

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

Adopted 3/24/21

ARTICLE 1: INTRODUCTION

These bylaws outline how the Associated Student Government (ASG) shall operate and are subject to the Constitution of the Associated Students of Renton Technical College.

ARTICLE 2: EXECUTIVE BOARD SELECTIONS

Section 1: The Executive Board (E-Board) selection process will take place in spring quarter.

Section 2: Selection Authority of ASG Executive Board

The ASG Selection Committee (comprised of current E Team members) shall oversee the selection process of up to twelve executive members. The process shall include preparation of application packets, specification of application timeline and other procedures and tasks as deemed necessary. This Committee has authority to set the deadline for application as deemed necessary. If the applications received for the E-Board is less than eight by the deadline, the Selections Committee may extend the deadline by exactly one week at a time until there are at least eight applicants. No applicants may serve on the selection committee, any current member must reapply each year.

Section 3: Equal Opportunity:

The ASG is committed to non-discrimination in all of its educational, and employment activities, and to provide equal access to each of its educational programs and activities, and employment opportunities.

Section 4: ASG Executive Board Requirements

All E-Board officer candidates must meet the following qualifications:

- a) Be currently enrolled in college-level courses at RTC, with a clear trajectory of earning a certificate, or degree.
- b) Have achieved and maintain a two point five (2.5) cumulative grade point average at RTC
- c) Have no conduct sanctions imposed.

Section 4: Applicant Procedure

To be considered, each applicant must submit an application packet to the ASG Selection Committee that shall include the following:

- a) A completed ASG E-Board Application.
- b) A current, unofficial transcript and quarter enrollment form.
- c) One letter of recommendation written by a member of the RTC staff, faculty, or administration.

Section 5: Selection Procedure and Ratification

The ASG Selection Committee will review/score applications and interview/score candidates. Candidates will be asked to attend E Team meetings for a month to determine if it is a good fit for both.

ARTICLE 3: APPOINTMENT OF SENATORS

Section 1: Recruitment of ASG Senate Members

The E-Board will oversee the Senate recruitment process, which takes place during fall & winter quarters.

Section 3: ASG Senator Requirements

All Senators must meet the following qualifications to be confirmed as a voting Senator:

- a) Be currently enrolled at Renton Technical College;
- b) Possess a two and one half (2.5) cumulative grade point average at Renton Technical College;
- c) Must receive a written recommendation from a Renton Technical College instructor;
- d) Have no conduct sanctions imposed;
- e) Pass an open-book test on Robert's Rules of Parliamentary Procedure

ARTICLE 4: DUTIES OF ASG EXECUTIVE BOARD MEMBERS

Section 1: Egalitarian Structure

The ASG Executive Board is a non-hierarchical organization. Duties listed are for reference only.

Section 2: ASG Executive Board and Duties

- a) E-Board members will oversee recruiting senators, and will be responsible for organizing membership rosters, preparing meeting agendas, and ensuring that meeting minutes from E-Board meetings, Senate meetings, and all ASG committee meetings are archived. E-Board members serve as the student representative to the RTC Board of Trustees by preparing and presenting reports on the activities and issues related to the student body.
- b) E-Board members serve as the student stewards of the ASG budget, and chairs the ASG Budget Committee, working closely with the Associate Dean of Student Engagement to manage the expenditures funded by services & activities fees and assists student organizations with budget management. E-Board members work together with the dean to propose a draft budget to the ASG Budget Committee for review and presentation to the ASG Senate for recommendation.
- c) E-Team members serves as co-chair of the ASG Senate and as chair of the ASG Legislative Committee. This officer also serves as the RTC representative to the Washington State Community & Technical College Student Association (WACTCSA) and organizes participation in the WACTCSA activities (if available). E-Team members are responsible for knowing and understanding the ASG Constitution and Bylaws, and ensuring that the ASG abides by them.
- d) E-Team members work with students to address issues, concerns, and innovative equitable solutions to improve student success.

(Article four, continued)

Section 3: Length of Term

New E-Board team members begin their term in fall quarter and at this time the previous E-Board members may remain if they still meet qualifications. Continuing E-Board members will be required to fill out another application.

Section 4: E-Board Training

Trainings will be provided throughout the year either in specialized training sessions or in official E-Team meetings. Additionally, members may participate in on-line trainings as well.

ARTICLE 5: DUTIES OF ASG SENATORS

Section 1: Senators are responsible for voting on legislation brought forth to the Senate. Legislation includes but is not limited to approving budget allocations and approving new student organizations/clubs.

Section 2: All senators are eligible for serving on college-wide councils.

Section 3: If appointed, Senators will be responsible for representing the best interests of the student body to any college-wide councils and committees.

Section 2: Participation in College-Wide Councils

It is the right and privilege of the student body to be represented in all college-wide council meetings. The ASG organizes student participation in college-wide committees comprised of students, staff, and faculty. They include, but are not limited to:

Facilities Council: The Facilities Council will develop, review, and evaluate plans and policies and set directions for facilities in accordance with the vision, mission, core values, learning principles, and strategic plan of the Renton Technical College.

Technology Council: The Technology Council will develop, review, and evaluate a college technology strategic plan and technology policies in accordance with the vision, mission, values, core theme objectives, and strategic priorities of the college.

Learning Council: The Learning Council will develop, review, and evaluate plans and set directions for the instructional and learning support areas of the college in accordance with the vision, mission, core values, learning principles, and strategic plan of RTC.

Diversity and Equity Council: To develop the campus plan and policies related to diversity and equity. Set response priorities for diversity and equity issues on campus. Advocate for the resolution of diversity and equity issues on campus.

Health and Safety Committee: This campus-wide committee addresses safety and emergency planning issues on campus. Members will monitor and review safety and health practices campus-wide, educate the campus community regarding safety issues, and assist in correcting identified unsafe practices or conditions.

Tenure Committees: Tenure committees review and guide a probationer who is in a position to earn tenure. These committees meet once a quarter, and the members are responsible for evaluating the probationer's progress through the tenure process. These

committees last for three years, but the student body may be represented by different students at different times depending on the representative's availability.

Accessibility Committee: The accessibility committee works with the **Director - Disability Resource Services & Testing to ensure students are served when in need of accommodations whether documented or self-reported. This committee serves to help the college provide support for students to achieve their educational goals.**

(Article six, continued)

Section 3: Ad-hoc Committees

- a) Definition: Ad-hoc Committees are formed and organized to serve particular purpose that do not under the responsibilities of the standing committees.
- b) Starting an ad-hoc committee: In order to start an ad-hoc committee, there will need to be at least five senators committed to serving on the committee. They will present their proposal to form an ad-hoc committee to the senate along with a mission statement of the committee. Once the Senate approves the motion to form the ad-hoc committee, they may start their work as a committee.

ARTICLE 7: MEETINGS

Section 1: ASG Executive Board Meetings

- a) E-Board meetings will be held each Wednesday, except for on the first and last week of the quarter.
- b) Meetings will start at 2:30 PM
- c) E-Board meetings will be chaired by a designated E Team member and trainee consisting of the members of the E-Board.
- d) E-Board meetings are public meetings, and anyone may attend as long as they respect the E-Board's rules of order.
- e) The E-Board may call an emergency meeting twenty-four hours in advance, if there is any urgent business that must be dealt with in the present.

Section 2: ASG Senate Meetings

- a) Senate meetings will be held on the second (2nd) and forth (4th) Tuesdays of every month, usually in room C-111 of the RTC Campus. (currently Zoom meetings as a result of Covid)
- b) Check in will be at 2:30 PM; quick check in and then on to the agenda for the day. The meetings will end at 4:00 PM.
- c) Senate meetings will be co-chaired by designated Executive Team members.
- d) Senate meetings are public meetings and anyone can attend as long as they respect the ASG's rules of order.

- e) The co-chairs of the Senate may call an emergency meeting as long as there is clear and convincing evidence that the matter of the meeting is absolutely urgent beyond a reasonable doubt, and cannot be dealt with in the next regular Senate Meeting. The co-chairs of the Senate must publicly announce the emergency meeting one week in advance.

(Article seven, continued)

ARTICLE 8: RULES OF ORDER

Section 1: The Senate and E-Board follows a customized version of Robert’s Rules of Order Newly Revised, 11th edition.

Section 2: Any changes to the rules of order can be made through a motion and approved with a two-thirds (2/3) majority vote. Changes to the rules of order will only affect the single organization that has made any changes.

ARTICLE 9: POSITION STATEMENT

Section 1: The E-Board and Senate may establish positions on issues jointly or independently.

Section 2: The E-Board and Senate shall issue a position statement when:

- a) A member of the student body makes a written request for clarification of any document, legislation (upcoming or current), program, or procedure relating to the ASG.

Section 3: Procedure for position statements:

- a) A member of the ASG will present a draft position statement to their respective organization (E-Board or Senate).
- b) To be adopted, the draft must receive a two-thirds (2/3) affirmative vote of the quorum present.
- c) Should a draft fail to pass, it shall be referred back to the author for the purpose of revision. A revised draft will be presented at the next meeting.

Section 4: Recall of a position statement shall require a two-thirds affirmative vote of the respective organization.

Section 5: Each fall quarter, both the E-Board and Senate will review and vote to reaffirm any existing position statements. Reaffirming a position statement will require a plurality of the quorum present.

ARTICLE 10: REMOVAL FROM OFFICE

Section 1: Conditions for Removal of Executive Board Member

- a) ASG E-Board members in excess of either two excused absences of weekly meetings per quarter, or one unexcused absence of weekly meetings per year may be removed from office.
- b) Failure to maintain the GPA requirement will result in probation for one quarter to allow the member to improve grades.
- c) Failure to maintain enrollment requirement will result in automatic dismissal.
- d) Failure to fulfill commitments to officer responsibilities, including travel conduct agreements (if traveling off-campus to Student Leadership-sponsored activities) may result in probation or dismissal.
- e) Any act which the ASG deems detrimental to the integrity and mission of the ASG.
- f) Any ASG member may voluntarily resign.

Section 1: Conditions for Removal of Senator

- a) ASG Senators in excess of two absences of Senate meetings per quarter may be removed from office.
- b) Failure to maintain the GPA requirement will result in probation for one quarter to allow the member to improve grades.
- c) Failure to maintain enrollment requirement will result in automatic dismissal.

Section 2: Appeals Process

Any ASG member who has been removed from office shall have the right to appeal the decision of the ASG in order to be reinstated as an active member of the ASG.

- a) The removed member shall provide clear and convincing evidence to the E Board that they were removed inappropriately due to an error in the evidence presented against them, or a procedural error during the Removal Process. The Executive Team will decide whether or not to recommend to the ASG Senate that the member be reinstated. ASG Senate will need a two-thirds vote to reinstate the removed member.

ARTICLE 11: EXECUTIVE BOARD VACANCIES

- Section 1:** Any vacated seats of the E-Board are only replaceable by those who went through the selection process. The Senate must affirm that member with at two-thirds vote.
- Section 2:** If the Executive Board is unable to operate due to vacancies, the Senate may create a process for electing interim members to finish the term.

ARTICLE 12: STEWARDSHIP OF SERVICES & ACTIVITIES FUNDS

- Section 1:** All decisions made by the ASG must abide by the ASRTC Financial Guidelines. The ASG may make special exemptions if they are deemed important, ethical, and in accordance with the Revised Code of Washington State.
- Section 2:** The ASG shall empower members of the E Board to establish and chair a budget committee that oversees the implementation and revision to the Services and Activities (S&A) Fees Budget.
- Section 3:** All spending decisions for the S&A budget must be approved by the Executive Board and the Senate, unless the spending comes directly out of any funds directly allocated to the E-Board; in that case, the E-Board may approve without Senate approval.

ARTICLE 13: AMENDMENTS AND REVISIONS

- Section 1: Process for Amending Bylaws**
The E Board may recommend amendments or revisions to these bylaws at any time. All amendments must be passed through the Senate with a two-thirds vote and ratified by the E-Board with a two-thirds vote.