

# TSO Bylaws, Amendments and Addenda Adopted 12/9/2015

## 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.
- C. The TSO shall be represented by a Council.

## Article II. Purpose

To enhance the reputation and programs offered by the Bellevue College TELOS program by providing support and guidance in selecting courses, encouraging diversity in recruiting students and instructors, and providing a sense of community through social and educational activities.

## Article III. Membership

### A. Members

Any current student or instructor who has been a student in the past two calendar years is eligible to be a member.

### B. Privileges and Responsibilities of Membership

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

### C. Dues and/or Fees

The Council may collect necessary fees, dues or other financial assessments to finance the TSO's purpose as determined by the Council.

## Article IV. The Council

### A. Definition

1. The Council shall have as its Executive Officers a President, Vice President, Treasurer and Secretary.
2. The Council shall have up to 11 members consisting of the Executive Officers, a Parliamentarian, plus up to six Members at Large.
3. The Council Officers shall be elected from the student membership.
4. Qualifications for each Council position shall be set out in the Standing Rules.
5. There shall be no compensation for serving on the Council.

### B. General Duties

1. All Council Members shall attend all Council and General Membership meetings and shall attend classes as specified in the Standing Rules
2. The Council shall conduct the business of the TSO between General Membership meetings.
3. All Council Members are to actively engage with the TELOS community to encourage participation, solicit ideas 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 liaison between the TSO and Bellevue College. Orients new Council members, and serves as spokesperson for the TSO. Recommends committee chairs with approval of the Council. The President may delegate these functions to others to perform. (Amended 12/9/2015)
2. **Vice President:** Chairs meetings and carries out all functions stated above in President's absence. Assists President where and when needed. Coordinates committee activities.

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3. **Secretary:** Sends out meeting notices and agendas. Records, distributes, archives meeting minutes. Approves all postings to the TSO website. 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. Recommends the method of funding for the TSO. Liaises with BC Student Program office regarding finance.
5. **Parliamentarian:** Assists the presiding officer at meetings by advising on debate procedures and using Robert's Rules of Order. Consults with committee chairs regarding Roberts Rules as needed.
6. **Members-at-Large:** May act as back-up to an officer. Helps and assists with other duties as assigned. Actively reaches out to members for suggestions, feedback, and encourages TSO participation. Identifies 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.
2. Meetings shall be conducted according to Robert's Rules of Order. For committee meetings of five people or less the presiding officer/chair may suspend the rules.
3. Notification of meetings shall be by the most feasible means in as timely a manner as possible.
4. Should a conflict of interest arise the member shall recuse him/herself from voting.
5. For General Membership and committee meetings a quorum is defined as all those present.
6. Each Member present has only one vote. Proxy votes are not allowed.
7. Council and General Membership Meetings are open to all members.
8. All meetings, except the Executive meetings, shall have minutes taken and shall be reported to the Council.

#### B. General Membership Meeting

1. There shall be at least one General Membership meeting each fiscal year to conduct membership business.
2. Notification of this meeting shall be made at least 21 days prior to the meeting.
3. The President or Presiding/Acting chair of the TSO may call other meetings.

#### C. Council Meetings

1. The Council shall meet monthly, at a minimum.
2. Three or more Council members may call additional meetings. Notification of a requested meeting must be made to the TSO Secretary in as timely a manner as possible. The Secretary shall notify members within 24 hours of receiving the request by the most feasible means.
3. A quorum consists of more than half of the elected Council.
4. Only elected Council members are entitled to vote.
5. Under conditions to be identified in the Standing Rules, electronic/digital means of communication may be used to facilitate, conduct, or enhance discussion both during and between meetings. (Added 8/6/2015)

#### D. Executive Meetings

1. The Executive Committee shall consist of the Executive Officers and the one member at large who received the most votes in the general election. In the event of a tie the Executives shall determine which of the tied members shall be on the Committee.
2. The Executive Committee shall call meetings to resolve confidential issues or other critical, special or unexpected issues.

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3. If the issue is removal of one of the Officers, all the other members must agree unanimously on the action.

### **E. Committees – Standing or Special**

1. The Executive is a Standing Committee. Other Standing Committees shall be defined and duties described in the Standing Rules.
2. Committees shall be created to investigate, recommend or take action as needed through the regular course of Council business.
3. Chairs can recruit members from the TELOS community and an assistant shall be appointed from the members of the Committee.
4. The assistant may represent the chair at Council Meetings.

## **Article VI. Elections, Terms of Office and Vacancies**

### **A. Elections**

1. Elections shall occur during spring term.
2. Elections shall be conducted over a one week period at least one week before the end of the term.
3. Conduct of elections shall be referred to a committee.

### **B. Terms of Office**

1. All positions are elected for up to a one year term.
2. Any Council member who serves for three consecutive terms must step down for one year.
3. Any new permanent position created may be filled temporarily from within the Council until the next regular or special election is held.
4. The new Council shall assume responsibilities on July 1.

### **C. Vacancies and Removal**

1. If a Council member is unable to attend three consecutive meetings, that member shall be deemed to have resigned.
2. The Executive Committee has the authority to remove a current Council Member as necessary.
3. In the event of the President vacating the position, the Vice President shall serve out the rest of the fiscal year.
4. In case of an Officer vacancy, except the President, the Council may temporarily appoint one of its Members to the position until an election can be held. If the next regular election is within three months, no special election is necessary.
5. Officers elected to fill a vacancy shall take office immediately and serve until the end of the term.
6. In the event the President and Vice President effectively resign at the same time, the Council, with the Secretary acting as chair, shall elect one of its Members to temporarily chair the meeting until special elections can be held. If the regular election is within one month, no special election is necessary.
7. If a vacancy occurs between monthly meetings, the Council may meet in an extra session to temporarily resolve the vacancy.

## **Article VII. Bellevue College Policies**

- A. The TSO shall abide by all applicable policies instituted by Bellevue College.
- B. The accounting and management of the TSO's funds shall be the responsibility of the Bellevue College Student Program Office.

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**Article VIII. 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 refer it back to the Council for consideration.
- B. Amendments or addendum to the bylaws must be recommended by two-thirds of the Council.
- C. The recommended amendment(s) or addenda must be approved by the majority of attendees at the annual General Membership meeting or at a special General Membership meeting called for this purpose. The membership shall be notified of adopted bylaw amendments by the most feasible means.

**Article IX: Advisor**

The faculty/staff advisor shall be designated by Bellevue College Continuing Education. The duties of this role are outlined by the Bellevue College Student Program Office. The advisor has no voting privileges at meetings except at the General Membership meetings, but only if both of the following conditions are met, s/he (1) is a student, and (2) is not attending in the role of advisor.

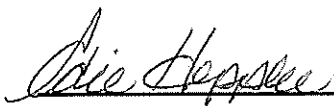
**Article X: Dissolution**

In the event of the dissolution of the TSO, to the extent allowed under applicable law, the Council shall select a Washington State organization which is organized and operating exclusively for charitable, scientific, literary or educational purposes, for disbursement of any remaining funds not provided by Bellevue College, after all debts have been retired.

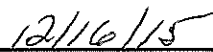
**Article XI: Standing Rules**

- A. The Council may enact policies and procedures as necessary to implement the bylaws to be known as Standing Rules.
- B. Proposed Standing Rules shall become effective by a majority 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 special committee for review.

These TELOS Student Organization bylaws, amendments and addenda were adopted by the membership on December 9, 2015.



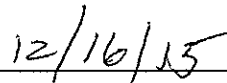
Edie Heppler, President



Date



Bev Vernon, Secretary



Date