appear as an action item on the agenda for the next official ASG Board meeting. The ASG Board shall take a vote of “no confidence” regarding the concerned Officer, who may not have a vote.
 - a. A successful “vote of no confidence,” requires a two-thirds (2/3) majority vote, excluding abstentions in order to pass.
 - i. If the vote of “no confidence” succeeds, the Officer in question will

immediately forfeit their position.

- ii. If the vote of “no confidence” fails, the ASG Judicial Oversight Committee can rule and create their own response to the Officer by giving the officer in question an extended probationary status or reinstating the Officer to their original status.

6.4 Procedures for the Recall of an Officer at the Request of a Student

- A. Any currently registered student at Bellevue College may call for the recall of an ASG Officer through submitting a formal complaint to the ASG Judicial Oversight Committee, provided they have a reasonable amount of evidence that the Officer in question has been continuously failing to fulfill their duties, such as meeting deadlines, working collaboratively as a team, following through on assigned tasks, maintaining office hours, attending required meetings and/or training sessions — including retreats, upholding the duties and responsibilities stated in the ASG Bylaws, or failing to be representative of students.
- B. The Judicial Oversight Committee shall review the submitted complaint, and make one of the following decisions:
 - a. The Committee finds the complaint to hold merit and will agree to hear the case.
 - i. Should the Judicial Oversight Committee vote to hear the case, the Committee shall adhere to the procedures established in Article 1, Section 6.3.F-H of the ASG Bylaws.
 - b. The Committee finds the complaint does not hold merit and will not hear the case.
 - i. Should the Judicial Oversight Committee vote to dismiss the case, the Committee shall explain their decision in a letter to the student who filed the complaint.

6.5 Removal of Officers Prior to Inauguration

- A. ASG Officers may be removed from office prior to their inauguration.
 - a. “Inauguration” shall be defined as the date the individual in question is officially scheduled to begin working as an ASG Officer.
- B. Individuals may be removed prior to inauguration for the following reasons:
 - a. The individual was found to be ineligible for the position they were elected, or selected for on the basis of GPA, and credit requirements.
 - b. The individual is found to no longer be in good standing with Bellevue College.
- C. Members of the Board of Directors may not be removed after they have been inaugurated based on not meeting the required number of credits, or not meeting the required cumulative GPA at the time of application.
 - a. These members are still subject to the membership criteria while in office outlined earlier in this Article.

Section 7: Vacancies

7.1 Procedures for Filling Non-Executive Vacancies.

- A. In the event of a non-executive vacancy, the Board of Directors shall first open the vacant position to interested ASG Officers at an official Board of Directors meeting.
 - a. At this meeting, the Board of Directors shall elect a member to fill the vacancy. The proposed Officer must meet all requirements and be approved by the Board of Directors through a two-thirds (2/3) majority vote, excluding abstentions.
 - b. If the Board of Directors fails to fill the vacancy for two-consecutive Board meetings following the initial election, the Board of Directors shall open the position to students, adhering to the hiring procedures outlined in Article I, Section 4 of the ASG Bylaws.
 - c. If the Board of Directors desires to forego the internal election process, they shall have the ability to open the position to students through a two-thirds (2/3) majority vote, excluding abstentions.

- i. The Board of Directors shall adhere to the hiring process described in Article I, Section 4 of the ASG Bylaws.
- ii. In the event the Board of Directors does not find a suitable candidate for the position. The ASG Board can vote to leave the position closed for the remainder of the academic year through a two-thirds (2/3) majority vote, excluding abstentions.

7.2 Procedures for Filling Executive Vacancies

- A. In the event of an executive vacancy, the Board of Directors shall first open the vacant position to interested ASG Officers at an official Board of Directors meeting.
 - a. At this meeting, the Board of Directors shall elect a member to fill the vacancy. The proposed Officer must meet all requirements and be approved by the Board of Directors through a two-thirds (2/3) majority vote, excluding abstentions.
 - b. If the Board of Directors fails to fill the vacancy for four-consecutive Board meetings following the initial election, the Board of Directors shall open the position to students, adhering to the election procedures outlined in Article I, Section 5 of the ASG Bylaws.
 - c. If the Board of Directors desires to forego the internal election process, they shall have the ability to hold a special election through a two-thirds (2/3) majority vote, excluding abstentions.
 - i. The Board of Directors shall adhere to the election process described in Article I, Section 5 of the ASG Bylaws.
 1. This regulation shall not be construed as to prohibit special elections on the basis of issues related to not meeting deadlines, and timelines outlined in the Article 1, Section 5 of the ASG Bylaws.

7.3 Additional Procedures for Filling Vacancies

- A. The Board of Directors may assign a current student to fill any ASG position on an interim basis for up to two (2) months. They will serve on an interim basis until the above vacancy procedures are completed.

Section 8: Meetings of the Board of Directors

8.1 Conduct of Meetings

- A. All meetings of the Board of Directors shall be conducted according to the guidelines and provisions outlined in the ASG Constitution and Bylaws, the Open Public Meetings Act (RCW 42.30), and the most current issue of Robert's Rules of Order.
- B. Any meeting of the Board of Directors shall be open to Bellevue College students and the public unless an Executive Session is ordered by the Chair. The Executive Sessions of the Board of Directors will be conducted according to the provisions outlined in the most current issue of Robert's Rules of Order and the Open Public Meetings Act (RCW 42.30).
- C. The Board of Directors shall hold regularly scheduled meetings once per week, and as necessary during the last full week of classes, finals week and during the breaks of each quarter. A regular meeting schedule must be established before the first day of each academic quarter and maintained through the remainder of the current quarter.
- D. During times when meetings are not required, special meetings of the Board of Directors may be held to conduct timely business.
 - a. Any Member of the ASG Board may request a special meeting by submitting a written request to the Chairperson outlining the need for the special meeting. If the Chairperson is the member requesting the special meeting, the Chairperson shall submit the request to the next available ASG Officer on the Board of Directors roster illustrated in Article 1, Section 2.1 of the ASG Bylaws.
 - b. The Chairperson, upon receiving such a request, must respond within two (2) business days by either:

- i. Scheduling a meeting.
- ii. Putting in writing the reasons for not calling the meeting to the ASG Officer who requested the special meeting.

8.2 Designation of Chairperson

- A. The ASG President shall serve as the Chairperson of the Board of Directors. If the position of ASG President is vacant, the ASG Vice President shall serve as the interim Chairperson until the position of President is filled. If the Vice President position is vacant as well, the ASG Board shall select a current Officer to serve as the interim Chairperson and approve this appointment through a two-thirds (2/3) majority vote.

8.3 Agenda

- A. The ASG Secretary shall develop meeting agendas for Board of Directors meetings. The agenda must be posted publicly at least twenty-four (24) hours before the meeting is scheduled to take place. To satisfy the above posting requirement, the ASG Emerging Technology Representative shall post a copy of the agenda to the ASG website and may share the agenda through other Bellevue College posting channels such as newsletters, and email lists.
- B. Agendas may be updated by Officers after they are publicly posted, and up until the meeting has been called to order by the Chairperson.
- C. Agendas shall be organized in the following format:
 - a. Call to Order
 - b. Roll Call
 - c. Introductions
 - d. Approval of Agenda
 - e. Approval of Minutes
 - f. Reports
 - g. Unfinished Business
 - h. New Business
 - i. Discussion Items
 - j. Announcements
 - k. Adjournment

8.4 Minutes

- A. The ASG Secretary shall keep written minutes of all Board of Directors meetings.
 - a. Approved minutes shall be posted within forty-eight (48) hours of being approved by the Board of Directors.
 - b. To satisfy the above posting requirements, the ASG Emerging Technology Representative shall post a copy of the approved minutes to the ASG website.
- B. The ASG Secretary shall archive the minutes by ensuring that a physical copy has been archived in the ASG office, and a digital copy has been uploaded to, and organized on the ASG SharePoint site.

8.5 Quorum

- A. The Board of Directors shall not deliberate without a quorum, which shall be defined as two-thirds (2/3) of the voting members.

8.6 Voting

- A. Eligibility
 - a. Each member of the Board of Directors is eligible to vote on all matters and shall be entitled to one (1) vote.
- B. Abstentions
 - a. Officers must abstain during a vote on any matter in which they have a conflict of interest arising from other involvement. If a member of the Board of Directors has a personal or financial conflict of interest relating to an agenda item being considered by the Board of Directors, they shall clearly

disclose said conflict of interest and abstain on all votes pertaining to said agenda item. They may still participate in discussion of said agenda item, after they have disclosed their conflict of interest.

- b. A conflict of interest may be, but is not limited to:
 - i. A relationship extending out of ASG, and its entities.
 - ii. A previous encounter that may unfairly influence a decision.
 - iii. Gaining personal benefit in the professional setting as a result of voting on the decision.
- c. All abstentions shall be recorded, including the name of the Officer who abstained.

8.7 Absences & Tardies

- A. An Officer is “tardy,” when the officer is not present when the meeting is officially called to order. Once an Officer accrues three (3) tardies, then one (1) unexcused absence shall be added to the officer’s record of attendance kept by the ASG President.
- B. An officer is “absent,” when they have not arrived to the Board meeting prior to the conclusion of reports, or when an officer fails to arrive within ten (10) minutes of the start time for a team meeting.
- C. Members of the Board of Directors shall be allowed no more than three (3) unexcused absences per term. Requests to be excused from an ASG Board meeting must be submitted in writing to the Chairperson at least twenty-four (24) hours prior to the meeting. If the Chairperson is the member who is requesting to have an absence excused, the Chairperson must submit the request to two other ASG Officers.
- D. The Chairperson shall inform the ASG Board whether members not present are excused by the next scheduled meeting.
- E. Any ASG Officer who is excused from attendance of an official ASG meeting and wishes to vote on action items that appear on the meeting’s agenda may do so by putting into writing/email the following: their specific voting position on the meeting action items, a signature and a date. The proxy or absentee voting document must be turned in to and approved by the ASG Board Chairperson twenty-four (24) hours prior to the scheduled meeting time. If the Board Chairperson is the Officer who wishes to vote on action items that appear on the meeting’s agenda, the Chairperson shall submit the proxy or absentee voting document, to the next available ASG Officer on the Board of Directors roster illustrated in Article 1, Section 2.1 of the ASG Bylaws.

Section 9: Legislation of the Board of Directors

9.1 Board of Directors Legislation

- A. Board of Directors Legislation shall consist of Board of Directors Bills, and Board of Directors Resolutions.
- B. Board of Directors Bills shall serve as the tool of the ASG Board to exercise the final executive, judicial, and legislative powers of the Association, unless otherwise delegated to other bodies, as stated in these Bylaws.
- C. Board of Directors Resolutions shall serve as the tool of the Board of Directors to express official student opinion, and the opinion of the Board of Directors.
- D. Board of Directors Legislation shall remain enacted until repealed either directly, or through implication of another Board of Directors Bill, or as stated in the original legislation.

9.2 Classification

- A. Each piece of Board of Directors Legislation shall be classified in a format with three numbers, each separated by a dash.
- B. The first number shall be the classification number of the Board of Directors Legislation as follows:
 - a. 1- Board of Directors Bills regarding amendments to ASG Governing Documents, including the ASG Bylaws, ASG Constitution, ASG Financial Code, ASG contractual agreements, and other rules enacted by the Board of Directors.
 - b. 2- Board of Directors Bills regarding appointments or removals to be confirmed by the Board of Directors.

- c. 3- Board of Directors Bills regarding the ASG Budget, including funding requests and the financing of internal ASG operations.
 - d. 4- Board of Directors Bills regarding general policy of the Association, including but not limited to:
 - i. The adoption of measures from other ASG bodies including the Student Senate, committees, task forces, and other ASG entities.
 - ii. The adoption of the Association’s Legislative Agenda.
 - iii. The creation, or dissolution of ASG task forces, committees, and entities.
 - iv. The ratification of student organization charters.
 - e. 5- Board of Directors Resolutions regarding student opinion.
 - i. This category of resolutions shall only be utilized by the Board of Directors if for any reason, the Senate has failed to be organized.
 - f. 6- Board of Directors Resolutions regarding the opinion of the Board of Directors including judgements, commendations, recognitions, and recommendations.
- C. The second number shall be the session number in which the piece of legislation was submitted.
- D. The third number shall be one more than the number of pieces of legislation of the same classification that have been submitted to the ASG Secretary that session. The first piece of legislation of each type shall start at 1.

9.3 Enactment Clauses

- A. All Board of Directors Bills shall be enacted by the clause “THEREFORE, BE IT ENACTED BY THE ASSOCIATED STUDENT GOVERNMENT OF BELLEVUE COLLEGE BOARD OF DIRECTORS.”
- B. All Board of Directors Resolutions with a classification number of 5 shall be adopted by the clause “THEREFORE, BE IT RESOLVED BY THE ASSOCIATED STUDENT GOVERNMENT OF BELLEVUE COLLEGE.”
- C. All Board of Directors Resolutions with a classification number of 6 shall be adopted by the clause “THEREFORE, BE IT RESOLVED BY THE ASSOCIATED STUDENT GOVERNMENT OF BELLEVUE COLLEGE BOARD OF DIRECTORS.”

Section 10: Bellevue College Governance

10.1 The Board of Directors

- A. The Board of Directors shall serve as the representative constituency council for students in the Bellevue College Governance (BCG) structure.
- B. The Board of Directors shall initiate, research, and form consensus for matters including, but not limited to, policies and procedures, strategic planning, and issues of college-wide concern. Recommendations from the Board of Directors will be forwarded to the president, College Assembly, or other councils, as appropriate, for further consideration and action.
- C. The Board of Directors shall have the opportunity to review and endorse recommendations from other councils, as appropriate.
- D. The Board of Directors will serve as a liaison between students and the College Assembly; address issues of concern on behalf of students; research solutions to these issues; and make recommendations to the Assembly or other councils, as appropriate, for further consideration and action.
- E. The Board of Directors shall adhere to the BCG Charter, when the charter does not conflict with the ASG Bylaws or ASG Constitution.

10.2 College Assembly

- A. 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.

Section 11: Training and Transition

11.1 Training

- A. After the membership of the incoming Board of Directors has been finalized, the newly elected and appointed members shall be trained by the outgoing ASG Officers, and ASG Advisors.

11.2 Transition

- A. The outgoing ASG Officers shall compile transition materials for the newly elected and appointed Officers taking office.

Section 12: Task Forces of the Board of Directors

12.1 General Provisions

- A. The Board of Directors may create Task Forces as needed.
 - a. A Task Force is established to deal with a specific task or group of closely related tasks for a specific time; it is dissolved once the task has been completed.
 - b. Task Forces shall be effective and have a status of “active” until the end of the academic year in which they are established unless they are dissolved by the Board of Directors prior to the end of the academic year.
 - c. During the last Board meeting of the academic year, the Board must either vote in favor of extending the Task Forces status of “active” to the follow academic year or vote in favor of dissolving the Task Force.
- B. Any established Task Forces shall keep written records of their meetings.

Article II: The Student Senate

Section 1: Name, Purpose, Authority & Powers

1.1 Name

- A. The name of this body shall be the “Bellevue College Associated Student Government Student Senate” and will be referred to hereinafter as the “Student Senate,” or simply the “Senate.”

1.2 Purpose

- A. The Senate is responsible for determining student opinion on issues affecting the student body; promoting and developing individual student leadership; drafting, deliberating, and approving legislation; exercising the authorities granted by the ASG Constitution, and ASG Bylaws, and providing a forum for discussion among students, in order to better the experiences of students at Bellevue College.
- B. The Senate shall function as the legislative branch of the Bellevue College Associated Student Government, within the parameters set forth by the ASG Constitution, and ASG Bylaws.

1.3 Authority & Powers

- A. The Senate will be governed by the Board of Directors and shall operate within the provisions and rules set forth in the ASG Bylaws, and ASG Constitution.

- B. The Senate, through the Speaker, may communicate opinions on issues to the college community through the passing of “Senate Resolutions.” Resolutions will be considered as input rather than formal recommendations and do not require a formal response.
- C. The Senate, through the Speaker, shall have the ability to formally recommend the Board of Directors take a specific action, through the passing of “Senate Bills.” The Board of Directors is responsible for providing updates regarding the status of Senate Bills, directly to the Senate.
- D. The Senate, through the Speaker, must respond formally, in writing, to all issues, inquiries, and recommendations referred to the Senate from other bodies, councils, or committees within a reasonable amount of time.
- E. The Senate shall provide a forum for students to participate in Bellevue College decision making, by initiating, researching, and forming consensus on matters related to policies and procedures, strategic planning, and issues of college wide concern.
- F. The Senate does not have the authority to propose changes or alter in any way the ASG Bylaws, ASG Constitution, or the ASG Financial Code.

Section 2: Membership

2.1 Membership of the Senate

- A. The title of “Senator” shall refer to all members of the senate, with the exception of the Senate Officers.
- B. Senators shall hold office for a term of one academic year (fall quarter to spring quarter). Once appointed to the Senate, they shall fulfill their term unless they resign, or are removed from office.
- C. There shall be no term limits.
- D. The Senate shall consist of:
 - a. (3) Three Senate Officers
 - i. The Speaker (ASG Vice President or designee from ASG).
 - ii. Vice Speaker (ASG Officer appointed by the ASG President).
 - iii. Clerk (ASG Officer appointed by the ASG President).
 - b. (5) Academic Division Senators
 - i. (1) Arts & Humanities Division Senator.
 - ii. (1) Social Science Division Senator.
 - iii. (1) Health Science and Wellness Education Institute (HSEWI) Division Senator.
 - iv. (1) School of Business and Technology Division Senator.
 - v. (1) Science Division Senator.
 - c. (4) Campus Life Senators
 - i. (1) Housing Senator.
 - ii. (1) Athletics Senator.
 - iii. (1) Running Start Student Senator.
 - iv. (1) International Student Senator.
 - d. (5) Senators-At-Large

2.2 The Speaker

- A. The ASG Vice President (or designee) shall serve as the Speaker of the Senate for one academic year (fall quarter to spring quarter).
- B. The Senate Speaker is responsible for enforcing the senate standing rules, directing discussion, announcing decisions, and the overall leadership of the Senate.
- C. The Senate Speaker shall have no vote, unless the Senate is equally divided.

2.3 The Vice Speaker

- A. The ASG President (or designee) shall select one (1) ASG Officer to serve as the Vice Speaker of the Senate for one academic year (fall quarter to spring quarter).
- B. The Senate Vice Speaker is responsible for fulfilling the duties of the Senate Speaker when the Speaker is not present due to absence, resignation, or removal from office.
- C. The Senate Vice Speaker shall be a non-voting member of the Senate.

2.4 The Clerk

- A. The ASG President (or designee) shall select one (1) ASG Officer to serve as the Clerk of the Senate for one academic year (fall quarter to spring quarter).
- B. The Senate Clerk is responsible for keeping an accurate record of all Senate meetings, tracking and organizing student legislation, posting Senate minutes to the ASG webpage and summaries for the college community, and maintaining membership and attendance records.
- C. The Senate Clerk shall be a non-voting member of the Senate.

Section 3: Senate Selection Process

- A. The Board of Directors is responsible for creating the Senator application process, timelines, and guidelines. The ASG Board is also responsible for promoting and publicizing the Senator application process.
- B. The Board of Directors shall begin the Senator selection process during spring quarter. Any remaining Senator vacancies shall be filled during fall quarter of the following academic year.
- C. Candidates for any Senator position are expected to meet the following requirements by the time of application:
 - a. Must have a 2.5 cumulative GPA of college-level credits completed within Bellevue College and maintain a 2.5 quarterly GPA throughout the tenure of the position.
 - b. Must have completed twelve (12) college-level credits within Bellevue College.
 - c. Must maintain at least eight (8) credit hours per quarter throughout the tenure of the position.
- D. Each incoming Senator, regardless of the seat they will hold shall take the following oath before being becoming an official voting member of the Senate: "I (full name), do solemnly affirm before these assembled witnesses that, to the best of my ability, I will faithfully execute the duties and responsibilities of my office, and shall preserve, protect, and enforce the Constitution of the Associated Student Government of Bellevue College."

3.1 Senator Membership Approval Process for ASG Academic Division Senators

- A. A student interested in becoming an Academic Division Senator must meet the following prerequisites:
 - a. A prospective Academic Division Senator must meet the established membership requirements outlined above (Article II, Section 3) in order to qualify to become a Senator.
 - b. Complete the ASG Senator Application.
 - c. Have their application approved by the Board of Directors through a two-thirds (2/3) majority vote.
 - d. Attend a new ASG Senator Orientation, before their first official meeting as a voting member of the Senate.
 - e. An Academic Division Senator must be enrolled in a program, pathway, or track that is considered by the college to be under the division in which they indicated on their application, as certified by the Dean of Student Life & Leadership (or designee). The Senator must maintain that status throughout the tenure of their position. If for any reason they are unable to maintain this status, the following shall occur:
 - i. The Senator shall immediately vacate their position.

- ii. The Board of Directors shall begin the Senator Selection process to fill the newly vacated seat.
- iii. Once the Board of Directors has identified a suitable candidate to fill the vacant seat, this nomination must be approved through a (2/3) two-thirds majority vote of the Board of Directors and ratified by a simple majority vote of the Senate body.

3.2 Senate Membership Approval Process for ASG Campus Life Senators

- A. A student interested in becoming a Campus Life Senator must meet the following prerequisites:
 - a. A prospective Campus Life Senator must meet the established membership requirements outlined above (Article II, Section 3) in order to qualify to become a Senator.
 - b. Complete the ASG Senator Application.
 - c. Have their application approved by the Board of Directors through a two-thirds (2/3) majority vote.
 - d. Attend a new ASG Senator Orientation, before their first official meeting as a voting member of the Senate.
 - e. A prospective Housing Senator must be currently living in Bellevue College Housing, as certified by the Dean of Student Life & Leadership (or designee). The Senator must maintain that status throughout the tenure of their position. If for any reason they are unable to maintain this status, the following shall occur:
 - i. The Senator shall immediately vacate their position.
 - ii. The Board of Directors shall begin the Senator Selection process to fill the newly vacated seat.
 - iii. Once the Board of Directors has identified a suitable candidate to fill the vacant seat, this nomination must be approved through a (2/3) two-thirds majority vote of the Board of Directors and ratified by a simple majority vote of the Senate body.
 - f. A prospective Athletics Senator must be a current student athlete at Bellevue College, as certified by the Dean of Student Life & Leadership (or designee). The Senator must maintain that status throughout the tenure of their position. If for any reason they are unable to maintain this status, the following shall occur:
 - i. The Senator shall immediately vacate their position.
 - ii. The Board of Directors shall begin the Senator Selection process to fill the newly vacated seat.
 - iii. Once the Board of Directors has identified a suitable candidate to fill the vacant seat, this nomination must be approved through a (2/3) two-thirds majority vote of the Board of Directors and ratified by a simple majority vote of the Senate body.
 - g. A prospective Running Start Senator must be a current Running Start student at Bellevue College, as certified by the Dean of Student Life & Leadership (or designee). The Senator must maintain that status throughout the tenure of their position. If for any reason they are unable to maintain this status, the following shall occur:
 - i. The Senator shall immediately vacate their position.
 - ii. The Board of Directors shall begin the Senator Selection process to fill the newly vacated seat.
 - iii. Once the Board of Directors has identified a suitable candidate to fill the vacant seat, this nomination must be approved through a (2/3) two-thirds majority vote of the Board of Directors and ratified by a simple majority vote of the Senate body.
 - h. A prospective International Student Senator must be a current international student at Bellevue College, as certified by the Dean of Student Life & Leadership (or designee). The Senator must maintain that status throughout the tenure of their position. If for any reason they are unable to maintain this status, the following shall occur:
 - i. The Senator shall immediately vacate their position.

- ii. The Board of Directors shall begin the Senator Selection process to fill the newly vacated seat.
- iii. Once the Board of Directors has identified a suitable candidate to fill the vacant seat, this nomination must be approved through a (2/3) two-thirds majority vote of the Board of Directors and ratified by a simple majority vote of the Senate body.

3.3 Senate Membership Approval Process for ASG Senators-At-Large

- A. A student interested in becoming a Senator-At-Large must meet the following prerequisites:
 - a. A prospective Senator-At-Large must meet the established membership requirements outlined above (Article II, Section 3) in order to qualify to become a Senator.
 - b. Complete the ASG Senator Application.
 - c. Have their application approved by the Board of Directors through a two-thirds (2/3) majority vote.
 - d. Attend a new ASG Senator Orientation, before their first official meeting as a voting member of the Senate.

3.4 Senate Membership Approval Process During Undue Circumstances

- A. If for any reason, the Senate was unable to be organized within the timelines presented above, the Board of Directors shall have the authority to organize the Senate during any part of the academic year. The Senator selection processes outlined above (Article II, Section 3) must still be adhered to, during this time.
- B. During any period where the Senate is inactive, the Board of Directors shall fulfill the responsibilities of the Senate until the membership protocols have been completed.

Section 4: Expectations and Responsibilities

- A. All Senators are required to attend each regularly scheduled Senate meeting during their term. Senators shall be allowed no more than three (3) unexcused absences during the duration of their term.
 - a. A Senator is “tardy,” when a Senator is not present when the meeting is officially called to order. Once a Senator accrues three (3) tardies, one (1) unexcused absence shall be added to the Senators record of attendance kept by the Senate Clerk.
 - b. A Senator is “absent,” when they have not arrived to the Senate meeting prior to the conclusion of reports.
 - c. A Senator can request to be excused from a Senate meeting by submitting a formal request in writing to the Senate Speaker at least twenty-four (24) hours prior to the meeting.
- B. Senators shall vote on all legislation, which is brought to the floor of the Senate.
- C. Senators shall review and have the authority to deliberate legislation brought to the floor of the Senate.
- D. Senators shall have the authority to propose legislation to the Senate.
- E. Senators shall identify and present concerns, issues, or barriers that Bellevue College students may face to the Senate.
- F. Senators shall read, understand, and uphold the ASG Bylaws, and the ASG Constitution.
- G. Senators shall fulfill other duties assigned by the Board of Directors, or Senate Officers.
- H. Senator expectations shall be outlined in the Senator Handbook.

Section 5: Vacancies

5.1 Resignation

- A. A Senator may resign from office by submitting written notice to the Speaker, or to the ASG President.

5.2 Vacancy of a Designated Senate Seat

- A. A "designated senate seat," shall be defined as a seat which belongs to any of the following groups:
 - a. Academic Division Senators
 - b. Campus Life Senators
- B. If for any reasons a designated Seante seat is vacated, the following procedure shall be adhered to:
 - a. Upon the vacancy of a designated seat, the seat shall be open to Senators holding non-designated seats, contingent on the Senator fulfilling all of the requirements of the vacated seat.
 - b. At the first Senate meeting following the vacancy, the Speaker shall call for nominations from the Senate floor to fill the vacancy. The Senate shall nominate and approve a replacement through a (2/3) two-thirds majority vote, excluding abstentions.
 - c. If the Senate is unable to fill the seat from its membership, then the Board of Directors shall have the authority to determine how the seat will be filled.

5.3 Vacancy of a Senator-At-Large Seat

- A. If for any reason a Senator-At-Large seat is vacated, the Board of Directors shall determine how to fill the vacancy.

Section 6: Recall & Removal

6.1 Provisions & Conditions for the Recall of a Senator

- A. Any Senator may ask for the recall of a Senator who they believe has violated the ASG Constitution, or the ASG Bylaws.
- B. The order to recall a Senator will not be considered unless the Senator has filed specific charges against the Senator in question and has provided proof to support the charges.
- C. The order to recall a Senator will not be considered unless the order has been co- sponsored by at least (3) other Senators.
- D. Senators may be recalled from the Senate for dereliction of duty. Dereliction of duty may be defined as, but not restricted to the following:
 - a. Three (3) unexcused absences from officially scheduled Senate meetings per term.
 - b. Not being representative of their constituents.
 - c. Failure of the member to perform their duties as expected, such as meeting deadlines, working collaboratively, following through on assigned tasks, attending meetings and/or training sessions, including retreats.

6.2 Procedures for the Recall of a Senator

- A. Once submitted, the order to recall a Senator will be automatically forwarded to the ASG Judicial Oversight Committee. The ASG Judicial Oversight Committee shall have (2) two weeks to review the recall order, and to determine the validity of the charges.
- B. The Committee must vote by a simple majority (50% +1), to send the order to the Senate.
 - a. If the Committee votes to send the order to the Senate, it shall be placed at the top of the agenda for the next Senate meeting. The Senator in question shall have no more than (10) ten minutes to address the Senate before the final vote is taken. The Senate shall have no more than (20) twenty minutes to ask questions. The Senator shall be removed from the Senate through a (2/3) two-thirds majority vote, excluding abstentions. If the vote succeeds, the Senator will immediately forfeit their position. If the vote fails, the Senator shall not face similar charges for the remainder of the academic quarter.
 - b. If the Committee does not vote to send the order to the Senate, the Senator(s) may motion to consider the recall order at the next Senate meeting. The Senate must vote in favor of the "motion to consider the recall order," through a simple majority (50% +1).
 - i. If the Senate votes to consider the recall order, the Senator in question shall have no

more than (10) ten minutes to address the Senate before the final vote is taken. The Senate shall have no more than (20) twenty minutes to ask questions. The Senator shall be removed from the Senate through a (2/3) two-thirds majority vote, excluding abstentions. If the vote succeeds, the Senator will immediately forfeit their position. If the vote fails, the Senator shall not face similar charges for the remainder of the academic quarter.

- ii. If the Senate does not vote in favor of considering the recall order, the motion shall die and a similar motion to consider shall not be made during the next Senate meeting.

6.3 Procedures for the Removal of a Senator

- A. Failure to maintain a minimum quarterly and cumulative GPA of 2.5
 - a. If a Senator's GPA falls below the academic requirements of 2.5, they will be placed on academic probation for the remainder of the quarter. This status of probation is to be kept confidential among the ASG Judicial Oversight Committee. Any Senator falling below the academic requirements for two (2) consecutive quarters will immediately forfeit their position; no appeals will be available.
- B. Failure to maintain a minimum of eight (8) BC credit hours.
 - a. If a Senator is unable to enroll for a minimum of eight credit hours (8), the Senator may submit in writing a formal explanation regarding the circumstances that resulted in their inability to enroll to the ASG President. The Board of Directors may grant a pardon, through a two-thirds (2/3) majority vote. If a Senator receives a pardon, they shall continue to serve on the Senate at full capacity. If a Senator falls below the credit requirements for two quarters during their term, they immediately forfeit their position regardless of the circumstances.

Section 7: Meetings

7.1 General Provisions

- A. The business of the Senate shall be conducted according to Robert's Rules of Order.
- B. A quorum, consisting of two-thirds (2/3) of the Senate body must be present at a Senate meeting in order for business to be voted and discussed on.

7.2 Regular Meetings

- A. The first meeting of the regular session shall occur within three (3) weeks of the finalization of the Senate roster in the new academic year.
- B. Senate meetings shall be held at least three (3) times per quarter, with the exception of summer quarter. Meetings shall not take place during finals week, or during the breaks of each quarter.
- C. Senate meetings shall be public, and anyone can attend as long as they respect the Senate Standing Rules outlined in Article 2, Section 8 of the ASG Bylaws.

7.3 Special Meetings

- A. The Senate Speaker may call for a special meeting of the Senate, when necessary, but must notify the Senate at least seventy-two (72) hours before the meeting is scheduled to take place. Special meetings shall follow the same rules and procedures as regularly scheduled meetings.

7.4 Voting

- A. Each Senator is entitled to one vote.
- B. The Speaker of the Senate shall have no vote unless the Senate is equally divided.
- C. The Vice Speaker and Clerk of the Senate shall be non-voting members.
- D. There shall be no absentee voting within the Senate.
- E. All decisions made by the Senate must be passed by a simple majority vote (50% +1), unless otherwise stated in the ASG Bylaws, or ASG Constitution.

7.5 Order of Business

- A. The order of business in Senate meetings shall be:
 - a. Call to Order
 - b. Roll Call
 - c. Approval of Agenda
 - d. Approval of Minutes
 - e. Reports
 - f. Open Forum
 - g. Unfinished Business
 - h. New Business
 - i. Discussion Items
 - j. Announcements
 - k. Adjournment

7.6 Agenda and Minutes

- A. All meeting materials, including but not limited to meeting times and locations, agendas, and minutes, will be posted on the ASG webpage.
- B. Agendas for each meeting will be posted at least two business days in advance of the meeting.
- C. Minutes will be posted no later than two business days following their approval.

Section 8: Senate Standing Rules

8.1 Debate

- A. Debate will be open to Senators, Bellevue College Students, and any other individual who the Speaker allows to speak. Senators will have first opportunity to speak during debate.
- B. No individual may speak for more than three (3) minutes per item of debate, nor may they speak more than twice on any question, unless the Speaker allows the individual to do so.
- C. Senators may grant their speaking time to another individual present at the meeting, who then may only give their speaking time back to the original speaker.
 - a. The Speaker may decline to recognize the first member to seek recognition after they granted their time to another individual.
- D. Any debatable motion may, with an objection, be debated for two minutes by the person who made the motion and two minutes by the person who objected.
- E. The Senate may ask the Speaker to make a list that lays out the order of those who would like to speak for any particular agenda item that follows these guidelines:
 - a. The Senators present at the meeting may be allowed to speak first, followed by Bellevue College Students, and then any other individuals present at the meeting.
 - b. If multiple members are simultaneously seeking recognition to speak, the Speaker shall place members on a written queue.
 - c. A Senator may make a motion to limit debate, which will petition the Speaker to stop calling on people.
 - i. A motion to limit debate shall require a simple majority (50%+1) vote of the Senate.

8.2 Types of Senate Legislation

- A. Senate Bill
 - a. A "Senate Bill," is defined as a piece of legislation that formally recommends that a specific action be taken by the Board of Directors. All Senate Bills will receive consideration and written response from the Board of Directors upon their approval.
 - b. Senate Bills in all forms require an author, at least one sponsoring member

of the Senate, and require a simple majority (50%+1), in order to be passed; unless otherwise stated by the ASG Constitution, or the ASG Bylaws.

B. Senate Resolution

- a. A “Senate Resolution,” shall be defined as a piece of legislation that represents an official statement on behalf of the student body of Bellevue College. It has no power to act, only to express an idea, opinion or to make a recommendation to another body.
- b. Senate Resolutions in all forms require an author, at least one sponsoring member of the Senate, and a simple majority of the voting student body (50% +1) in order to be passed; unless otherwise stated by the ASG Constitution, or the ASG Bylaws.

C. Senate Order

- a. A “Senate Order,” shall be defined as a piece of legislation that requests a specific action be taken by the Student Senate. This form of legislation shall serve as a method of self-governance.
- b. Senate Orders in all forms require an author, at least one sponsoring member of the Senate, and a simple majority of the voting student body (50% +1) in order to be passed; unless otherwise stated by the ASG Constitution, or the ASG Bylaws.

8.3 Classifying Senate Legislation

- A. Each piece of Senate Legislation shall be classified in a format with two letters, separated by a dash, one number, separated by a dash, and an additional number at the end.
- B. The two letters shall be the classification initials of Senate Legislation as follows:
 - a. SB- Senate Bills.
 - b. SR- Senate Resolutions.
 - c. SO- Senate Orders
- C. The first number shall be the session number in which the piece of legislation was submitted.
- D. The second number shall be one more than the number of pieces of legislation of the same classification that have been submitted to the Senate Speaker and the Senate Clerk that session. The first piece of legislation of each type shall start at 1.

8.4 Enactment Clauses

- A. All Senate Bills shall be enacted by the clause “THEREFORE, BE IT ENACTED BY THE ASSOCIATED STUDENT GOVERNMENT OF BELLEVUE COLLEGE STUDENT SENATE.”
- B. All Senate Resolutions shall be adopted by the clause “THEREFORE, BE IT RESOLVED BY THE ASSOCIATED STUDENT GOVERNMENT OF BELLEVUE COLLEGE.”
- C. All Senate Orders shall be adopted by the clause “THEREFORE, BE IT RESOLVED BY THE ASSOCIATED STUDENT GOVERNMENT OF BELLEVUE COLLEGE STUDENT SENATE.”

8.5 Introducing Senate Legislation

- A. In order to submit pieces of student legislation to the Senate, the piece of legislation must first be presented to the Speaker and the Clerk at least two (2) business days prior to the next official Senate meeting, at which time the piece of legislation will be assigned an exclusive tracking number by the Senate Clerk and be presented at the next Senate meeting during first readings.
- B. All pieces of student legislation require an author, at least one sponsoring member of the Senate, and a simple majority of the voting senate body (50% +1) in order to be passed.

8.6 First Readings

- A. When the Senate first begins consideration of a new piece of legislation, the Speaker shall request the author, or in the absence of the author, a sponsor, to read the legislation.
 - a. If no Author or Sponsor is present at the time of first readings, the legislation shall be tabled until the Senate Speaker decides to place it back on the agenda.
- B. The Author or Sponsor present shall then have no more than three minutes to read the legislation to the

Senate in its entirety.

- C. The Speaker shall then ask for first reading questions.
 - a. Such questions must be limited to explanatory or implicative questions and may not be argumentative. The Speaker shall disregard all questions not meeting these criteria.
 - b. Having exhausted all first reading questions, exhausted the time scheduled for first readings, or with the approval of a motion to end debate, first readings shall be closed.
- D. Upon completion of first readings, the Speaker shall motion for referral of the legislation to the Board of Directors for research, discussion, and recommendations.

8.7 Review of Legislation

- A. After a piece of legislation has been read for the first time under new business at a Senate meeting, it goes to the Board of Directors for research, discussion, and recommendation back to the Senate.
- B. The piece of legislation may also be referred to any relevant committees, taskforces, councils, or other relevant groups during this period of review.

8.8 Second Readings

- A. Upon consideration of an existing piece of legislation that has already completed first readings and has passed to the Board of Directors for review, the Speaker shall request the author, or in the absence of the author, a sponsor, to read the legislation.
- B. The Author or Sponsor present shall then have three (3) minutes to present the legislation and give arguments in favor of its passage.
- C. The Speaker shall then preside over debate, under the rules of Debate (Article IV, Section 1).
- D. Once there is no further debate, or with the approval of a motion to end debate, second readings shall be closed.
 - a. If time elapses before second readings have closed, the legislation shall be placed on the Senate agenda under “Unfinished Business” for the next meeting.
- E. The Senate shall then take a vote regarding the piece of legislation. A simple majority vote (50%+1) is needed to pass legislation, unless otherwise stated.

8.9 Passing Legislation

- A. In order to pass a “Senate Resolution,” the following procedure shall be adhered to:
 - a. Resolutions of student opinion passed by the Student Senate shall be presented to the Board of Directors for either approval, recommitment, or veto.
 - i. If the resolution is approved by the Board, then it shall immediately take effect.
 - ii. If recommitted by the Board with a two-thirds majority of its voting membership, then the resolution shall be further considered by the Student Senate. If the resolution is again passed by the Senate, with or without amendments, the resolution shall again be presented to Board, without the ability to be recommitted. .
 - iii. If the Board decides to veto the resolution with a two-thirds majority of its voting membership, then the resolution shall not take effect unless the Senate passes the resolution again through a three-fourths majority voting membership.
 - iv. If the Board neither approves, recommitment, nor vetoes the resolution, as provided in this Section, then the resolution shall take effect ten business days after passage by the Student Senate.
- B. In order to pass a “Senate Bill,” the following procedure shall be adhered to:
 - a. Upon Senate approval of a Senate Bill, the ASG Vice President shall introduce the piece of legislation to the Board of Directors at the next Board meeting, who must consider adoption of the recommendation within two weeks of introduction. Recommendations of the Senate, having been approved by the Board of Directors have the same authority as a Board Bill.
 - b. The Board of Directors is responsible for providing updates regarding the status of Senate Bills, directly to the Senate.
- C. In order to pass a “Senate Order,” the following procedure shall be adhered to:

- a. Upon Senate approval of a “Senate Order,” the piece of legislation shall immediately take effect, as long as the legality of the legislation is sound, and does not violate any procedures or provisions established in the ASG Constitution, or ASG Bylaws.
 - i. If the piece of legislation is found to be in violation of the governing documents mention above, the Board of Directors shall have the authority to veto the piece of legislation through a two-thirds (2/3) majority vote, excluding abstentions.
- D. Once a piece of legislation has been passed by the Senate and the Board of Directors, the signature of the ASG President is required to be officially passed (unless the legislation goes unsigned for longer than three (3) business days, in which it passes by default.

Section 9: Task Forces of the Senate

9.1 General Provisions

- A. The Student Senate may create Student Senate Task Forces as needed.
 - a. A Student Senate Task Force is established to deal with a specific task or group of closely related tasks for a specific time; it is dissolved once the task has been completed.
 - b. Task Forces shall be effective and have a status of “active” until the end of the academic year in which they are established unless they are dissolved by the Senate prior to the end of the academic year.
 - c. During the last Senate meeting of the academic year, the Senate must either vote in favor of extending the Task Forces status of “active” to the follow academic year or vote in favor of dissolving the Task Force.
- B. Any established Task Forces shall keep written records of their meetings.

Article III: Committees of the Associated Student Government

Section 1: Membership and General Provisions

1.1 General Provisions

- A. Committees of the Associated Student Government shall be chaired by voting members of the Board of Directors.
 - a. This regulation shall not be construed as to prohibit other members of a committee the right to chair the committee when necessary.
- B. Committees whose purpose pertains to the collection of voluntary or involuntary student fees are subject to the regulations set forth in this Article, granted that they do not conflict with the original contracts establishing the fees, the ASG Financial Code, or any Washington State or Federal laws.
- C. Standing Committees of the Associated Student Government shall consist of the following:
 - a. Services and Activities Fee Committee
 - b. Student Technology Fee Committee
 - c. Student Environmental Sustainability Fee Committee
 - d. Electoral Committee
 - e. Judicial Oversight Committee
- D. Committees of the Associated Student Government shall consist of the following positions, which shall be filled or assigned according to the procedures outlined in this Article.
 - a. Committee Chair
 - b. Committee Vice Chair
 - c. Committee Clerk

1.2 Committee Chair

- A. The Chair of ASG Committees shall be responsible for the following:
 - a. Preside over all committee meetings.
 - b. Coordinate and lead the membership procedures of the committee.
 - c. Create meeting agendas in conjunction with the other executive committee members.
 - d. Represent the committee when necessary.
 - e. Fulfill other committee specific duties outlined in this Article.

1.3 Committee Vice Chair

- A. The Vice Chair of ASG Committees shall be responsible for the following:
 - a. Preside over meetings in the absence of the Chair.
 - b. Assume duties of chair if the chair is unable to perform responsibilities.
 - c. Perform other duties as assigned by the Chair.
 - d. Fulfill other committee specific duties outlined in this Article.

1.4 Committee Clerk

- A. The Clerk of ASG Committees shall be responsible for the following:
 - a. Record and post meeting minutes in accordance with the procedures outlined in this Article.
 - b. Maintain membership list and attendance records.
 - c. Ensure communication between committee members.
 - d. Perform other duties as assigned by the Chair.
 - e. Fulfill other committee specific duties outlined in this Article.

1.5 Special Meetings

- A. Any committee member may request a special meeting by submitting a written request to the Chairperson outlining the need for the special meeting.
- B. The Chairperson, upon receiving such a request, must respond within two (2) business days by either:
 - a. Scheduling a meeting.
 - b. Putting in writing the reasons for not calling the meeting to the committee member who requested the special meeting.

Section 2: Services & Activities (S&A) Fee Allocation Committee

2.1 Purpose & Scope

- A. The S&A 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 Board of Directors as outlined in the ASG Financial Code. For a complete breakdown of procedures and operations, please refer to the ASG Financial Code.

2.2 Membership

- A. The voting membership of the S&A Committee shall consist of the following individuals:
 - a. The ASG Treasurer who shall serve as Chair.
 - b. The ASG President.
 - c. Two (2) students-at-large appointed by the Board of Directors.
 - d. One (1) Classified Staff.
 - e. One (1) BC Faculty member.
 - f. One (1) Administrative Staff
- B. The non-voting membership of the S&A Committee shall consist of the following individuals:

- a. The Director of Student Engagement and Executive Director of Finance shall serve as consultants to the S&A Committee and assist with basic administrative tasks. The Director of Student Engagement shall also serve as parliamentarian.
- b. Financial personnel in the Office of Student Engagement or designee chosen by Director of Student Engagement shall serve as recorder.
- c. If other current ASG Officers wish to participate in the S&A Committee review, deliberations and appeals as nonvoting members, they are permitted to do so at their discretion.

2.3 Meetings

- A. The S&A Committee shall meet in regularly called sessions in accordance with the proposed calendar. Formal motions shall be duly recorded. Written notification of meetings shall be circulated to members of the S&A Committee at least two (2) days prior to the meetings.
- B. Quorum for conducting an S&A Committee meeting shall be a simple majority of the voting members of the S&A Committee.
- C. Quorum during final allocation recommendation votes and appeals decisions must be comprised of a majority of student voting members of the S&A Committee.
- D. Quorum for voting on all other matters shall be a simple majority of the voting members of the S&A Committee. At the initial meeting of each funding cycle, the S&A Committee will develop guidelines for funding priorities to guide their deliberations.

Section 3: The Student Technology Fee (STF) Committee

3.1 Purpose & Scope

- A. The Student Technology Fee Committee (STF) is the advisory body to the Board of Directors responsible for making recommendations pertaining to STF collections, distributions and expenditures, using the procedures described in the current and approved STF agreement.

3.2 Membership

- A. The voting membership of the STF Committee shall consist of the following individuals:
 - a. ASG President (or designee).
 - i. The ASG President shall:
 1. Represent student interests.
 - b. ASG Treasurer (or designee).
 - i. The ASG Treasurer shall:
 1. Represent student interests.
 2. Review budget reports on behalf of ASG Programs.
 - c. Two (2) students-at-large appointed by the Board of Directors.
 - i. The students-at-large shall:
 1. Represent student interests.
 - d. One (1) Board of Directors representative appointed by the Board of Directors.
 - i. The Board of Directors representative shall:
 1. Represent student interests.
 - e. Vice President of ITS (or designee).
 - i. The Vice President of ITS shall:
 1. Act as liaison between the Committee and the campus administration
 2. Represent ITS needs.
 3. Provide budget reports to the Committee on behalf of the campus administration.
 - f. One (1) Classified representative appointed by the Classified Council.

- i. The Classified representative shall:
 - 1. Act as contact for classified staff regarding Committee responsibilities and issues.
 - 2. Solicit proposals from classified staff related to technology purchased with the STF fund.
 - g. One (1) BC Faculty representative appointed by the Faculty Council.
 - i. The BC faculty representative shall:
 - 1. Act as contact for faculty regarding Committee responsibilities and issues.
 - 2. Solicit proposals from faculty related to technology purchased with the STF funds.
 - B. The non-voting membership of the STF Committee shall consist of the following individuals:
 - a. ASG Emerging Technology Representative (or designee).
 - i. The ASG Emerging Technology Representative shall:
 - 1. Call and preside over meetings.
 - 2. Provide agendas.
 - 3. Provide official Committee reports.
 - C. The committee will elect a vice chair at the beginning of each academic year from among the student representatives.

3.3 Meetings

- A. The Committee will hold, at a minimum, three (3) open public meetings per year to review reports from the Administration, which will include STF expenses, revenues and fund balances.
 - a. This review will include presentation of budget status reports, accounting for expenses paid from the STF budget.
 - b. The Administration will provide information on an annual basis detailing the college's overall technology staffing and the expenses that are funded by the college through sources other than the STF fund to show the college's commitment to providing technology beyond what is funded by the STF.
 - c. These public meetings will include a designated period for public comments. The public comments period is limited at the discretion of the Committee Chair.
- B. A meeting of the Committee requires a quorum of voting members to be present.
- C. A simple majority of the members with voting privileges present must approve any Committee decision during a meeting.
- D. A member may be considered present and have their vote counted if they submit a proxy vote to the Committee Chair at least 24 hours in advance of the meeting at which the vote is taken. The Committee Chair will present proxies meeting these requirements to the Committee at the time of any voting. A proxy vote will not apply toward quorum.

Section 4: The Student Environmental Sustainability Fee (SESF) Committee

4.1 Purpose & Scope

- A. The SESF Committee is responsible for recommending allocations of the revenue collected from the student's environmental sustainability fee, using the procedures described in the current and approved SESF agreement. These allocations should direct BC's sustainability and environmental program investments based on BC's mission and goals, strategic plan, and with the following objectives:
 - a. Broaden or enhance the quality of students' academic experience by integrating sustainability into their curriculum.
 - b. Promote student's commitment to minimize global warming emissions by supporting the institution's comprehensive plans to achieve climate neutrality.
 - c. Provide leadership in our communities and throughout society by modelling ways to minimize global warming emissions towards a thriving, ethical and civil society.

4.2 Membership

- A. The voting membership of the SESF Committee shall consist of the following individuals:
- a. ASG Social Responsibility Representative (or designee).
 - i. The ASG Social Responsibility Representative shall:
 1. Serve as Chair of the Committee.
 2. Call meetings.
 3. Provide meeting agendas.
 4. Preside at meetings.
 5. Provide official Committee reports.
 - b. ASG President (or designee).
 - i. The ASG President shall:
 1. Represent student interests.
 - c. ASG Treasurer (or designee).
 - i. The ASG Treasurer shall:
 1. Serve as Vice Chair of the Committee.
 2. Provide a budget overview of SESF funds available and spent to date within the fiscal year.
 3. Represent student interests.
 - d. One (1) student-at-large appointed by the ASG President.
 - i. The student-at-large shall:
 1. Represent student interests.
 - e. One (1) sustainability focused student led organization representative appointed by the Committee Chair.
 - i. The sustainability focused student shall:
 1. Represent student interests.
 - ii. In the event that no sustainability focused student led organization is active or chartered, the ASG President may appoint a student-at-large.
 - f. Director of Sustainability.
 - i. The Director of Sustainability shall:
 1. Represent Office of Sustainability needs.
 2. Represent the college's sustainability mission.
 - g. One (1) Classified representative appointed by the Classified Council.
 - i. The Classified representative shall:
 1. Act as contact for classified staff regarding Committee responsibilities and issues.
 2. Solicit proposals from classified staff related to technology purchased with the SESF funds.
 3. Serve a two (2) year term.
 - h. One (1) BC Faculty representative appointed by the Faculty Council.
 - i. The BC faculty representative shall:
 1. Act as contact for faculty regarding Committee responsibilities and issues.
 2. Solicit proposals from faculty related to technology purchased with the SESF funds.
 3. Serve a two (2) year term.
 - i. One (1) Administrative Services representative appointed by the President of Administrative Services.
 - i. The Administrative Services representative shall:
 1. Provide insight into campus operations and the built environment.
- B. The non-voting membership of the SESF Committee shall consist of the following individuals:

- a. Environmental Advisory Committee (EAC) representative appointed by the EAC Committee Chair.
 - i. The Environmental Advisory Committee (EAC) representative shall:
 - 1. Provide insight into the activities of the EAC and assist with the alignment of initiatives affecting campus sustainability efforts.
- b. Student Engagement representative appointed by the Dean of Student Life and Leadership.
 - i. The Student Engagement representative shall:
 - 1. Provide insight into Student Engagement activities and interest.
- c. ASG Judicial Oversight Committee chair (or designee).
 - i. The ASG Judicial Oversight Committee chair shall:
 - 1. Ensure the SESF agreement is followed by all parties.

4.3 Meetings

- A. The Committee shall hold, at a minimum, quarterly public meetings in accordance with the Open Public Meetings Act of the Revised Code of Washington Chapter 42.30.
 - a. Committee meetings shall include:
 - i. Budget status reports from the ASG Treasurer on behalf of the Office of Sustainability accounting for expenses paid from the SESF budget.
 - ii. A designated period for public comments, which shall be limited at the discretion of the committee chair.
- B. The Committee Chair shall assign a designee to take minutes. All records shall be filed electronically within five (5) working days in a manner acceptable to the Committee Chair, the Director of Sustainability, and the ASG Advisor(s).

Section 5: The Electoral Committee

5.1 Purpose

- A. The Electoral Committee is responsible for directing and overseeing the ASG Elections, which includes performing the duties outlined in Article 1, Section 5 of the ASG Bylaws.

5.2 Membership

- A. The membership of the Electoral Committee shall consist of the following individuals:
 - a. The ASG Events Representative (or designee) who shall serve as Chair.
 - b. The Dean of Student Life and Leadership (or designee).
 - i. The Dean of Student Life and Leadership shall serve as the Vice Chair of the Electoral Committee.
 - c. The ASG President (or designee).
 - d. One (1) ASG Student Senator appointed by the Chair.
 - e. One (1) student-at-large appointed by the Chair.
 - f. One (1) BC Faculty or Staff member appointed by the ASG President, in coordination with the Chair.
- B. The Electoral Committee shall elect the Committee Clerk from its membership.
- C. The Elections Marshall be elected from the student membership of the committee at the first official meeting.

5.3 Meetings

- A. The meeting procedures of the Electoral Committee are outlined in Article 1, Section 5 of these Bylaws.

Section 6: Judicial Oversight Committee

6.1 Purpose

- A. The Judicial Oversight Committee is responsible for conducting the internal disciplinary procedures of the Board of Directors, and Student Senate, and the external disciplinary procedures regarding chartered student organizations.

6.2 Membership

- A. The ASG Judicial Oversight Committee shall be composed of:
 - a. The voting membership of the Judicial Oversight Committee shall consist of the following individuals:
 - i. The ASG Executive Justice (or designee) who shall serve as Chair.
 - ii. The ASG President (or designee) who shall serve as Vice Chair.
 - iii. Two (2) ASG Student Senators appointed by the Chair.
 - iv. One (1) student-at-large appointed by the Chair.
- B. The non-voting membership of the Judicial Oversight Committee shall consist of the following individuals:
 - a. The Dean of Student Life and Leadership (or designee).
- C. The Judicial Oversight Committee shall elect the Committee Clerk from its membership.

6.2 Meetings

- A. The Judicial Oversight Committee shall meet, when necessary, after a formal complaint has been submitted.
- B. The Judicial Oversight Committee shall conduct meetings adhering to the procedures described in these Bylaws.
- C. Meetings of the Judicial Oversight Committee require a quorum of voting members to be present.
 - a. A simple majority of voting members shall constitute quorum.
- D. There shall be no absentee voting.

Section 7: Absences and Removal

7.1 Absences

- A. Committee members shall be allowed no more than three (3) unexcused absences per term. Requests to be excused from a committee meeting must be submitted in writing to the Chairperson at least twenty- four (24) hours prior to the meeting.
- B. The Chairperson shall inform the Committee whether members not present are excused by the next scheduled meeting.
- C. Any Committee member whose absence was not excused may appeal the Chair's ruling to the concerned Committee at the next meeting. The concerned Committee may overrule the Chair's decision by a simple majority vote.

7.2 Removal

- A. A voting member of any Committee may recommend to the Board of Directors the termination of any member from the concerned Committee who has accumulated more than three (3) unexcused absences.
- B. The Chair of any committee may request the Board of Directors to remove any committee member after one written warning has been delivered to that committee member citing inadequate committee participation or performance as determined by a consensus of the committee, or as deemed necessary by the Committee Chair.
- C. Reasons for such a request by any Chair shall include, but not be limited to:
 - a. Repeated avoidable absences.

- b. Repeated tardiness.
 - c. Inability to carry out work assignments as directed by a simple majority of the committee.
 - d. Lack of cooperation with fellow committee members.
 - e. Inappropriate conduct or behavior as determined by a consensus of the committee.
 - f. Gross misconduct.
- D. Vacancies created by the removal of committee members shall be filled in a manner decided by the Board of Directors.

Section 8: Appointments

8.1 Appointment Authority of the Board of Directors

- A. For the purposes of this section, “students” shall refer to “students-at-large,” and exclude current Officers, and Senators.
- B. All appointments of students to ASG Committees or to other college decision-making bodies such as councils, task forces, and committees shall be ratified by the Board of Directors through the passing of a Board Bill.
- C. All appointments of students to ASG Standing Committees shall be conducted through the open selection process established later in this section.
- D. All appointments of students to ASG Standing Committees shall be made by the ASG President, in coordination with the Chair of the committee.
- E. All appointments of students to other decision-making bodies of the college are not subject to the open selection process unless the ASG President decides otherwise for a specific body.
- F. If for any reason Senators are unavailable to be appointed to ASG Committees, the ASG Officer responsible for the appointment may appoint any Bellevue College student to fill the vacancy.
- G. If for any reason the Officer responsible for appointing members to the committee has a conflict of interest with the business to be addressed by the committee, the Board of Directors shall appoint an alternate ASG Officer to carry out the appointments.

8.2 The Open Selection Process

- A. The procedure for open selection shall be established as the following:
 - a. The screening of applicants shall occur by applicants completing the online volunteer application form created by the Officer chairing the committee.
 - b. It is up to the discretion of the Officer chairing the committee, and the ASG President, as to whether interviews will be conducted for the position, or if selection will be made based solely upon the content of the applications.
 - i. In instances of a large applicant pool for a single committee, the applicant pool may be reduced in order to conduct interviews.
 - c. All interviews for appointments must be conducted by the Officer chairing the committee, and/or the ASG President.
 - d. The following principles shall be the basis for selection:
 - i. The underlying basis for selection of all volunteers requires that appointees have a desire to become enthusiastic participants in the Bellevue College community and the work of the Association.
 - ii. Appointees demonstrate either past experience in the work of the committee or a volunteer position or a desire to acquire some experience.
 - e. Once an applicant has been selected by the Officer chairing the committee, and ASG President, their appointment shall go before the Board in the form of a Board Bill, at the next Board of Directors meeting.

8.3 Exceptions

- A. In cases where adhering to the open selection process would result in an unreasonable delay in finalizing the membership of a committee, or an unreasonable delay in filling an unexpected vacancy, the Officer responsible for the appointment shall appoint any current Bellevue College student, subject to the approval of the Board of Directors.
- B. All such appointments described above shall be submitted to the Board of Directors in the form of a Board Bill, which shall include the reasons for needing such an appointment.

Section 9: Designees

- A. If for any reason the Officer originally responsible for serving on a committee, or other ASG body is unable to fulfill that obligation, the Board of Directors have the authority to select a current Officer as a replacement.
 - a. Officers may be unable to serve for the following reasons:
 - i. Conflict of interest with the goals, objectives, or work of the committee.
 - ii. Vacancy of the position.
 - iii. Expressed unwillingness to serve due to personal or professional circumstances.
- B. If for any reason the Dean of Student Life and Leadership, or any other professional staff member responsible for serving on a committee is unable to fulfill that obligation, the Board of Directors in conjunction with the Vice President of Student Affairs shall select a replacement.

Section 10: Establishing New Committees

- A. The Board of Directors may vote to commission or decommission new committees through a two-thirds (2/3) majority vote, excluding abstentions.
 - a. Any new committees shall be known as “non-standing” committees.
- B. The Board of Directors may vote to decommission any non-standing ASG Committee.
 - a. Standing Committees are defined as the following:
 - i. Services and Activities Fee Committee.
 - ii. Student Technology Fee Committee.
 - iii. Student Environmental Sustainability Fee Committee.
 - iv. Electoral Committee.
 - v. Judicial Oversight Committee.

Article IV: Student Organizations

Section 1: Definition & Purpose

1.1 Definition

- A. A student organization is defined as a student-led group who organize to promote, celebrate, or pursue a common interest; and who have been recognized by the Board of Directors to operate as such.

1.2 Purpose

- A. The purpose of a student organization at Bellevue College is to provide the opportunity for students to engage with one another in the pursuit of common interests, build relationships, gain leadership, and organization skills, and overall make meaningful contributions to the student experience at Bellevue College.

Section 2: Procedures & Requirements for Student Organizations

2.1 Chartering

- A. All student organizations must complete and turn in the Club Chartering or Club Re-Chartering application to the Board of Directors.
- B. A student organization must maintain five (5) current students, each registered for five (5) credits and a BC faculty or staff advisor.
- C. Previously chartered student organizations must renew their charter annually to be recognized. All charters expire at the end of each academic year.

2.2 Requirements for All Student Organizations

- A. All Student Organizations must:
 - a. Maintain open membership.
 - b. Be advised by a BC faculty or staff member.
 - c. Provide a list of at least five (5) students registered at BC, each registered for a minimum of five (5) credits.
 - d. Abide and adhere to club chartering procedures, the ASG Constitution, the ASG Bylaws, the ASG Financial Code, the Student Organization Handbook, BC policies and regulations, College District VII policies and regulations, and state and federal laws.
 - e. Maintain regular communication with their assigned representative.
 - f. Have a current copy of the organization's primary governing document on file with the Board of Directors and the Office of Student Engagement.

2.3 Recognized Student Organizations

- A. To be a recognized student organization, the organization's charter application must be approved by a two-thirds (2/3) majority vote of the Board of Directors, excluding abstentions.
- B. Student officers and professional employees who are designated as advisors are not paid to manage or run a student organization.
 - a. If an organization has student officers or advisors who are paid, that organization may still have access to some College resources and support, but it does not meet the criteria to be designated as a chartered student organization at Bellevue College.

Section 3: Funding

3.1 Rules for Funding from ASG

- A. A student organization cannot request funding prior to one quarter from their approved charter.
- B. A student organization presenting a funding request must have a representative present at the Board of Directors meeting.
- C. All student organizations seeking funding must complete and submit the proper form to the ASG Treasurer three (3) business days prior to the next regularly scheduled Board of Directors meeting.
- D. Allocated funds, excluding revenue raised by the student organization (which will rollover each year), will revert to the 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.
- E. The ASG Treasurer, with approval from the Director of Student Engagement, may allot emergency funding at their discretion to be reviewed during the next Board of Directors meeting.

Section 4: Violations

4.1 Violation Procedures

- A. Any chartered student organization found in violation of the ASG Bylaws shall be referred to the ASG Judicial Oversight Committee. Upon review, the Judicial Oversight Committee may issue one or more of the following written decisions:
 - a. Allegations dismissed.
 - b. Official Warning.
 - c. Probation (up to three months).
 - d. Probation and recommendation to the Board of Directors for the following to be considered within ten (10) business days at an official Board of Directors meeting:
 - i. Revocation or withholding of club charter.
 - ii. Revocation, withholding, or freezing of a student organization's assets and funds.
- B. After receiving an Official Warning, an organization must meet with their staff advisor and the ASG Judicial Oversight Committee to develop an action plan to address the issue(s).
- C. After receiving a probation, an organization:
 - a. Must meet with the Director of Student Engagement, Staff Advisor, and the ASG Judicial Oversight Committee to develop an action plan to address the issue(s).
 - b. Must meet monthly with the ASG Judicial Oversight Committee to ensure the implementation of the action plan.
 - c. May have all club assets frozen.
- D. Any disciplinary decision of the Judicial Oversight Committee shall be ratified by the Board of Directors through a simple majority vote. Board consideration will be the final opportunity for the chartered student organization to appeal any decision made by the Committee.

Article V: Reports & Record Keeping

Section 1: Reports

1.1 Quarterly & Annual Reports

- A. Each Board of Directors member, and each Student Senator shall be required to submit a written Quarterly Report in Fall, Winter Quarter, and an Annual Report in Spring Quarter.
- B. Quarterly and Annual Reports shall include accomplishments, concerns, and future goals. For the Winter Quarter and the Annual Report, the reports shall also include a summary of the previous quarter's goals.
- C. For Fall and Winter Quarter, a report is required to be submitted that details the goals and aspirations for that upcoming quarter.
- D. The President will work directly with the Emerging Technology Representative to ensure that the Quarterly Reports are online by the third Monday of the following quarter.
- E. All Quarterly Reports shall be submitted by the second Monday of the following quarter and all Annual Reports are due by Week 9 of Spring Quarter.

1.2 Committee Reports

- A. Each ASG Committee Chair shall be required to submit a written Quarterly Report in Fall, Winter Quarter, and an Annual Report in Spring Quarter.
 - a. These shall be separate from the Chairperson's reports described above in Article V, Section 1.1.
 - b. This shall not apply to ASG Committees that do not operate throughout the year and on a quarterly basis.

Section 2: Record Keeping

- A. The ASG records delineated in this section shall be physically archived in the ASG office and be made publicly available on a website maintained by the Board of Directors.
- B. The following ASG records, decisions, and activities shall be physically archived, archived on the most current ASG SharePoint site, and made publicly available on the current public webpage managed by the Board of Directors.
 - a. All Board of Directors legislation including but not limited to:
 - i. Board Bills
 - ii. Board Resolutions.
 - b. Board of Directors meeting agendas and minutes.
 - i. These shall be kept in accordance with the procedures established by the Board of Directors in the ASG Bylaws.
 - c. Current membership of the Board of Directors.
 - d. Current ASG Constitution, ASG Bylaws, ASG Financial Code and other governing documents and contractual agreements.
 - e. Elections results.
 - f. Legislative Agendas.
 - g. Quarterly and annual reports.
 - h. All Student Senate legislation including but not limited to:
 - i. Senate Orders.
 - ii. Senate Bills.
 - iii. Senate Resolutions.
 - i. Student Senate meeting agendas and minutes.
 - i. These shall be kept in accordance with the procedures established by the Board of Directors in the ASG Bylaws.
 - j. Current membership of the Student Senate.
 - k. Committee meeting agendas and minutes.
 - i. These shall be kept in accordance with the procedures established by the Board of Directors in the ASG Bylaws.
 - l. Current membership of ASG Committee's.
 - m. A copy of the annual S&A budget report.
- C. The following ASG records, decisions, and activities shall be physically archived, archived on the most current ASG SharePoint site, and do not have to be made publicly available on the ASG website.
 - a. All submitted ASG funding requests.
 - b. All submitted club charters.
 - c. All collected reports from officers and senators.
 - d. Annual archive of ASG records, meetings, activities, goals, accomplishments, events, projects, legislation and other items.
 - e. All current copies of ASG handbooks, contracts and other rules used to guide the work of the association.
 - f. Copies of committee action items including requests, recommendations, reports, and other pertinent items.
 - g. Summaries of ASG events including details regarding planning, execution, and outcome.
 - h. Summaries of ASG projects.
 - i. General election information including timelines, candidates, events, and results.
 - j. Other items of importance related to the operation of the Association.

Article VI: Legislative Agenda

Section 1: Drafting of the Legislative Agenda

- A. The Executive Justice shall develop the Legislative Agenda in conjunction with the Board of Directors and the Student Senate.
- B. The Executive Justice shall use the following methods to develop the legislative agenda:
 - a. Campus-wide surveys.
 - b. Review previous legislative agendas to include items that were not passed or addressed by the Washington State Legislature.
 - c. Collaborate with the Washington Student Association (WSA) and the Washington State Community & Technical College Student Association (WACTCSA).
 - d. Collaborate with the Board of Directors and the Student Senate through regular meetings, open forums, and one-on-one discussions.

Section 2: Approval of the Legislative Agenda

- A. The Executive Justice shall first send the Legislative Agenda to the Student Senate for a first read and send a copy to the Board of Directors as a discussion item at the next Board of Directors meeting. During all stages of the approval process, both the Board of Directors and the Student Senate shall consider the Legislative Agenda in an expedited manner at all stages.
 - a. The Student Senate may propose amendments to the Legislative Agenda.
 - i. The Student Senate may expedite the proposal of amendments to the Legislative Agenda, by proposing amendments beginning directly after the Legislative Agenda is read for the first time on the Senate floor.
 - ii. All amendments suggested by the Student Senate must be approved through a simple majority vote.
- B. After approval in the Student Senate, the Agenda shall be presented with the Student Senate's proposed changes to the Board of Directors for approval or recommitment of the Agenda to the Student Senate.
 - a. If the Board of Directors approves the Legislative Agenda, then the agenda takes effect immediately.
 - b. If the Board of Directors believes non-grammatical changes need to be undertaken on the Senate approved Legislative Agenda, they may choose to recommit the Agenda, with specific recommendations for changes, to the Student Senate by the concurrence of two-thirds of its voting membership. The recommitted Agenda must be further considered by the Student Senate at their next meeting. When the Student Senate again approves the recommitted Agenda, with or without amendments, the Agenda must be presented to the Board of Directors again.
 - i. Recommitment of the Legislative Agenda can only occur twice.
 - ii. The recommitted Agenda must again be further considered by the Student Senate at their next meeting. When the Student Senate again approves the most recently recommitted Agenda, with or without amendments, the agenda must be presented to the Board of Directors again for approval, or recommitment.
- C. If the Board of Directors takes no action to approve, or recommit, the first Legislative Agenda passed by the Student Senate within fourteen calendar days after passage, the Agenda passed by the Student Senate takes effect.
- D. If the Board of Directors and the Student Senate fail to pass a Legislative Agenda by the end of Week 10 of Fall Quarter, the Association will revert to using the Legislative Agenda adopted in the previous academic year.

Section 3: Exceptions

- A. If for any reason the Student Senate is unable to be organized, the Board of Directors shall have the authority to approve the Legislative Agenda through a two-thirds (2/3) majority vote, excluding abstentions.
 - a. If the Board of Directors must use this method of approval, they shall have until the end of the third week of the winter quarter to approve the agenda.

Article VII: Advisors of the Associated Student Government

Section 1: Selection

- A. The Advisors of the Associated Student Government of Bellevue College shall be appointed by the Associate Vice President of Student Affairs, in direct consultation with the Board of Directors.
 - a. All selections must be approved by a two-thirds (2/3) majority vote of the Board of Directors, excluding abstentions.
- B. The ASG Advisors shall be selected from the following areas:
 - a. One (1) Advisor shall be selected from the Office of Student Affairs.
 - b. One (1) Advisor shall be selected from the professional staff in the Office of Student Engagement.
- C. Any current ASG Advisors at the time of this process being established shall be exempt from the preceding requirements. However, the current ASG Advisors shall not be exempt from the other requirements, and processes outlined later in this article.

Section 2: Responsibilities

2.1 General Responsibilities

- A. ASG Advisors shall to the best of their ability:
 - a. Be present at all official meetings of the Board of Directors, and the Student Senate.
 - b. Directly support the work of the Board of Directors.
 - c. Verify the eligibility of officers and senators for candidacy, as well as to maintain their positions.
 - d. Support the efficient and effective transition of officers and senators between sessions.
 - e. Assist in educating officers on duties and responsibilities.
 - f. ASG Advisors are expected to:
 - i. Exhibit timely communication.
 - ii. Be available to officers and senators.
 - iii. Serve all officers and senators equitably.
 - iv. Meet with the Board of Directors at the beginning of each academic quarter to discuss what these expectations will look like for the quarter ahead.
 - g. Shall initiate immediate removal processes outlined in these Bylaws.

2.2 Specific Responsibilities

- A. The ASG Advisor appointed from the Office of Student Affairs shall:
 - a. Attend all meetings of the Board of Directors.
 - b. Attend meetings of the Student Senate upon request.
 - c. Educate, inform, and advise the Board of Directors on all matters and affairs related to the greater college administration.

- d. Assist with the operations of the Services and Activities Fee Committee.
- B. The ASG Advisor appointed from the Office of Student Engagement shall:
 - a. Attend all meetings of the Student Senate.
 - b. Attend meetings of the Board of Directors upon request.
 - c. Assist with the operations of the Student Technology Fee Committee and the Student Environmental Sustainability Fee Committee.
 - d. Assist the Board of Directors with day-to-day operations.

Section 3: Removal

3.1 Conditions for the Removal of an ASG Advisor

- A. The Board of Directors may initiate the removal of an ASG Advisor if an Advisor continuously fails to meet the expectations outlined in Article VII, Section 2 of the ASG Bylaws.

3.2 Procedures for the Removal of an ASG Advisor

- A. The Board of Directors shall have the authority to remove an ASG Advisor through a three-fourths (3/4) majority vote of Board of Directors, excluding abstentions.

Section 4: Vacancies

- A. If for any reason an ASG Advisor position is vacated, the Board of Directors shall adhere to the selection process outlined in Article VII, Section 1 of the ASG Bylaws.

Article VIII: Sessions of the Associated Student Government

Section 1: Sessions

- A. Sessions shall be defined as the period of time in which the Associated Student Government is in operation, as defined in these Bylaws.
- B. Sessions shall begin on the first day of July and conclude on the thirtieth day of June each calendar year.
- C. Sessions shall be numbered sequentially, commencing with the first session of the ASG which shall be recognized as concluding on the thirtieth day of June in the year two thousand twenty-four.

Article IX: Amendments

Section 1: Amendment Procedures for the ASG Bylaws

1.1 Amendment Requirements

- A. Amendments to the ASG Bylaws must be ratified by two-thirds (2/3) majority vote of the Board of Directors, excluding abstentions.
- B. Once ratified, amendments shall be recorded in Article IX, Section 2 of the ASG Bylaws using the following convention:
 - a. The date of the ratification of the amendment.
 - b. The name(s) of the Officer(s) who drafted and proposed the amendment.

- c. A summary of the amendment and its contents.
- d. The number of the Board Bill used to introduce the amendment.
- e. The specific vote count that ratified the amendment, or at the very least must include the following sentence:
 - i. “These changes were approved by the Board of Directors.”
- C. Once ratified, amendments to Article IX, Section 3 shall not be altered in any way, shape, or form to preserve the integrity of the document, unless amended during the same session in which the amendment was ratified.

1.2 Amending the ASG Bylaws during Elections

- A. Article 1, Section 5 of the ASG Bylaws cannot be amended an election cycle.
 - a. An election cycle begins once applications are made available to the general public.
 - b. An election cycle concludes once the winning candidates are announced to the general public.

Section 2: Amendment Procedures of the ASG Constitution

2.1 Definitions and General Provisions

- A. An amendment shall be a ballot measure that changes the ASG Constitution.
- B. A referendum shall be a ballot measure that is placed on the ballot by a vote of the Board of Directors.
- C. The Board of Directors has the power to make amendments to the ASG Constitution. Amendments may be proposed by ASG Officer(s) and must be approved by two-thirds (2/3) vote of the Board of Directors. Furthermore, amendments to the ASG Constitution cannot be ratified without a simple majority vote by the Bellevue College Board of Trustees, as well as a simple majority of voting students in a regular or special election.

2.2 General Election

- A. In order for a referendum to be placed on the ballot for the General Election, the following process shall be adhered to:
 - a. A member of the Board of Directors shall first present a referendum in the form of a Board Bill at a regularly scheduled Board of Directors meeting.
 - b. The Board of Directors must approve any referendums by a two-thirds (2/3) majority vote of the Board of Directors, excluding abstention.
 - c. The referendum must be approved by the Board of Directors at least fifteen (15) business days before the voting period begins.

2.3 Special Elections

- A. The Board of Directors may call for a Special Election by a two-thirds (2/3) majority vote, excluding abstentions vote to present ballot measures to the student body.
- B. Special Elections shall be held within twenty (20) business days of the referendum being approved.
- C. The voting period shall last for at least two business days, up to a maximum of four business days.

Section 3: History of Amendments

- A. June 25, 2007
 - a. Kristy Chan Motions to Approve ASG By-Laws Recommendation. Jose Vasquez Seconds. Approved by a vote of 4-0-0.
- B. May 25, 2018

- a. Amber Castaneda presents complete bylaw review, assessment and amendments that were negotiated by the Board of Directors during the meeting. Erika Lamothe moves to approve ASG Bylaws Recommendation. Tyra Asmore-Barquet Seconds. Approved by a vote of 5-0-1 (Amber Castaneda abstains).
- C. June 1, 2018
 - a. Amber Castaneda presents minor amendments to titles & definitions that were negotiated by the Board of Directors during the meeting. Erika Lamothe moves to approve ASG Bylaws recommendation. Joedy Morrow Seconds. Approved by a vote of 5-0-1 (Amber Castaneda abstains).
- D. February 8, 2021
 - a. Kiseuk (Ki) Ahn presents minor amendments to titles & definitions that were negotiated by the Board of Directors during the meeting. Minor changes to align governing documents of the Board of Directors with each other. Gia Lang moves to approve ASG By-Laws Recommendation, Emmanuel Tshimanga Seconds. Approved by a vote of 6-0-1 (Ki Ahn abstains).
- E. Fall, 2021
 - a. Braydon Gemar presents a restructured ASG Bylaws that contains document- wide changes and major reformatting that aligns the Bylaws with all other ASG governing documents. These changes were approved by the Board of Directors.
- F. February 4, 2022
 - a. Braydon Gemar proposes that ASG sanctions the C-Building Renovation Committee. This committee is to oversee the C-Building Renovation Project.
- G. November 2, 2022
 - a. Sean Behl and Sophia De Oliveira propose minor amendments to section 2 of the ASG Bylaws regarding elections.
 - b. These changes were approved by the Board of Directors.
- H. March 23, 2023
 - a. Sean Behl presents amendments to the ASG Bylaws regarding the addition of the new executive position of “Executive Justice,” and the removal of the “Legislative Affairs,” position. These changes also include minor reformatting changes that make the document more accessible.
 - b. These changes were approved by the Board of Directors.
- I. June 16, 2023
 - a. Sean Behl presents amendments to the ASG Bylaws that work to differentiate the practices of the ASG Board, and its established committees. The proposed document also contains changes that better establish and organize the internal disciplinary procedures, and expectations of the ASG Board. The proposed document also contains minor reformatting changes that better organize the document and make it easier to navigate.
 - b. These changes were approved by the Board of Directors.
- J. October 13, 2023
 - a. Sean Behl presents amendments to the ASG Bylaws that establish the Student Senate as the legislative arm of the Associated Student Government of Bellevue College. The proposed document also contains minor reformatting changes which will help make it easier to navigate.
 - b. Daniel Ngoy motions, Isadora Silva seconds, the motion to approve the proposed bylaws changes passed by a vote of (8-0-1), Sean Behl abstains.
- K. December 1, 2023
 - a. Sean Behl presents amendments to the ASG Bylaws that establish the Board Bill & Resolution system. The proposed changes will ensure that the decisions of the Board of Directors remain organized, and archived for the public, and for the future Board of Directors to access.
 - b. Sienna Jarrard motions, Daniel Ngoy seconds, the motion to approve the proposed bylaws changes passed by a vote of (7-0-1), Sean Behl abstains.

- L. December 8, 2023
 - a. Sean Behl presents minor amendments to the ASG Bylaws that expand the number of Senators-At-Large from three to five and establishes weekly meetings of the Board of Directors.
 - b. Joyce Diakubama motions, Sienna Jarrard seconds, the motion to approve the proposed bylaws changes passed by a vote of (6-0-1), Sean Behl abstains.
- M. February 2, 2024
 - a. Sean Behl and Sienna Jarrard present a vastly restructured ASG Bylaws that includes document-wide changes, and major reformatting. These changes include major amendments to sections of the bylaws regarding hiring, elections, committees, and student organizations. These changes also include; the implementation of a record keeping and reports system to ensure that future teams and the public have access to ASG information; the addition of clear procedures for adopting the association's legislative agenda; the establishment of clear expectations and processes for appointing/removing ASG Advisors; and the adoption of sessions, with the first session of the ASG concluding on the thirtieth day of June in the year two thousand twenty-four. These changes also included an addendum which shall provide the Board of Directors the ability to operate as currently defined, and to prepare for, and complete procedures such as hiring, for the position changes becoming effective on the first day of July in the year two thousand twenty-four.
 - b. These changes were submitted to the Board of Directors through Board Bill 1-01-01.
 - c. Daniel Ngoy motions, Stephanie Nehema seconds, the motion to approve the proposed bylaws changes passes by a vote of (7-0-2), Sean Behl and Sienna Jarrard abstain.
- N. February 16, 2024
 - a. Sean Behl presents minor amendments to the ASG Bylaws concerning the voting privileges and hours expectations of the Internal Affairs Director and the External Affairs Director, along with some other changes concerning grammar, and punctuation.
 - b. These changes were submitted to the Board of Directors through Board Bill 1-01-02.
 - c. Sienna Jarrard motions, Heidi Ngo seconds, the motion to approve the proposed bylaws changes passes by a vote of (6-0-0).

Addendum

Section 1: Purpose & Scope

- A. This addendum shall serve as a means for the Board of Directors to operate as currently defined in the ASG Bylaws, and to prepare for, and complete procedures such as hiring, for the position changes becoming effective on the first day of July in the year two thousand twenty-four.
- B. The following articles and sections shall be non-binding for current Board of Directors members and shall only dictate what shall be included in hiring materials, paperwork, advertisements, etc for the Board of Directors beginning their term on the first day of July in the year two thousand twenty-four.
- C. This addendum shall be removed from the ASG Bylaws once the document and all of its contents have been amended to accommodate the changes described below.

Section 2: Officers and Duties of the Board of Directors

2.1 Positions of the Board of Directors

- A. The Board of Directors shall consist of the following positions, each being held by one (1) student:
 - a. President
 - b. Vice President
 - c. Chief of Administration
 - d. Director of Finance
 - e. Director of Sustainability and Civic Engagement
 - f. Director of Events and Programs
 - g. Director of Public Relations
 - h. Internal Affairs Director
 - i. External Affairs Director

2.2 The President

The President shall:

- A. Serve as the Chair of the Board of Directors and have the power to vote.
- B. Provide leadership and oversee the management and direction of the Board of Directors, and the Associated Student Government of Bellevue College.
- C. Serve as a member of the Student Technology Fee (STF) Committee, Student Environmental Sustainability Fee Committee (SESF), and the Services & Activities Fee Committee (S&A).
- D. Attend all mandatory training sessions, meetings, and retreats.
- E. Stay updated on the activity of all standing ASG committees, and task forces.
- F. Coordinate with the Vice President and the Chief of Administration on internal operations & functions.
- G. Serve as the official spokesperson for the Associate Student Government.
- H. Delegate any duties that are deemed necessary to accomplish ASG goals and objectives.

- I. Distribute tasks and/or projects to the Board of Directors.
- J. Ensure effective student participation in college decision making by appointing all at-large student representatives to college councils, committees, boards, and task forces. In the event that the ASG President may have a conflict of interest with the committee in question, the ASG Vice President shall be responsible for appointing the student(s) to the committee. Councils, committees, boards, and task forces may include, but are not limited to:
 - a. Tenure Review Committee
 - b. Citation Review Committee
 - c. Student Conduct Committee
 - d. Student Academic Grievance Committee
 - e. Bellevue College Governance: Resources and Planning Council (3 Students).
 - f. Bellevue College Governance: Student Success Council (3 Students).
 - g. Bellevue College Governance: Infrastructure Council (3 Students).
 - h. Bellevue College Governance: Council on Inclusion & Diversity (3 Students).
- K. Ensure that the Board of Directors members, including the Vice President are fulfilling their job responsibilities.
- L. Oversee and lobby for political efforts at the city, county, and state level. At the state level, this may include providing public testimony to the House and Senate Committees.
- M. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.
- N. Attempt to the best of their ability to implement all matters and responsibilities derived from ASG legislation which has been approved by the Student Senate.
- O. Shall meet regularly with and provide a constituent report to the Bellevue College President and Board of Trustees.
- P. Shall meet regularly with the Bellevue College President, the Dean of Student Life and Leadership, the Director of Student Engagement, staff, faculty, and constituents.
- Q. Serve as the student representative on College Assembly.
- R. Hold a one-on-one meeting with each Board of Directors member during the academic quarter at least once.
- S. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, Washinton State laws, and Federal laws.
- T. Lead the Board of Directors procedures, and work collaboratively with the Board of Directors to establish timelines, application materials, interview procedures, etc; for the hiring process.
- U. Be accountable for nineteen hours of work per week. During this period, the President may hold office hours, attend and schedule meetings, complete and work on projects, and otherwise guide the work of the Associated Student Government.
- V. Hold a monthly one-on-one meeting with the Associated Student Government Advisor(s).
- W. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- X. Hold regular meetings with Student Senate leadership and attend at least two Senate meetings per quarter.
- Y. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- Z. Complete weekly, and quarterly reports as directed by the Chief of Administration.

2.3 Vice President

The Vice President shall:

- A. Serve as a voting member of the Board of Directors.
- B. Serve as the Speaker of the Senate. The Speaker is responsible for enforcing the Senate Standing Rules, directing discussion, announcing decisions, and the overall leadership of the Senate. The Speaker shall not have the power to vote, except in the occurrence of a tie.
- C. Fulfill the duties of the President in the event of the President's absence, resignation, or forfeiture of office.
- D. Attend all mandatory training sessions, meetings, and retreats.
- E. Meet weekly with the ASG President to provide them updates regarding internal ASG operations pertaining to the Board of Directors and the Student Senate.
- F. Complete projects and tasks assigned by the ASG President.
- G. Serve as the ASG President's proxy on ASG standing committees when directed by the ASG President.
- H. Work with the Chief of Administration to maintain attendance, performance and membership records for the Board of Directors, Student Senate and ASG Standing Committees.
- I. Work with the Senate Vice Speaker and the Senate Clerk to maintain records of the Student Senate, especially records pertaining to legislation, agendas, minutes, attendance, and membership.
- J. Hold a one-on-one meeting with each ASG Student Senator at least once during each academic quarter.
- K. Work with the Chief of Administration to facilitate the organization of Associated Student Government office hours and meetings.
- L. Ensure student concerns are heard and will refer student grievances to the appropriate processes.
- M. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.
- N. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, Washinton State laws, and Federal laws.
- O. Be accountable for nineteen hours of work per week. During this period, the Vice President may hold office hours, attend and schedule meetings, complete and work on projects, and otherwise perform duties and tasks as assigned by the ASG President.
- P. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- Q. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- R. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- S. Perform related duties and tasks as assigned by the ASG President.

2.4 Chief of Administration

The Chief of Administration shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Serve on all committees as assigned.

- D. Be responsible for overseeing and directing the record-keeping practices of the Associated Student Government; including the Board of Directors, Student Senate, ASG Committees, and other entities subject to the Open Public Meetings Act.
- E. Be responsible for maintaining attendance, performance and membership records for the Board of Directors, Student Senate, ASG Committees, ASG Task Forces, and all other entities of the Associated Student Government.
- F. Be responsible for overseeing and directing the Internal Affairs Director, External Affairs Director, and all other non-Board of Directors ASG personnel, in conjunction with the ASG President and ASG Vice President.
- G. Serve as the Chair of the Judicial Oversight Committee.
- H. Ensure that the minutes of Board of Directors meetings are recorded, and publicly posted in accordance with the policies contained in these bylaws, and the Open Public Meetings Act.
- I. Work with the Vice President to maintain an ongoing calendar of all official Associated Student Government meetings.
- J. Meet weekly with the ASG President to provide them updates regarding internal ASG operations pertaining to the Board of Directors, and all other ASG personnel and entities.
- K. Ensure that all official ASG business is recorded, maintained, and archived.
- L. Complete an annual digital and physical archive of the current year's activities, projects, events, staff, and official meeting materials.
- M. Ensure the Board of Directors, Student Senate, ASG Committees, and all chartered student organizations comply with the ASG Constitution, ASG Bylaws, ASG Financial Code, Bellevue College policies, Washington State laws, and Federal laws.
- N. Head internal ASG investigations, and investigations of chartered student organizations through the Judicial Oversight Committee.
- O. Maintain proficiency of newly instituted laws and policies that affect the operations of the Associated Student Government.
- P. Serve as Chief Parliamentarian for the Board of Directors, and other ASG bodies upon request.
- Q. Serve as interpreter and enforcer of Roberts Rules of Order in conjunction with the President.
- R. Facilitate the collection of weekly and quarterly reports from members of the Board of Directors.
- S. Ensure that the job descriptions of all Associated Student Government personnel are up to date and being adhered to in conjunction with the Vice President.
- T. Attend at least one Student Senate meeting per academic quarter.
- U. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- V. Be accountable for nineteen hours of work per week. During this period, the Chief of Administration may hold office hours, attend and schedule meetings, complete and work on projects, oversee the association's internal operations, record keeping, judicial proceedings and otherwise perform duties and tasks as assigned by the ASG President.
- W. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.
- X. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- Y. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- Z. Perform related duties and tasks as assigned by the ASG President.
- AA. Complete weekly, and quarterly reports.

2.4 Director of Finance

The Director of Finance shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Be responsible for the overall administration of the Associated Student Government budget; monitoring ASG budget appropriations and expenditures.
- D. Chair the Services & Activities Fee Committee.
- E. Serve on all committees as assigned.
- F. Oversee the training of all Board of Directors on matters concerning funding and the budget process.
- G. Serve as the liaison between ASG and the Student Engagement Financial Program Manager; holding regular meetings with the Student Engagement Financial Program Manager.
- H. Continuously promote compliance, and report known violations of the ASG Financial Code, the Washington Administrative Code (WAC), the Revised Code of Washington (RCW), and the regulations of the Office of Financial Management.
- I. Work with the Director of Student Engagement, Dean of Student Life and Leadership, and the Student Engagement Financial Program Manager in coordinating the Services & Activities Fee process.
- J. Review funding requests and assist chartered student organizations in the ASG funding request process.
- K. Provide weekly reports to the ASG on the status of the ASG budget and monitor chartered student organization budget and spending.
- L. Attend at least one Student Senate meeting per academic quarter.
- M. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- N. Be accountable for nineteen hours of work per week. During this period, the Director of Finance may hold office hours, attend and schedule meetings, complete and work on projects, oversee the association's budget and otherwise perform duties and tasks as assigned by the ASG President.
- O. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.
- P. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- Q. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- R. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- S. Perform related duties and tasks as assigned by the ASG President.

2.6 Director of Sustainability and Civic Engagement

The Director of Sustainability and Civic Engagement shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Serve on all committees as assigned.
- D. Oversee the ASG Office of Civic Engagement.

- E. Organize and implement legislative events (i.e. voter registration drives, student lobby and empowerment days, hosting government officials on campus, letter writing campaigns, legislative information forums for students, etc).
- F. Coordinate with the Board of Directors and Student Senate to develop the student legislative agenda.
- G. Serve as the legislative liaison for state and federal matters by regularly meeting, corresponding, and building relationships with local and state representatives.
- H. Organize and facilitate regular campus outreach events to ensure direct communication about civic engagement with students regarding issues and concerns through surveys, student town hall meetings and other initiatives.
- I. Coordinate lobbying trips to Olympia.
- J. Schedule and attend meetings with external legislative partners.
- K. Serve as the representative for the Bellevue College Associated Student Government in the Washington Community and Technical College Student Association (WACTCSA).
- L. Serve as the representative for the Bellevue College Associated Student Government in the Washington Student Association, in conjunction with the ASG President.
- M. Chair the Student Environmental Sustainability Fee (SESF) Committee.
- N. Oversee and direct all student-led sustainability efforts.
- O. Coordinate events and programs promoting social responsibility awareness to ensure direct communication with students regarding campus sustainability initiatives, and other initiatives related to social stewardship.
- P. Serve as the liaison between the Associated Student Government and the Office of Sustainability.
- Q. Create one campus-wide, long term sustainability initiative or project and/or take part in current sustainability initiatives on campus.
- R. Serve as the liaison between the Associated Student Government and the Office of Diversity, Equity, and Inclusion including the Social Justice Center & Title IX office.
- S. Serve as the liaison between the Associated Student Government and the Affinity Coordinators.
- T. Oversee and direct all legislative efforts of the Associated Student Government.
- U. Attend at least one Student Senate meeting per academic quarter.
- V. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- W. Be accountable for nineteen hours of work per week. During this period, the Director of Sustainability and Civic Engagement may hold office hours, attend and schedule meetings, complete and work on projects, oversee the association's legislative affairs, and otherwise perform duties and tasks as assigned by the ASG President.
- X. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- Y. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.
- Z. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- AA. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- BB. Perform related duties and tasks as assigned by the ASG President.

2.7 Director of Events and Programs

The Director of Events and Programs shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Serve on all committees as assigned.
- D. Oversee the ASG Office of Programming and Communication, in conjunction with the Director of Public Relations.
- E. Oversee and direct all ASG events, and activities.
- F. Be responsible for overseeing all established ASG Programs, such as the ASG Laptop Loan Program, and others.
- G. Chair the Electoral Committee and be responsible for ensuring that elections are held in adherence to the policies set forth by the ASG Constitution, and ASG Bylaws.
- H. Assist the chartered student organizations with developing and planning events and activities on campus.
- I. Serve as the liaison between the Associated Student Government and the Events Office, Bellevue College Foundation, and the Office of Institutional Advancement when necessary to complete ASG objectives, tasks and goals.
- J. Serve as the liaison between the Associated Student Government and the Campus Activities Board.
- K. Coordinate with the Vice President and the Chief of Administration to establish an event schedule for each academic quarter.
- L. Lead and direct the annual ASG Gala and Awards Ceremony, in collaboration with the Board of Directors.
- M. Create and distribute on-campus and digital promotion, and advertising in collaboration with the Director of Public Relations.
- N. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- O. Be accountable for nineteen hours of work per week. During this period, the Director of Events and Programs may hold office hours, attend and schedule meetings, complete and work on projects, oversee the association's programming efforts, and otherwise perform duties and tasks as assigned by the ASG President.
- P. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.
- Q. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- R. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- S. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- T. Perform related duties and tasks as assigned by the ASG President.

2.8 Director of Public Relations

The Director of Public Relations shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Serve on all committees as assigned.
- D. Assist all ASG bodies, committees, and offices in the promotion and publicization of their events, activities, services, goals, projects, etc.
- E. Chair the Student Technology Fee (STF) Committee.
- F. Ensure the ASG website is up to date, both with content and design, in conjunction with the Chief of Administration.
- G. Serve as the liaison between the Associated Student Government and the Student Engagement Web & Social Media Specialist, and the Vice President of Information Technology Services.
- H. Serve as an advocate for technological needs and support for students.
- I. Organize and facilitate regular campus outreach events to ensure direct communication between ASG and the general student regarding issues and concerns about technology support through surveys, student town hall meetings and other initiatives.
- J. Oversee and direct the production of ASG publications and promotion of ASG events, activities, goals, and projects.
- K. Publish, post, and publicize events and information on the Associated Student Government social media accounts and website, in conjunction with the Director of Events and Programs, and the rest of the Board of Directors.
- L. Serve as the liaison between the Associated Student Government and the Watchdog.
- M. Serve as the liaison between the Associated Student Government and chartered student organizations.
- N. Coordinate the club chartering process, in conjunction with the Chief of Administration.
- O. Work with the Board of Directors on all press releases, official statements, and newsletters.
- P. Ensure that all ASG logos are being used in accordance with ASG guidelines, and Bellevue College posting policies.
- Q. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- R. Be accountable for nineteen hours of work per week. During this period, the Director of Public Relations may hold office hours, attend and schedule meetings, complete and work on projects, oversee the association's social media accounts and publications, and otherwise perform duties and tasks as assigned by the ASG President.
- S. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- T. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- U. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- V. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- W. Perform related duties and tasks as assigned.

2.9 Internal Affairs Director

The Internal Affairs Director shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.

- C. Serve on all committees as assigned.
- D. Serve as the Clerk of the Student Senate.
- E. Serve as proxy for the President when necessary and granted the authority.
- F. Assist will all internal operations of the Associated Student Government as directed by the Board of Directors but specifically the President, Vice President, Chief of Administration, and the Director of Finance.
- G. Develop and distribute meeting agendas and supporting materials in conjunction with the rest of the Board of Directors.
- H. Record the minutes of Board of Directors meetings in accordance with the policies contained in these bylaws, and the Open Public Meetings Act.
- I. Serve as the recorder for other ASG bodies as assigned by the ASG President.
- J. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- K. Be accountable for nineteen hours of work per week. During this period, the Internal Affairs Director may hold office hours, attend meetings, complete and work on projects, assist the day-to-day operation of the ASG, record meeting minutes, and otherwise perform duties and tasks as assigned by the ASG President.
- L. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.
- M. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- N. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- O. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- P. Perform related duties and tasks as assigned.

2.10 External Affairs Director

The External Affairs Director shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Serve on all committees as assigned.
- D. Serve as proxy for the Vice President.
- E. Assist will all external operations of the Associated Student Government as directed by the Board of Directors but specifically the President, Director of Sustainability and Civic Engagement, Director of Public Relations, and the Director of Events and Programs.
- F. Directly assist the Director of Sustainability and Civic Engagement with the organization and implementation of legislative events (i.e. voter registration drives, student lobby and empowerment days, hosting government officials on campus, letter writing campaigns, legislative information forums for students, etc).
- G. Directly assist the Director of Public Relations and the Director of Events and Programs with the publication of all ASG events, activities, and meetings by printing and posting physical promotional materials around campus, and by serving as the designated photographer for all Associated Student Government activities, and events.
- H. Serve as the recorder in the absence of the Internal Affairs Director.

- I. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- J. Be accountable for nineteen hours of work per week. During this period, the External Affairs Director may hold office hours, attend meetings, complete and work on projects, assist the day-to-day operations of the ASG, photograph and assist in the publication of all ASG events, and activities, and otherwise perform duties and tasks as assigned by the ASG President.
- K. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.
- L. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- M. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- N. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- O. Perform related duties and tasks as assigned by the ASG President.

Section 3: Membership Criteria of the Board of Directors

3.1 Membership Eligibility Criteria

- A. Candidates for all Board of Directors positions are expected to meet the following requirements at the time of application:
 - a. Must have a 2.5 cumulative GPA of college-level credits taken at Bellevue College.
 - b. Must have completed twelve (12) college-level credits taken at Bellevue College.
 - c. All positions, except the Internal Affairs Director, and the External Affairs Director are expected to present prior experience in leadership in some form.
 - d. Be in good standing with Bellevue College and not on disciplinary probation.
 - e. Be in good academic standing, and not be on academic probation.
- B. Candidates for President, and Vice President are expected to present prior experience in leadership, in at least one of the following areas:
 - a. Served as an ASG Officer.
 - b. Served as an ASG Student Senator.
 - c. Served in a leadership position in a chartered student organization at Bellevue College, for at least one quarter.
 - d. Served in a student leadership position at Bellevue College for at least one quarter.

3.2 Membership Requirements During Tenure

- A. During the duration of their tenure in office, all Board of Directors members are expected to:
 - a. Maintain a minimum quarterly GPA of 2.5 while in office.
 - b. Register and complete a minimum of eight (8) Bellevue College credit hours per academic quarter, with the exception of Summer Quarter while in office.
 - c. Remain in good standing with Bellevue College and not on disciplinary probation.
 - d. Remain in good academic standing, and not be on academic probation.
 - e. Not hold any other paid position on campus.
 - f. Not hold any other leadership position on campus.