

TSO BYLAWS

October 31, 2020

Article I. Identity

- A. The name of this organization shall be the TELOS Student Organization (TSO).
- B. The fiscal year shall be July 1 through June 30 of the following year.
- C. A Council shall represent the TSO.

Article II. Purpose

TELOS Student Organization (TSO) is a student organization of Bellevue College formed to represent and enhance the reputation and programs offered by Bellevue College. The TSO program provides support and guidance in selecting courses, encourages diversity in recruiting students and instructors, and fosters a sense of community through social and educational activities designed to support seniors and retired adults.

Article III. Membership

A. Members

Any TELOS student or instructor who has taken or instructed a class during the last two calendar years is a TSO member.

B. Privileges and Responsibilities of Membership

1. TSO members are entitled to all services of the organization.
2. Each member shall be entitled to attend open meetings and participate in all the TSO sponsored events.

C. Dues and Fees

The Council has the power to establish either voluntary or mandatory fees or charges for participation in TELOS classes or TSO events. The fees will be used as directed by the Council.

Article IV. The Council

A. Definition

1. The Council/TSO shall have Executive Officers: a President, Vice President, Treasurer, and Secretary.
2. The Council shall have up to 11 voting members consisting of the Executive Officers, plus up to seven (7) Members at Large.
3. Any TSO member may volunteer to be on the TSO Council. If more than one person volunteers for an office or seven people for Members at Large, an election must be held as per the standing rules.
4. A vote of the Council may fill vacancies on the Council. The selected individual will have full voting rights and shall serve as "elected" until the next General Election.

B. General Duties

1. All Council Members and Officers are expected to attend Council and General Membership meetings and qualify for participation as required by Bellevue College.
2. If an Officer or Council Member is absent for three consecutive meetings, without good cause, the Council may take action to remove that person.
3. The Council shall conduct the business of the TSO, including the appointment of committee chairs.
4. All Council members should actively engage with the TSO community to encourage participation, solicit ideas, participate on a committee, and identify potential candidates for the Council.

C. Members and Specific Duties of Council Members

1. President: chairs all meetings, sets meeting agenda, serves as a liaison between the TSO and Bellevue College, orients new Council members, and serves as the spokesperson for TSO. The President may delegate these functions to others to perform.
2. Vice President: Chairs meetings and carries out all functions stated above in President's absence. Assists the President where and when needed.
3. Secretary: Sends out meeting notices and agendas. Records, distributes, archives meeting minutes. Keeps membership lists, attendance records, and the documents governing the TSO.

4. Treasurer: Develops and tracks the TSO budget. Prepares financial statements for the meeting. Liaise with the BC Student Program office regarding finance.

5. Members-at-Large: May act as back up to an officer. Help and assist with other duties as assigned. Actively reach out to members for suggestions, feedback, and encourage TSO participation. Identify potential experts to assist with activities.

Article V. Meetings

A. At all meetings

1. Details of General Membership and Council meetings shall be set out in the Standing Rules. All Council, elections, and General Meetings may be conducted in person or online as the Standing Rules permit.
2. Meetings shall be conducted according to the Standing Rules.
3. Notification of meetings shall be per the Standing Rules.
4. For General Membership and committee meetings, a quorum is defined as all those present.
5. At General Membership meetings, each TSO member present has only one vote. Proxy votes are not allowed.
6. At the Council meeting, each Council member/officer present has only one vote. Proxy votes are not allowed.
7. Council and General Membership Meetings are open to the public.
8. At all Council and General Membership meetings, except the executive meetings, minutes shall be taken.

B. General Membership Meeting

1. General Membership meetings shall be held at least once a year no later than June 1. The Standing Rules will determine when and how General Membership meetings occur.
2. Notification of these meetings shall be per Standing Rules.

C. Council Meetings

1. The Council shall meet monthly, as per the Standing Rules. General Membership meetings may be substituted for a monthly meeting.

2. A quorum shall be reached when more than half of the elected Council members are be present.
3. Elected or appointed Council members and officers are entitled to vote
4. Three quarters ($\frac{3}{4}$) of all the council members and officers must agree to remove an officer or councilperson.

D. Executive Meetings

The Executive Committee shall consist of the Officers and one additional member appointed by the President subject to Council approval. The Council may appoint any TSO member. The Executive Committee shall call meetings to resolve confidential issues or other critical, unique, or unexpected issues.

E. Committees – Standing or Special

1. The Executive Committee is a standing committee. Other standing committees shall be defined, and duties described in the Standing Rules.
2. Committees shall be created by the Council to investigate, recommend, or act as needed through Council business's regular course.
3. Chairs can recruit members from the current TSO community, and an assistant can be appointed from the committee members.
4. Chairs may not hold a position on the Council and the chairmanship of a committee concurrently.

Article VI. Terms of Office

1. Any new permanent position created may be filled temporarily by the Council until the next regular or special election is held.
2. Officers, Council Members, and Committee Chairman terms shall be one year with an option to serve two additional years in the same position.
3. The Officers and Council Members shall assume responsibilities on July 1 of any given year.

Article VII. Amendments and Addendum

A. Any TSO member can present an amendment or Addendum to the Council, which shall be referred to a Special Committee, which may send it back to the Council for consideration.

B. Bylaw Amendments or Addenda shall require a vote of approval of 2/3rds (two thirds) of the elected Council members present

C. The recommended amendment(s) or Addendum (s) must be approved by a majority of attendees at the annual General Membership or following the standing rules. The membership shall be notified of adopted bylaw amendments by the most feasible means.

Article VIII: Advisor

Bellevue College Student Programs shall designate the faculty/staff advisor. The Bellevue College Student Program Office outlines the duties of this role. The advisor has no voting privileges at meetings.

Article IX: Dissolution

In the event of the dissolution of the TSO, the Council shall select a Washington state charitable, scientific, literary, or educational organization to receive the remaining funds to the extent allowed under applicable law and Bellevue College. After debts have been retired, any funds not provided by Bellevue College will be disbursed.

Article X: Standing Rules

- A. TSO Standing Rules shall provide definition and expansion of the TSO Bylaws.
- B. Proposed Standing Rules or amendments thereto shall become effective by two thirds (2/3) vote of the Council.
- C. Any TSO member may suggest a new Standing Rule or revision to a Standing Rule, which may be proposed as a motion by a member of the Council.
- D. Proposals may be referred to a select committee for review.

These TELOS Student Organization Bylaws were adopted by the membership on (date?)

President _____ Date _____

Secretary _____ Date _____