

**BYLAWS
TO THE CONSTITUTION OF THE
ASSOCIATED STUDENTS OF
RENTON TECHNICAL COLLEGE**

**ADOPTED
January 10, 2012**

Article I - INTRODUCTION

These Bylaws outline the description and activities of the governing body of the Associated Students of Renton Technical College, herein referred to as the Student Body. The governing body of the Student Body is the Associated Student Government, or ASG.

Article II - EXECUTIVE BOARD SELECTIONS

- Section 1 Executive governing board selection process will take place in spring quarter.
- Section 2: The Selections Committee shall oversee the selection process, including preparation of application packets, specification of application timeline, publicity, and posting of selection results and other procedures and tasks as deemed necessary.
- Section 3: All Executive Board officer candidates must meet the following qualifications
- A. Be enrolled in a full-time program at Renton Technical College;
 - C. Have completed Renton Technical College coursework with a GPA of at least (3.00) the immediate quarter prior to selection process;
 - C. Not have a conduct sanction imposed.
- Section 4: Official filing for Executive Board officer candidacy requires the following application documents to be submitted by 4:30 p.m. on the Friday of the 5th week of the Spring Quarter for filing for office:
- A. An application for office including (25) student body signatures;
 - B. Endorsement from a full-time faculty member at Renton Technical College;
 - C. A copy of the candidate's Renton Technical College transcript (unofficial);
 - D. A typed mission and biographical statement;
 - E. Once the application packet is complete, the eligible candidates will be considered for an interview in front of the Selections Committee by the Friday of the 7th week of the Spring Quarter;
 - F. After the Selections Committee makes recommendation for approval to ASG Senate and two-thirds (2/3) vote of the quorum present. The successful candidate will be offered the position by the Selections Committee for that particular office by the 9th week of Spring Quarter.
 - G. The Selections Committee reserves the right to extend the application submission date.

Article III - APPOINTMENT OF SENATORS

- Section 1: School wide recruitment of Senators will take place fall quarter.
- Section 2: The ASG Executive Board will oversee the Senate selection process.
- Section 3: All Senators must meet the following qualifications in the order listed below before being conferred full voting rights:
- A. Be currently enrolled at Renton Technical College;
 - B. Must receive a recommendation from instructor;
 - C. Not have a conduct sanction imposed;
 - D. Pass a Parliamentary Procedure Test and attend and participate fully in a minimum of (2) consecutive meetings;
 - E. Receive final written approval of ASG Executive Board.

Article IV - PROBATION & REMOVAL FROM OFFICE

- Section 1: Any ASG Executive Board Officer or Senator may be dismissed from office for the following:
- A. Failure to maintain the responsibilities, duties, and/or minimum qualifications of his/her office.
 - B. Failure to follow policies and procedures outlined in any of the ASG documents.
 - C. Abuse of power of office.
 - D. Found by Renton Technical College to have committed a violation of the Code of Student Conduct.
 - E. If any ASG Executive Board Officer misses (2) consecutive regularly scheduled meetings they will be immediately placed on performance probation unless excused by ASG Advisor.
 - F. If a senator misses (3) consecutive regularly scheduled senate meetings they will be immediately placed on performance probation. If reinstated, senator must attend (2) consecutive senate meetings to have voting rights returned.
- Section 2: Recall
- A. Any individual appointed position is subject to recall.
 - B. Recall proceedings shall be initiated upon submission of a petition to the ASG Advisor, clearly stating the issue and signed by at least one hundred (100) currently enrolled students.
 - C. A student currently holding an ASG Executive Board or Senate position may not initiate the recall petition.
 - D. The ASG Advisor shall deliver the petition for recall to the ASG.
 - E. The ASG may vote to place any officer or Senator on probation before voting on the recall petition.

- F. In the event of probation, the recall vote will be taken at the end of the probation period. If the officer or Senator is not placed on probation, the ASG has three (3) weeks to vote on the recall petition.
- G. A two-thirds (2/3) vote of the quorum present (quorum is 50% of the ASG) is required to approve a recall.

Section 3: Probation

A. Academic Probation

- 1. Any ASG member, who fails to meet the academic requirements specified in Article II, Section 2 or Article III, Section 3 of the ASG Constitution, shall be placed on probation.
- 2. The ASG member placed on probation shall meet with the ASG Advisor to draft a plan of compliance.
- 3. The probationary period shall last for a period of one (1) quarter.
- 4. The probationary period shall be served the quarter immediately following the quarter in which the requirements were not met.
- 5. At the end of the probationary period the ASG Advisor shall remove the probationary status or present to the ASG a recommendation for the dismissal of the ASG member on probation.
- 6. The ASG must make a decision at the next regularly scheduled ASG meeting after the recommendation is received; failure to do so will result in the ASG Advisor original recommendation becoming binding on the ASG.
- 7. No ASG member shall serve more than one (1) probationary period per term of office.

B. Performance Probation

- 1. A two-thirds (2/3) vote of the quorum present (quorum is 50% of the ASG) is required to approve probation status.
- 2. Any ASG member placed on probation has the right to request a hearing before the ASG.
- 3. The ASG member placed on probation shall meet with the ASG advisor to draft a plan of compliance, based upon the recommendations of the ASG.
- 4. A probationary period shall last for a period of four (4) weeks, during which input from other ASG members may be submitted to the ASG advisor in writing. At the end of the four-week probationary period, an evaluation of the ASG member on probation shall be completed by the ASG advisor, reviewed and signed by the ASG member in question.
- 5. At the end of the four-week probationary period, the ASG advisor shall present to the ASG a recommendation for the removal of the probationary status or dismissal of the ASG member on probation. The ASG must make a decision at the next regularly scheduled ASG-meeting after the recommendation is received; failure to do so will result in the ASG advisor's original recommendation becoming binding on the ASG.
- 6. No ASG member shall serve more than one (1) probationary period per term of office.

Article VI - DUTIES OF ELECTED OFFICERS

- Section 1: All Executive Board officers shall:
- A. Attend all regular and special meetings. Two missed meetings will result in action by the Executive Board.
 - B. Perform other duties as agreed on by the group.
 - C. Promote ASG on and off campus.
 - D. Conduct themselves in a professional manner.
 - E. Attend the Leadership in Student Government training in summer.
- Section 2: The ASG President shall:
- A. Preside over Executive Board and Senate meetings, prepare and distribute the agenda.
 - B. Act as liaison between the student body and the faculty, staff, and administration.
 - C. Recommend chairpersons to all Senate, standing and "ad hoc" committees, with the exception of the Finance Officer, who is selected to chair the Budget Committee.
 - D. Promote the development of ASG policy, strategy, goals and objectives, and supervise implementation.
 - E. Attend all District 27 Board of Trustee meetings and become knowledgeable on all District 27 Board of Trustee functions.
 - F. In conjunction with the Senate, develop a viable program of legislative activities at the local, state, and federal level. Supervise its implementation or assign such duties and responsibilities to another student body member.
- Section 3: The ASG Vice President shall:
- A. Chair the Selections Committee.
 - B. Preside over the Executive Board and Senate in the absence of the ASG President.
 - C. Solicit student input through suggestion boxes and other ethical means, research complaints and suggestions, present them to the Executive Board and then to the Senate for consideration.
 - D. Supervise implementation of carried motions provide status reports of such motions and their impact.
 - E. Be willing to assist other Executive Board Members with their job duties.
- Section 4: The ASG Finance Officer shall:
- A. Act as financial advisor to all programs financed by the ASG.
 - B. Chair the Budget Committee.

- C. Approve with the ASG Advisor all Purchase Requisitions and other expenditures for ASG.
- D. Maintain current records of all revenues and expenditures and insure servicing of debt shall receive first priority in the budgeting allocation process.
- E. Oversee and promote compliance with the financial code, the Washington Administrative Code (WAC), Revised Code of Washington (RCW), and the regulations of the Office of Financial Management, State Board for Community and Technical Colleges and Renton Technical College and report to the Budget Committee known violations of these statutes and regulations.
- F. Prepare and submit monthly reports to the Senate and Executive Board.

Section 5: The ASG Communications and Marketing Officer shall:

- A. Be responsible for recording, filing and distributing the minutes of all ASG Executive Board, Budget Committee and ASG Senate meetings. Unless other arrangements for a recording secretary are provided.
- B. Serve as ASG historian by maintaining the files of the ASG in an orderly and efficient manner. Preserve all documents relating to the ASG Executive Board, the ASG Senate, and the Budget Committee on permanent file, archiving as necessary.
- C. Keep current records of committee appointments.
- D. Manage maintain and update the ASG web site and other social media sites or assign such duties and responsibilities to another Executive Board Member or Senator.
- E. Manage all ASG facilities and office supplies.
- F. Prepare all correspondence of the ASG.

Section 6: The ASG of Activities and Events Officer shall:

- A. Chair the Activities & Marketing Committee.
- B. Maintain and post a calendar of events for the year.
- C. Be responsible for planning and carrying out ASG sponsored activities.
- D. Act as a liaison between students in clubs and the ASG Executive Board, reporting relevant items to the Senate, and seeing that clubs perform within mandated rules.
- E. Prepare certificates of recognition and awards.
- F. Prepare flyers, posters, reader boards and other media to publicize events and meetings.
- G. Be willing to assist other Executive Board Members with their job duties.

- Section 7: Senators shall:
- A. Be willing to serve on at least (1) ASG or college committee.
 - B. In addition to academic course work, make the ASG a top priority.
 - C. Conduct themselves in a professional manner.
 - D. Update and maintain accurate documents of business.

Article - VII STANDING COMMITTEES

- Section 1: Budget Committee: The 7 member Budget Committee shall be responsible for making budgetary recommendations to the ASG, and shall be chaired by the ASG Finance Officer. Of the (7) students on the budget committee (3) should not be ASG Executive Board officers.
- A. Institute any necessary changes in the annual budget.
 - B. Oversee the execution of the approved budget.
 - C. Along with the Budget Committee, establish a set of criteria for evaluating Budget Requests.
 - D. Be responsible for distributing, collecting, and evaluating an annual Student Survey and Budget Request Package.
 - E. Oversee the selection of Budget Requests based on the criteria set.
 - F. Submit an annual budget to the Executive Board, Senate, and Board of Trustees of the college.
- Section 2: Selections Committee: The Selections Committee shall assist the Vice President with the annual Executive Board Selections process, and any special selections as needed.
- Section 3: Activities and Events Committee: The Activities and Events Committee or its subcommittees shall be responsible for planning and implementing all ASG social and charitable activities, and shall be co-chaired by the Activities and Events Officers.
- Section 4: Communication & Marketing Committee: The Communication and Marketing Committee shall be chaired by the Communications and Marketing Officer or be assigned to another ASG member. The committee will be responsible for all marketing, website and communication efforts of ASG.
- Section 5: Constitution and Bylaws Review Committee: Responsible for reviewing and proposing possible changes of the ASG Constitution and Bylaws to the ASG.

Article VIII - EXPENDITURES

Section 1: Refer to ASG Financial Code for any and all financial expenditures relating to the operation of the ASG and sanctioned clubs.

Article VIII – CLUBS

Section 1:

- A. Definitions:
- Sanction: to ratify, to approve and accept formally, and to endorse formally.
 - Club: An ASG sanctioned student group which has organized for a stated purpose.
- B. Proposed student clubs must submit a request for recognition sanction which includes a statement of purpose and a list of proposed members to the ASG Activities and Events Officer. This process is repeated each year.
- C. A new club can be sanctioned up to the sixth week of spring quarter. The club will receive regular privileges, but will be ineligible for funding until the next fiscal year.
- D. Completed sanction forms shall be filed with the ASG Activities and Events Officer.

Section 2:

- A. All clubs that receive Service and Activities Fee funding must have a representative at all ASG Senate meetings and shall make a report to the ASG Senate twice quarterly.
- B. A club representative shall attend regular ASG Senate meetings to make a report of activities and financial status. Failure to attend two consecutive ASG Senate meetings will result in all funds of said club to be automatically frozen until the president of the club meets with the ASG Activities and Events Officer.
- C. ASG may suspend or revoke a club sanction and rescind the balance of any Service and Activities Fee allocation for failure to apply for annual sanction approval and failure to update quarterly membership/officer list.

Section 3:

- A. Following recognition sanction, budget requests may be submitted to the ASG Senate for approval by majority vote.
- B. All clubs and organizations funded by the Service and Activities Fee shall not use money for political or religious purposes.

Section 4:

- A. If it becomes apparent that any sanctioned club is failing to fulfill its stated objectives or obligations, a two-thirds (2/3) majority vote of the ASG Senate present and voting shall revoke the funding of said club.

- B. Clubs that have not been sanctioned by the last academic day of winter quarter will lose 50% of their allocated budget. The funds will be redistributed to the general Club Fund.
- C. If any club requests money and fails to use the allotted money for the stated purpose during the fiscal year allotted, said money shall be revoked and returned to its original source.

Section 5:

- A. All clubs shall be limited to yearly funding decided upon during the annual budget process.

Article IX - AMENDMENTS AND REVISIONS

- Section 1: Amendments and revisions to this document must be initiated and completed within one quarter, during fall, winter or spring quarters.
- Section 2: Proposed amendments and revisions to the constitution shall be published for at least (2) weeks prior to the student body vote.
- Section 3: A public forum shall be held to solicit input before the student body vote.
- Section 4: The student body vote shall be held no more than (4) weeks following publication and no less than (1) week following the forum.
- Section 5: Amendments and revisions which do not receive a majority vote shall go back to the Senate.
- Section 6: Approved by Board of Trustees.

Article X - INITIATIVE

- Section 1: Any member of the Student Body may initiate an article of legislation by:
 - A. Presenting to the ASG a petition containing the signatures of Student Body Members that in total exceed the numerical value of 10 percent of the current Full -Time Equivalent Students (FTES) enrollment for that quarter. No initiative may be submitted during the summer quarter.
 - B. Upon receipt of a valid petition, the ASG shall call for a vote not less than two (2) weeks and not more than four (4) weeks after presentation of the petition.
 - C. A validated initiative shall be visibly posted for at least one (1) instructional week prior to a vote by the ASG.
 - D. An initiative shall become policy upon receiving two-thirds (2/3) of the votes cast in the affirmative by ASG present.

Article XI - REFERENDUM

- Section 1: The Student Body reserves the right to initiate a referendum.
- Section 2: Such action shall pass out of the Senate by a two-thirds (2/3) affirmative vote.
- Section 3: Referendums must be ratified by a student vote no sooner than two (2) weeks and no later than four (4) weeks after ASG approval, except during the summer quarter. Summer quarter legislation shall be ratified during fall quarter. Referenda shall be posted for at least one (1) week prior to an ASG vote.

Article XII - INTREPRETATION

- Section 1: The ASG Executive Board after consultation with college administration shall reserve the right to interpret the Constitution and these Bylaws.

Article XIII - APPEALS PROCEDURE

- Section 1: A member of the Student Body may appeal actions of the ASG only in the following instances:
- A. When a member of the Student Body in the belief that the ASG is in violation of any applicable regulatory document.
 - B. When a former ASG member feels that action taken to terminate them was unwarranted.
- Section 2: Procedures for such complaints are outlined in Appeal of Disciplinary Action of College, Students Rights and Responsibilities (WAC 495E-120-130).

Article XIV - OTHER REGULATORY DOCUMENTS

- Section 1: Other documents which govern specific areas of student affairs are recognized and identified as:
- A. Student Rights and Responsibilities
 - B. The Revised Code of Washington
 - C. The Washington Administrative Code
 - D. Office of Financial Management
 - E. College Policies and Procedures
 - F. ASG Financial Code

These Bylaws shall supersede any and all previous documents of said title. Passed and approved this day by the "Executive Board Members of the Associated Student Government (ASG) of Renton Technical College".

In Witness whereof, we hereunto subscribe our Names to this document:

The ASG President's Signature: _____
Christy Hernandez Date Signed

The ASG Vice President's Signature: _____
Martin Nderi Date Signed

The ASG Finance Officer's Signature: _____
Diana Fisenko Date Signed

The ASG Communication and Marketing Officer's Signature: _____
Christopher Anderson Date Signed

The ASG Activities and Events Officer Signature: _____
Sina Tezare Date Signed