

ASTCC Student Government

ASSOCIATED STUDENTS OF TACOMA COMMUNITY COLLEGE BY-LAWS

PREAMBLE

All powers herein are granted within the spirit and intent of the Constitution of the Associated Students of Tacoma Community College (ASTCC). Such powers include, but are not limited to, the direction, development, implementation or regulation of all policies and procedures of the ASTCC, and the enactment of measures that enhance the general liberties and welfare of the students at Tacoma Community College.

MISSION STATEMENT

The ASTCC Bylaws are responsible for representing the interests and needs of the students of Tacoma Community College. It is the responsibility of the Executive Team, the Student Senate, ASTCC committees, and ASTCC advisors to carry out and implement the ASTCC Bylaws with equity, inclusion, diversity, safety, and the greater needs of students in mind.

ARTICLE I

INTENT

The By-Laws for the government organization shall regulate all ASTCC Student Government functions.

ARTICLE II

MEETINGS

Section 1

The rules of parliamentary procedure, as contained in liberally adapted from Robert's Rules of Order Newly Revised, shall be a guideline for the ASTCC Senate (from here on referred to as Senate and its members Senators, in all cases to which they are applicable and in which they are not inconsistent with the by-laws or special rules of order of the Senate). Specifics on Parliamentary Procedures can be found in the "ASTCC Senator Handbook."

Section 2

These rules may be suspended by Article and Section by a two-thirds (2/3) vote of Senators present and with voting rights. Suspension of rules shall apply only to the meeting during which the vote was taken.

Section 3

- (a) The regular meeting of the Senate shall commence the second week of fall quarter.
- (b) The Senate shall meet every 2-weeks basis at an appointed time throughout the academic year.
- (c) Special meetings may be called at the request of any ASTCC Executive Officer or by a majority¹ of the current voting Senators.
- (d) Meeting times will be agreed upon by the parliament² as a whole, by week zero of each quarter.

Section 4

- (a) Each speaker shall be formally recognized by the acting Parliamentarian Chair³. The Vice President of Legislation & Records shall be the acting Parliamentarian Chair and shall choose an alternate to fulfill duties when required.
- (b) All legislation presented to the Senate shall be presented on the floor of the Senate, with the reading of the legislation to be followed by a motion⁴ and a second. Only after a motion is moved and seconded by a senator may debate begin.
- (c) Senators have two minutes to speak per speaking period after debate has begun. No Senator is entitled to speak a second time until all other members who wish to speak for the first time have had the opportunity to do so.

¹ Majority refers to 1 more than half.

² Parliament is defined as the whole Student Senate; senators, officers, committee members, club representatives, advisors, and guests.

³ Parliamentarian Chair is the ASTCC Vice President of Legislation and Records and is the individual who facilitates the Student Senate.

⁴ Motion brings new business or the next item on the agenda to the assembly. The pending question/statement/idea is the current main motion under discussion.

- (d) A senator may not transfer their rights during a debate
- (e) A Senator may not yield to another member. The Chair assigns who speaks next.
- (f) Senators must confine remarks to the pending question or motion.
- (e) A Senator's motives must not be attacked during debate.
- (f) A Senator may not speak directly to each other in debate, all remarks must be addressed to the chair.
- (g) The chair should alternate debate between the affirmative and negative positions of the motion.
- (h) The chair may not participate in debate.
- (i) Debate on each item being considered by the Senate shall be limited to fifteen (15) minutes unless otherwise specified by a motion that is passed by a majority vote.
- (j) Debate shall be extended ten (10) minutes at a time.
- (k) Meetings of the Senate shall be open to the general public. Meetings shall be closed to the public only when personnel matters ⁵ are being considered.

Section 5

- (a) Items to be placed on the Senate's agenda shall be submitted in writing via a Agenda/Speaker Request Form and sent to the ASTCC Vice President of Legislation of Records at least three instructional days prior to the meeting.
- (b) Items will be logged on the Senate's agenda as Action Items⁶ and Non-Action Items⁷
- (c) Additional items of business may be placed on the agenda as a non-action item during a meeting with a two-thirds (2/3) vote of the Senate or by any ASTCC Executive Officer.

⁵ Personnel matters is a matter which relates to an individual's holding of, application for or appointment to a relevant office or employment.

⁶ Action Items are items on the Senate's agenda that can be voted on. New business and Old Business are action items.

⁷ Non-Action Items are items on the Senate's Agenda that do not require a vote or motion. Club/Executive/Advisory/Committee Reports and Presentations are non-action items.

(d) Non-Action Item Presentations are limited to 5 minutes to present, and 5 minutes for questions and answers from the meeting's attendees.

(e) Activity Reports and Club Reports shall be submitted to the ASTCC Secretary no later than one instructional day before each senate meeting.

(f) Activity Reports, Club Reports, ASTCC Executive Team Members, Reports and ASTCC Advisor Reports are limited to two minutes, unless a prior request was made via Agenda/Speaker Request Form.

(g) Action Items, which include but are not limited to funding requests must be submitted via Agenda/Speaker Request Form, sent to the ASTCC Vice President of Legislation of Records at least (3) three instructional days prior to said Senate meeting.

(h) The ASTCC Secretary shall provide for the preparation and distribution of the Senate minutes. Two (2) instructional days after each senate meeting.

(i) All agenda materials shall be sent to the Secretary who will send the agenda out to active senators, 24 hours prior to each Senate meeting, after the approval of the VP of Legislation and Records.

(j) Presenters (including faculty and staff) cannot request where they will be placed on the agenda, nor can they request what time they prefer to present.

ARTICLE III

VOTING

Section 1

(a) Voting privileges are limited to ASTCC Senators.

(b) The ASTCC Vice President of Finance and Clubs shall have voting rights.

(c) The ASTCC Vice President of Legislation of Records can vote only in the event of a tie.

(d) The ASTCC President has the powers of passage or veto, but has no vote in the Senate.

(e) Senators that have a vested interest⁸ in an action item being voted on shall recuse themselves from any such vote and shall not count towards quorum.

(f) Quorum shall be required to vote on an action item on the table.

i. Quorum is defined as two-thirds (2/3) of Senators present with active voting rights.

ARTICLE IV

NO CONFIDENCE

Section 1

(a) Any member of the Parliament; senators, officers, committee members, club representatives, advisors, and guests. as the right to request a vote of no confidence.

(b) A vote of no confidence applies to Senators, Executive Officers, Club Leaders and Student Led Committee's committee members.

(c) The request for a vote of no confidence must be lodged in an open, regularly scheduled meeting of the Senate. The request may also be submitted through a formal written complaint to the Director of the Office of Student Engagement. The Director of the Office of Student Engagement must read the complaint at the next regularly scheduled Senate meeting, and will protect the anonymity of the requester if they wish.

(d) The vote of no confidence shall be taken at the next scheduled meeting after the initial request, following the guidelines in Article VII, Sections 1 and 2 of the ASTCC Constitution regarding removal of office.

(e) A two-thirds (2/3) vote of the Senators present and voting, shall be necessary to qualify as a vote of no confidence.

(f) A vote of no confidence shall result in a removal of office and the loss of voting rights.

(g) Any new request for a vote of no confidence must have a waiting period of two (2) consecutive, regularly scheduled Senate meetings dating from the meeting after the vote was taken.

⁸ Vested Interest refers to an individual's own stake where gain or loss is possible. Example: A senator who is a member of the club, community, or organization that will directly gain or lose from the vote, shall recuse themselves from the vote.

- (h) A vote of no confidence is not subject to a presidential veto.
- (i) Any person who receives a vote of no confidence has the right to appeal to the Dean of Student Affairs and the Director of Student Engagement or their designee⁹ within seven instructional days.

Section 2

- (a) A majority, of 50% plus one, of the Senate will appoint the successor to any position vacated by a vote of no confidence.
- (b) Any position, which has been vacated by a vote of no confidence and filled by the Senate, shall be for the remaining period of office in said term. Open elections for the vacated position will be held in the same manner as described in Article VII.
- (c) Ballots, tallies and any other forms of voting including but not limited to voting online will be used for a vote of no confidence of Executive Officers.
- (d) The Advisor will retain ballots, tallies and other forms of voting including but not limited to voting online for Student Government for one academic year.
- (e) Three members of the Senate will count the ballots, tallies and other forms of voting including but not limited to online voting. The Advisor will verify the count for Student Government.

ARTICLE V

COMMITTEES

Section 1

The Bylaws Committee at Tacoma Community College is part of the governance structure, specifically associated with the Associated Students of Tacoma Community College. This committee is convened on an "as needed" basis to consider or propose amendments to the bylaws and standing rules as suggested by the membership. The purpose of such a committee is to ensure that the governing documents of the student body and college administration remain current and effective in guiding the institution's operations and governance practices.

⁹ Designee is in reference to the designated individual the dean of student affairs or director of student engagement has chosen to carry out their duties.

- (a) The By-Laws Committee shall be composed of the Vice President of Legislation and Records, one other Executive Officer, up to three (3) additional Senators, and up to three (3) enrolled TCC students who are not Senators. A maximum of five (5) students in total.

Section 2

The Services and Activities (S&A) at Tacoma Community College is a part of the governance structure, specifically associated with the Associated Students of Tacoma Community College. This committee convenes on a yearly basis to manage the allocation of the S&A fees collected from students. These fees support various student-focused activities, services, student jobs, campus activities, and programs in the college. The S&A Committee invites program managers and members of the TCC community to submit budget proposals for the S&A funds. The committee reviews these proposals and recommends a budget, which is then approved or rejected by the ASTCC Senate. It is then passed on for approval to the Vice President of Student Affairs and the Board of Trustees, in that order. In the event of a disagreement, a dispute resolution process is in place.

- (a) The Services and Activities Fee Committee shall be composed of Vice President of Finance, one other Executive Officer, maximum of three (3) senators, and up to three (3) enrolled TCC students who are not Senators. A maximum of five (5) students in total.

Section 3

The Technology Fee Committee at Tacoma Community College is a part of the governance structure, specifically associated with the Associated Students of Tacoma Community College. This committee convenes on a yearly basis to manage the allocation of the technology fees collected from students. This fee, collected through quarterly tuition, is designated to support technology projects that benefit students, such as computers for student use, classroom technology enhancements, eLearning tools, and specialized equipment available for checkout. The process typically involves the ASTCC Executive Board calling for tech fee requests annually, the Tech Fee Committee approves or denies these requests, a budget is built for the next year, then the budget is sent to the Student Senate for approval and is finalized by a vote from the Vice President of Student Affairs.

- (a) Reference RCW 28B.15.05

(b) The Technology Fee Committee shall be composed of Vice President of Finance, one other Executive Officer, a maximum of three senators, and up to three (3) enrolled TCC students who are not Senators. A maximum of five (5) students in total.

Section 4

In the event of a dispute interpretation of the ASTCC Constitution or By-Laws, a Judicial Committee shall be formed to resolve the discrepancy

- (a) The Judicial Committee shall consist of five (5) students who are not members of the Executive Committee or the Senate.
- (b) Ten representatives will be appointed to serve the Judicial Committee. Representatives will have no affiliations with the senates.
- (c) The senate shall vote from the ten students, from which 5, after voting will be selected to serve as the Judiciary Committee member.

Section 5

Any student fee change (increase or decrease) shall be voted on by the Senate.

ARTICLE VI

EXECUTIVE CANDIDATE SELECTION COMMITTEE/ELECTIONS

Section 1

(a) The Executive Candidate Selection Committee members shall be selected/appointed by the Executive Team Members who are not seeking reelection.

i. If all members are seeking reelection, the Senate will select/appoint the Executive Candidate Selection Committee.

(b) The Executive Candidate Selection Committee shall be composed of the two (2) ASTCC Executive Members (if not seeking reelection), ~~and~~ a maximum of three (3) Senators, and up to three (3) enrolled students who are not senators may join. A maximum of five (5) students may serve on the Executive Candidate Selection Committee.

(c) There must be an odd number of voting members in the Executive Candidate Selection Committee.

(d) The Executive Candidate Selection Committee members shall consist of persons whose presence on the committee does not constitute a conflict of interest as decided by the Director of Student Engagement and the ASTCC Executive member(s) who are not seeking reelection.

(d) The Director of Student Engagement is an advisory member of the Executive Candidate Selection Committee.

Section 2

(a) Prospective candidates must submit an application for consideration by the Executive Candidate Selection Committee by the specified deadline. Notification of Executive position openings is to be provided to all students and shall contain the following:

- i. Position title
- ii. Description of job (see Schedule A/B/C/D for Job Descriptions)
- iii. Term of office
- iv. Deadline for the application
- v. Who to contact for further information
- vi. Address or building number for further information
- vii. Requirements for position

(b) In the event that there are no applications submitted, the ASTCC Executive Committee may extend the application deadline for a position.

(c) A student may apply for multiple positions during an election process. If they do so they must list their position preferences.

(d) Candidates may be nominated by the selection committee for a position that differs from their preferred position.

Section 3

(a) Committee members shall consider all applications as private and confidential information during the formal screening process. Discussion of a candidate's personal qualifications/information shall remain confidential between the committee and said candidate.

(b) The committee shall submit the names of no more than three (3) candidates for each position to the Senate

(c) All applications will be held for one academic year by the Director of the Office of Student Engagement. After said period of time, they may be destroyed.

(d) If any of the Senators and/or Executive Selection Candidate Committee members have any personal conflicts of interest with an Executive Candidate, they are asked to please remove themselves from the selection/vote process.

e) Committe members shall remove personal bias's regarding the candidates, including but not limited to explicit and implicit biases.

Section 4

(a) Ballots, Tallies and any other forms of voting including but not limited to voting online will be used for the election of officers.

(b) Ballots, Tallies and any other forms of voting including but not limited to voting online will be retained by the Advisor for Student Government for one academic year.

(c) The ballots, tallies and any other forms of voting including but not limited to voting online will be counted by the Vice President of Finance, Vice President of Legislation and Records, and a Senator. Three students will tally the count. The count will be verified by the Advisor for Student Government.

i. This will exclude any candidate on the ballot during the count. Any vacancy shall be filled by a Senator.

(d) All candidates must deliver a speech on Election Day. Each candidate will be given a maximum of five minutes at the Senate meeting for their speech. A candidate who fails to give a speech on Election Day will be disqualified and removed from the ballot unless the Senate votes to grant an extension. The vote to extend must pass by majority vote of Senators present and with active voting rights.

ARTICLE VII

VACANCIES

Section 1

(a) If the position of President is vacated, another member of the Executive Committee shall fill the position on an interim basis in the following order:

i. Vice President of Finance and Clubs

ii. Vice President of Legislation & Records

iii. Secretary

- iv. Senator (voting done at next senate meeting and immediate voting for a senator who makes themselves available for the vacant position.)
- v. Addendum: Officers of the executive committee members shall have the right of refusal. In the event of officer refusal, the vacated position will be filled according to the order presented above.

(b) If an Executive Officer position is vacated:

- i. Before the 5th week of winter quarter (1st half of the academic year), the election process as stated in Article VI of the By-Laws will be followed.
- ii. After the 5th week of winter quarter, the Executive Committee shall have the authority to decide whether to fill the vacancy by election or to appoint an appropriate person to temporarily fill the position until such time, as is deemed appropriate. The appointment shall be submitted to the Senate for approval.

ARTICLE VIII

EXECUTIVE COMMITTEE MEMBERS

Section 1

Candidates for the positions of the ASTCC Executive Committee, in addition to being a currently registered student, must meet the following requirements:

- (a) Presidential candidates must have at least 24 credit hours earned at Tacoma Community College prior to applying for the position.
- (b) All other candidates for the Executive Committee must have earned at least 12 credit hours at Tacoma Community College prior to applying for the position.
- (c) All candidates for the Executive Committee must be currently enrolled at TCC for a minimum of 10 credit hours.
- (d) All candidates for the Executive Committee must have a GPA of 2.5 or higher in the last 24 credits to apply for a position unless approved by the Director of Student Engagement.
- (e) A member of the Executive Selection Hiring Committee may petition the senate to vote to approve a candidate to move forward in the hiring process if they do not meet the qualifications as stated in Article VIII Section 1 (a)-(d).

Section 2

All members of the Executive Committee must complete at least 10 credit hours of course work each quarter to maintain their position. Incumbents must also maintain at least a 2.5 cumulative GPA and a quarterly GPA of 2.5, excluding summer quarter when Executive Officers are not required to maintain a class schedule.

Section 3

(a) Executives that do not maintain a quarterly GPA of 2.5 will be placed on probation the following quarter. If they do not receive a minimum GPA of 2.5 in the quarter of probation, they will automatically be removed from office.

(b) Executives whose cumulative GPA falls below 2.5 will be automatically removed from office.

Section 4

On the first regular senate meeting of Spring Quarter, the senators shall decide when the Executive Elections shall be held.

(a) The Executive Selection Committee must publicly announce that they are accepting applications for the Executive Team four weeks before the decided election date.

Section 5

Tenure of ASTCC Executive Officers:

(a) The expectation of the Executive Officers serving in ASTCC Student Government may extend for a four (4) year commitment.

i. In the case of a vacancy in which no other candidate is available to fill a position, Executive Officers may serve an additional 2 quarters.

(b) Executive Officers must re-apply for their position each year.

Section 6

ASTCC President, ASTCC Vice President of Legislation and Records, and ASTCC Secretary may be an officer of an ASTCC club, community, and/or organization.

Section 7

Job Descriptions can be edited by The Executive Team members upon their completion of term as necessary and will be reviewed by their supervisor/advisor

(a) ASTCC President Job Description attached hereto Job Description. President.pdf

(b) ASTCC Vice President of Finance and Club Job Description attached hereto Job Description. Vice President of Finance and Clubs.pdf

(c) ASTCC Vice President of Legislation and Records Job Description attached hereto Job Description. Vice President of Finance and Clubs.pdf

(d) ASTCC Secretary Job Description attached hereto Job Description. Secretary.pdf

ARTICLE IX

SENATOR

Section 1

Any student who is currently registered for credit at TCC, has passed the Parliamentary Procedure test, and has attended and signed in as a guest on the Senate Meeting Guest Sign-In Sheet for two (2) consecutive Senate Meetings will be granted voting rights after. They have completed the Senate Parliamentary Procedures test.

Section 2

Any Senator who misses two (2) regularly scheduled Senate meetings per quarter will have all rights and privileges, including voting, automatically suspended. All rights and privileges will be re-instated after the student has attended one (1) regularly scheduled Senate meeting.

(a) Attendance is defined as being present during three/fourths of the meeting.

(b) Attendance shall be recorded by the ASTCC Secretary.

(c) An excused absence from a Senate meeting does not affect a Senator's attendance.

i. For an absence to be excused notify the ASTCC Secretary/ASTCC VP of Legislation within 48 hours of said senate meeting to the meeting if you will not be in attendance during the roll call or late.

Section 3

Senators shall serve on various committees, as appointed by the ASTCC President.

Section 4

Senators have the right to request an excused leave of absence for one (1) quarter without penalty. Senators will need to request the leave of absence in the event of unforeseen circumstances or class conflict and submit it to the ASTCC Executive Committee in writing or electronically. Requests must be reviewed by the ASTCC Executive Committee before taking effect.

- (a) An excused leave of absence is allowed for only one (1) consecutive quarter without penalty.
- (b) Any Senate meetings missed before the request for a leave of absence will be counted against the Senator's attendance record.
- (c) Senators who miss two (2) consecutive quarters will be required to repeat the steps laid out in Section 1 to be re-granted voting rights.
- (d) Senators who are on a leave of absence will not be able to vote for said quarter, and will not be counted towards quorum.

ARTICLE X

CLUBS

Section 1

- (a) Proposed student clubs¹⁰ must submit a request for recognized sanction¹¹, which includes a statement of purpose and a list of proposed members, to the Program Coordinator for Clubs and Intramurals. After the review process the forms will then be sent to the ASTCC Vice President of Finance and Clubs and the Director of Student Engagement for final approval. This process is repeated each year.
- (b) A new club can submit applicable sanction forms up to the last academic day of winter quarter. If approved, the club will receive regular privileges and will be funded per the funding schedule in Article XIII, Section 1 of this document.
- (c) Completed sanction forms shall be filed with the VP of Finance & Clubs, in collaboration with the ASTCC Secretary.

¹⁰ Clubs: an ASTCC sanctioned student group which has organized for a stated purpose.

¹¹ Sanction: To become recognized by the ASTCC Student Government as an official student group on campus.

Section 2

(a) All clubs that receive Services and Activities funding must have a representative at all regular Senate meetings and shall make a detailed 5-minute Quarterly Club Report with supporting visuals (ex: presentation, paper documents) to the Senate once quarterly, and two up to 2 minute reports consisting of meeting times, place, and upcoming activities to the Senate twice a quarter . Failure to attend two regular Senate meetings in the same academic quarter will result in all funds of said club to be automatically frozen until the president of the club meets with the ASTCC Executive Committee and shows good reason to have the funds unfrozen. Failure to set a meeting with the Executive Committee before the next regular Senate meeting shall result in a loss of sanction status.

i. Funding Requests can be considered as a Quarterly Club Report if they add additional details including meeting times and plans.

(b) Clubs planning to attend an annual event that will require more than the standard S&A allocation shall submit a preliminary report to the ASTCC Senate by the last regular meeting of fall quarter and shall give nonconsecutive, bi-quarterly updates to the Senate regarding progress, planning, and fundraising.

i. Post-event reports shall be presented to the Senate within three (3) academic weeks following completion of the event.

(c) ASTCC Executive Committee may suspend or revoke a club or organization sanction and rescind access to any S&A fee allocation for failure to update the quarterly membership/officer list and/or follow guidelines set out in the ASTCC By-Laws, applicable sanction packet, club handbook, and other relevant documents.

Section 3

(a) Following ~~recognition~~ sanctioning, additional funding requests may be submitted to the Senate for approval by majority vote.

(b) Additional funding requests must be submitted via Agenda/Speaker Request Form, sent to the ASTCC Vice President of Legislation of Records at least (3) three instructional days prior to said Senate meeting.

(c) All clubs, communities, and organizations funded by the Service and Activities Fee shall not use money for political or religious purposes.

- i. Reference RCW 28B.15.051

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 Senate present and voting shall revoke the funding of said clubs. This process is also applicable to the revocation of the club's sanctioned status.

(b) If any club requests money and does not use the entire allotment, said money shall be revoked and returned to its original source.

(c) In the event of mismanagement of funds, the club advisor and officers responsible shall be required to have a review hearing with the ASTCC Senate within three (3) academic weeks.

Section 5

New clubs may request a maximum of \$250.00 from club funds if sanction forms are submitted by the last academic day of winter quarter. Returning clubs can request a maximum of \$1,000.00.

- i. Ability to access funds is contingent upon ASTCC club account balance when request is processed.

(b) Clubs can submit club sanctioning forms before the last academic day of winter quarter and shall be treated as a new club upon approval.

Section 6

Clubs can receive an additional \$100 if they end the Spring Quarter with elected club officers, and those same officers return for the sanctioning of said club in Fall Quarter.

ARTICLE XI
COMMUNITIES

Section 1

(a) Proposed student communities¹² must submit a request for recognized sanction¹³, which includes a statement of purpose and a list of proposed members, to the Program Coordinator for Clubs and Intramurals. After the review process the forms will then be sent to the ASTCC Vice President of Finance and Clubs and the Director of Student Engagement for final approval. This process is repeated each year.

(b) A new community can submit applicable sanction forms up to the third week of spring quarter. If sanction forms are submitted after the last academic day of winter quarter, communities shall receive regular privileges but will be ineligible for funding until the next fiscal year.

(c) Completed sanction forms shall be filed with the VP of Finance & Clubs, in collaboration with the ASTCC Secretary.

(d) The Director of Student Engagement, or designee, and the ASTCC Executive Committee shall act as advisors for communities.

Section 2

(a) All communities that receive Services and Activities funding must have a representative at all regular Senate meetings and shall make a detailed 5-minute quarterly report with supporting visuals (ex: presentation, paper documents) to the Senate-once quarterly, and two up to 2 minute reports consisting of meeting times, place, and upcoming activities to the Senate twice a quarter . Failure to attend two regular Senate meetings in the same academic quarter will result in all funds of said club to be automatically frozen until the president of the club meets with the ASTCC Executive Committee and shows good reason to have the funds unfrozen. Failure to set a meeting with the Executive Committee before the next regular Senate meeting shall result in a loss of sanction status.

i. Funding Requests can be considered as a quarterly club report if they add additional details including meeting times and plans.

¹² Community: an ASTCC sanctioned student group which has organized for a stated purpose without an official Advisor.

¹³ Sanction: To become recognized by the ASTCC Student Government as an official student group on campus.

Section 3

(a) Following sanctioning, additional funding requests may be submitted to the Senate for approval by majority vote.

(b) All clubs, communities, and organizations funded by the Services and Activities Fee shall not use money for political or religious purposes.

i. Reference RCW 28B.15.051

Section 4

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

(b) If any community requests money and does not use the entire allotment, said money shall be revoked and returned to its original source.

Section 5

(a) New communities may use a maximum of \$200.00 from club funds if applicable sanction forms are submitted by the last academic day of winter quarter and the sanctioning is approved.

i. Ability to access funds is contingent upon ASTCC community account balance when request is processed.

(b) Communities can submit club sanctioning forms before the last academic day of winter quarter and shall be treated as a new club upon approval.

ARTICLE XII
ORGANIZATIONS

Section 1

(a) Proposed student organizations¹⁴ must submit a request for recognized sanction¹⁵ to the Program Coordinator for Clubs and Intramurals. After the review process the forms will then be sent to the ASTCC Vice President of Finance and Clubs and the Director of Student Engagement for final approval. This process is repeated each year.

(b) Organizations must also have one or more of the following as a requirement only if mandated by a state, national, or international affiliate:

- i. A citizen in good standing in their home country.
- ii. Collect membership dues
 - a. Membership dues shall be collected following TCC financial guidelines.
- iii. Require members to maintain a specific credit load.
- iv. Require members to maintain a minimum GPA.
- v. Require members to perform community service.
- vi. Be affiliated with a particular instructional program.

(c) Proposed student organizations must submit a request for recognition sanction which includes a statement of purpose and a list of proposed members, advisor(s), and officers to the ASTCC President and the Director of Student Engagement. This process is repeated each year.

(d) A new organization can submit applicable sanction forms up to the last academic day of winter quarter. If approved, the organization will receive regular privileges and will be funded per the funding schedule in Article XIII, Section 1 of this document.

¹⁴ Organization: an ASTCC sanctioned student group with a state, national, or international affiliation which has organized for a stated, shared purpose.

¹⁵ Sanction: To become recognized by the ASTCC Student Government as an official student group on campus.

(e) Completed sanction forms shall be filed with the VP of Finance & Clubs, in collaboration with the ASTCC Secretary.

Section 2

(a) All communities that receive Services and Activities funding must have a representative at all regular Senate meetings and shall make a detailed 5-minute quarterly report with supporting visuals (ex: presentation, paper documents) to the Senate ~~twice~~ once quarterly, and two up to 2 minute reports consisting of meeting times, place, and upcoming activities to the Senate twice a quarter . Failure to attend two regular Senate meetings in the same academic quarter will result in all funds of said club to be automatically frozen until the president of the club meets with the ASTCC Executive Committee and shows good reason to have the funds unfrozen. Failure to set a meeting with the Executive Committee before the next regular Senate meeting shall result in a loss of sanction status.

i. Funding Requests can be considered as a quarterly club report if they add additional details including meeting times and plans.

(b) Organizations planning to attend an annual event that will require more than standard S&A allocation shall submit a preliminary report to the ASTCC Senate by the last regular meeting of fall quarter and shall give nonconsecutive, bi-quarterly updates to the Senate regarding progress, planning, and fundraising.

i. Post-event reports shall be presented to the Senate within three (3) academic weeks following completion of the event.

(c) ASTCC Executive Committee may suspend or revoke a club or organization sanction and rescind access to any S&A fee allocation for failure to update the quarterly membership/officer list and/or follow guidelines set out in the ASTCC By-Laws, applicable sanction packet, club handbook, and other relevant documents.

Section 3

(a) Following recognition sanction, additional funding requests may be submitted to the Senate for approval by majority vote.

(b) All clubs, communities, and organizations funded by the Services and Activities Fee shall not use money for political or religious purposes.

i. Reference RCW 28B.15.051

Section 4

- (a) If it becomes apparent that any sanctioned organization is failing to fulfill its stated objectives or obligations, a two-thirds (2/3) majority vote of the Senate present and voting shall revoke the funding of said organization.
- (b) If any organization requests money and does not use the entire allotment, said money shall be revoked and returned to its original source.
- (c) In the event of mismanagement of funds, the organization advisor and officers responsible shall be required to have a review hearing with the ASTCC Senate within three (3) academic weeks.

Section 5

- a) New organizations may use a maximum of \$200.00 from club funds if applicable sanction forms are submitted by the last academic day of winter quarter and the sanctioning is approved.
 - i. Ability to access funds is contingent upon ASTCC organization account balance when request is processed.
- (b) Organizations can submit club sanctioning forms before the last academic day of winter quarter and shall be treated as a new club upon approval.

ARTICLE XIII

S&A ALLOCATION AND MANAGEMENT

Section 1

Services & Activities Fee Allocation:

Clubs and organizations shall be subject to the following allocation schedule:

S&A Allocation Schedule of Returning Clubs and Organizations

Sanction Forms Submitted by:	Eligible S&A Allocation
Last business day of November	\$1,000.00
Last business day of December	\$750.00
Last business day of January	\$500.00

Last business day of February	\$250.00
Last Academic day of Winter Quarter	\$125.00
Last Business day of March	\$0.00

Section 2

Budget Overages:

(a) Managers of budgets that are funded with S&A fees and go over the annual budget annually will be subject to a review hearing by the ASTCC Senate and shall provide sufficient information regarding management of the budget, why the overage happened, and how overages will be avoided in the future.

(b) Advisors of clubs and organizations shall be subject to the same scrutiny.

ARTICLE XIV

MEMORIAL FUND

Section 1

A Student Memorial Fund is established by the ASTCC Student Government to pay for costs involved in memorializing students following the process and procedures as adopted by the College. The procedure can be found in the TCC Management Manual under number 95-007. The purpose is to memorialize Tacoma Community College students who die while currently enrolled in courses leading to a degree or certificate.

ARTICLE XV

AMENDMENTS

Section 1

Proposed amendments to these laws shall become effective upon ratification by a two-thirds (2/3) vote of Senators present and voting. Senators must be notified of any proposed amendment to these By-Laws at least one week prior to vote on any said amendment.

Revised 2/9/94; 5/18/94; 6/07/95; 5/29/96; 10/2/96; 5/2/99; 6/6/01; 2/5/14; 5/28/14

2/11/15; 5/10/17; 6/1/22; 6/3/2022; 10/16/2024.