

THE CONSTITUTION

Of the Associated Students of Edmonds Community College

PREAMBLE

We the students of Edmonds Community College announce our desire and intention to take an active and responsible role in our own educational, cultural, social and recreational development, to exhibit intelligence and concern by making meaningful contributions to the administrative process of the institution, and to unite in association under the direction of this constitution for the purpose of promoting, directing and financing student affairs.

ARTICLE I – RECOGNITION

Section 1: The Association shall now and hereafter be known as the Associated Students of Edmonds Community College (ASEdCC), and hereinafter referred to as the Association.

Section 2: The recognized student government body of the Association shall be known as the Executive Board.

Section 3: The Executive Board shall be the student government body sanctioned by the District 23 Board of Trustees for the administration of Association affairs.

ARTICLE II – AUTHORITY

Section 1: The Executive Board shall have the authority as granted by the Board of Trustees of Edmonds Community College to legislate, promote and regulate the affairs of the Association.

Section 2: This authority shall extend to all areas of student affairs as deemed necessary by the Executive Board, except where reserved by specific statute or regulation.

Section 3: Initial ratification of this constitution and by-laws shall be made through a vote of the Executive Board members. A simple majority of association members voting shall constitute ratification. If ratified by the members, this constitution and by-laws shall become effective July 1, 2006.

ARTICLE III – EXECUTIVE BOARD MEMBERS

Section 1: The selected officers of the Association shall be known as the Executive Officer for Administrative Liaison, Executive Officer for Budget and Finance, Executive Officer for Community Relations, Executive Officer for Student Relations, Executive Officer for Student Clubs, Executive Officer for Technology, Executive Officer for Academics and Executive Officer for Diversity.

Section 2: The Director for Student Programs shall be an Ex-Officio member of the Executive Board without voting privileges for the purpose of acting as Executive Board advisor.

Section 3: Members of the Executive Board must be members of the Association.

Section 4: These officials, and no others, shall hereinafter be known as the Executive Board.

ARTICLE IV – MEMBERSHIP

Section 1: All currently registered students at Edmonds Community College are eligible for membership in the Association.

Section 2: Membership in the Association shall grant specific rights, including the right to vote in all Association elections and other rights and privileges stated herein.

ARTICLE V – EXECUTIVE BOARD SELECTIONS

Section 1: Executive Board members shall be selected through an application review process. The Selection Committee shall be comprised of: four student representatives, one faculty member appointed by the College Vice-President for Instruction, one administrator appointed by the College President and the Director for Student Programs.

Section 2: The selection process shall take place during spring quarter.

ARTICLE VI– REVENUES

Section 1: The Association shall have the authority to generate revenue through the collection of Services and Activities (S and A) fees, admission charges, fund raising programs, and other means deemed beneficial by the Executive Board, and regulate the same.

Section 2: Once collected, Association funds shall come under the authority of the Executive Board.

ARTICLE VII – CONSTITUTIONAL INTERPRETATION

Section 1: The Executive Board shall reserve the right to interpret this document and its by-laws.

Section 2: Such interpretation shall be made through the adoption of a position statement.

ARTICLE VIII– INITIATIVE

Section 1: Members of the Association shall have the right to initiate and implement legislation.

Section 2: This shall take form through a fair process of voting conducted in a timely manner.

ARTICLE IX – AMENDMENTS

Section 1: Amendments to this document shall be initiated by Executive Board action, by initiative or by administrative action in collaboration with the Executive Board.

BY-LAWS to the CONSTITUTION Of the Associated Students of Edmonds Community College

ARTICLE I – AUTHORITY

Section 1: The Executive Board shall create and implement procedures and policies necessary in dealing with the affairs of the Association. The Executive Board shall make policy decisions about the Services and Activities(S and A) Budget and its administration, as outlined in the AEdCC Financial Code.

ARTICLE II – DUTIES OF OFFICERS

Includes all Executive Officers:

- A. Promote the goals and objectives of the Executive Board.
- B. Chair weekly Executive Board meetings on a rotating basis with the other Executive Board members.
- C. Attend all Executive Board meetings as a voting member.
- D. Other than academic course work, make the Executive Board top priority.
- E. Perform other duties as assigned by the Director for Student Programs.
- F. Attend mandatory training and leadership development sessions/classes.
- G. Serve on College committees as assigned.
- H. Complete a program portfolio and quarterly reports.
- I. Adhere to all State laws and College policies, procedures and departmental guidelines.
- J. Be willing to work within the institution's internal procedures to voice concerns and resolve conflicts, should a conflict arise.
- K. Communicate well through spoken, written and electronic means of communication.
- L. Participate in a quarterly job evaluation process. If the officer does not meet minimum position requirements, the Director for Student Programs may establish a probationary period or terminate employment.
- M. Attend and represent the Executive Board at College events as assigned.
- N. Post and maintain regular office hours.
- O. Maintain records, reports and documents of business on file.
- P. Act as 522 account director liaison.

Section 1: The Executive Officer for Administrative Liaison shall:

- A. Serve as the primary student administrator for the Association.
- B. Serve as the liaison to the College administration and attend the Board of Trustees meetings as the student representative.
- C. Appoint students to all College and Board committees, with the exception of all tenure committees.
- D. Implement action on motions passed by the Executive Board.
- E. Represent students at President's Cabinet as directed by the Vice-President for Student Services.
- F. Meet as needed with the Vice-President for Student Services.

Section 2: The Executive Officer for Budget and Finance:

- A. Act as the financial manager of the Association.
- B. Act as the financial advisor to all programs financed by the Association.
- C. Monitor current records of all Association revenues and expenditures.
- D. Continually promote compliance with the ASEdCC Financial Code, the Revised Code of Washington and the regulations of the Office of Financial Management, State Board for Community and Technical Colleges and Edmonds Community College and report to the Executive Board known violations of these statutes and regulations.
- E. Maintain an accurate inventory of all Association property purchased during the fiscal year.
- F. Develop and chair the annual Services and Activities Fee budget allocation process.
- G. Make reports to the Executive Board, College administration and Board of Trustees upon request and/or as needed.
- H. Meet as needed with the Vice-President of Finance and Operations to discuss ASEdCC budgets and fees.

Section 3: The Executive Officer for Community Relations shall:

- A. Serve as the student representative on the College Legislative Action Committee.
- B. Serve as the student representative to the Commencement Committee.
- C. Serve as the student representative to the Arts, Culture and Civic Engagement Initiative Committee.
- D. Represent the Association at legislative functions such as testifying in Olympia.
- E. Coordinate on-campus voter registration and information.
- F. Chair the Elections Committee as needed.
- G. Draft Executive Board position statements as necessary.
- H. Attend the annual Legislative Academy and Voice Academy.
- I. Meet as needed with the Vice-President for College Relations and Advancement.

Section 4: The Executive Officer for Student Relations shall:

- A. Be responsible for student advocacy.
- B. Understand the Student Rights, Freedoms and Responsibilities in order to assist students in interpreting and using the document.
- C. Relay student concerns and problems to the Executive Board and the College administration.
- D. Develop student surveys and gather student input on issues affecting the Association and the student body.
- E. Provide advocacy for co-curricular, service learning and volunteer programs.

Section 5: The Executive Officer for Clubs shall:

- A. Work as an advocate for Clubs.
- B. Serve on the planning committee for the annual awards program for the Association.
- C. Provide Executive Board with reports on club activities and club chartering.
- D. Work with the Student Programs Advisor on the club chartering process.
- E. Understand the club chartering process and assist clubs in understanding policies and procedures related to club chartering and programs.
- F. Assist in club member recruitment and quarterly club fairs.
- G. Promote club and campus involvement at the quarterly club fairs.
- H. Attend club meetings and programs as assigned by the Student Programs Advisor.

Section 6: The Executive Officer for Technology shall:

- A. Develop and chair the annual Technology Fee Management Committee.
- B. Advocate for technology support and training for all students.
- C. Act as student representative on the Technology Advisory Committee.
- D. Meet as needed with the Executive Director for Information Technology.
- E. Responsible for representing ASEdCC in all digital signage operations and decisions.
- F. Responsible for understanding and operating TSC technology and mediation.
- G. Work with College Relations in managing EdCC web pages and social media sites.
- H. Responsible for monitoring and managing ASEdCC web pages and social media accounts.

Section 7: The Executive Officer for Academics shall:

- A. Represent students at Instructional Staff meetings as directed by the Vice-President for Instruction.

- B. Provide reports to and from Instructional Staff as directed by the Vice-President for Instruction.
- C. Appoint students to tenure committees in collaboration with the Vice-President for Instruction.
- D. Be responsible for coordinating/conducting class related surveys.
- E. Act as a student advocate for student or classroom issues.
- F. Serve on the Teaching and Learning Committee.
- G. Meet as needed with the Vice-President for Instruction.
- H. Work with academic division heads to coordinate quarterly visits by the Executive Board to each division.
- I. Responsible for coordinating the participation of the Executive Board at campus orientations and tours.

Section 8: The Executive Officer for Diversity shall:

- A. Support all campus wide diversity efforts.
- B. Serve on the Diversity Council.
- C. Meet as needed with the Vice President for International Student Services.
- D. Meet as needed with the Diversity Council chair.
- E. Meet as needed with the Diversity Student Center staff.

ARTICLE III – TERM OF OFFICE

Section 1: The term of office shall start the first day of summer quarter through the last day of spring quarter.

ARTICLE IV – CONDITION OF EXECUTIVE BOARD TENURE

Section 1: Each member of the Executive Board is responsible for fulfilling that member's job description.

Section 2: A signed Student Programs Expectations Agreement must be on file at the time the officer takes office.

Section 3: Each board member shall establish goals and timelines for achieving those goals and file copies with Director for Student Programs.

Section 4: The Director for Student Programs shall have the discretion to call quarterly evaluations, both to meet with individual Executive Board members or the Board as a whole for the purpose of evaluating job performance.

Section 5: Any Executive Board member not fulfilling her or his job description may receive a written request from the Director for Student Programs to amend the situation.

Section 6: The Director for Student Programs shall have the right to terminate employment.

Section 7: To apply for an Executive Officer position, students must be enrolled in at least six (6) Edmonds Community College credits and have a minimum of 2.5 cumulative GPA or equivalent from Edmonds Community College or from the most recent institution attended. (Amended Jan. 21, 2016)

Section 8: To remain in office, all Executive Board members shall maintain successful progress towards their academic goals by completing at least six (6) credit hours per quarter, excluding summer quarter, and maintaining a grade point average of at least 2.50 each quarter.

Section 9: If at any time during his or her tenure a member of the Executive Board is unable to meet the quarterly academic requirement, at the discretion of the Director for Student

Programs, he or she may be placed on a one time only academic probation status for one quarter. (Amendment approved April 23, 2007)

Section 10: Selected officers may serve a maximum of 2 consecutive terms. Time served as an appointed officer filling a vacancy on the Executive Board is not included in this term limit.

ARTICLE V – EXECUTIVE BOARD RECALL

Section 1: Any member of the Association may initiate a recall against an Executive Board member.

Section 2: Such procedure shall be in accordance with ARTICLE IX – Initiative.

ARTICLE VI – VACANCIES

Section 1: Any vacancies in the Executive Officer positions shall be filled by the Executive Board within 20 instructional days excluding holidays and breaks.

Section 2: The appointment shall be ratified by a two-thirds (2/3) vote in the affirmative by the Executive Board.

ARTICLE VII – MEETINGS

Section 1: Regular meetings of the Executive Board shall be held weekly during fall, winter and spring quarters.

Section 2: Special Executive Board meetings may be called as necessary.

Section 3: The Executive Board reserves the privilege of executive session when deemed appropriate by the chair, and in accordance with the Open Public Meetings Act, RCW 42.32.020.

Section 6: The order of business for the Executive Board meetings shall be:

- A. Call to order
 - B. Roll call
 - C. Introduction of guest(s)
 - D. Open floor
 - E. Approval of minutes
 - F. Correspondence
 - G. Reports
 - H. Unfinished business
 - I. New business
 - J. Announcements
 - K. Adjournment
- (Amended 1-21-2016)

Section 7: Each member of the Executive Board, except the chair, shall exercise one vote. The chairperson shall cast a vote only in the event of a tie.

Section 8: No proxy votes shall be accepted.

Section 9: Five (5) members shall constitute a quorum.

Section 10: Unless otherwise specified in this document, all matters under consideration shall be ratified by a simple majority.

Section 11: Robert's Rules of Order, current edition, shall be the rules of the day.

ARTICLE VIII – ELECTIONS

- Section 1: The Election Committee, under the chair of the Executive Officer for Community Relations, shall be responsible for coordinating elections and have the authority to develop necessary policy and regulations to effectively manage Association elections.
- Section 2: The Election Committee shall be comprised of three (3) students appointed by the Executive Officer for Administrative Liaison and the Director for Student Programs as the advisor and non-voting member.
- Section 3: Should any member of the Election Committee show a direct interest in the outcome of the election, the Executive Officer for Administrative Liaison shall appoint another member to the Committee.
- Section 4: Only currently enrolled members of the Association shall be eligible to vote. Members shall cast only one (1) ballot.
- Section 5: After the final closing of the polls, the Director for Student Programs and the chair of the Elections Committee shall validate the election results. A simple majority carries the vote.
- Section 6: The election results shall become validated eight (8) calendar days after the completion of the election, assuming no complaint is filed. In the event of a complaint, the results shall be validated after eight (8) calendar days, or at the conclusion of the hearing on the complaint and all appeals, whichever is later.
- Section 7: The Election Committee shall prepare for an election by preparing and posting publicity in such a manner as to ensure that Association members shall be informed.
- Section 8: Association members implicated in tampering with the voting process shall be referred to the College discipline process.

ARTICLE IX- INITIATIVE

- Section 1: Any member of the Association may initiate an article of legislation by:
- A. Presenting to the Executive Board a petition containing the signatures of Association members that in total exceed the numerical value of 5% of the current enrollment (headcount) for that quarter.
 - B. Upon receipt of a valid petition, the Executive Board shall call an election of the Association not less than two (2) weeks and not more than four (4) weeks after presentation of the petition to the Executive Board at a regularly scheduled meeting.
 - C. Notice of the initiative voting process shall be posted at various locations on campus and on the website for at least one (1) instructional week prior to an election.
 - D. An initiative shall become policy upon receiving a simple majority of the votes cast in the affirmative. The total number of ballots cast must exceed the numerical value of 5% of the current enrollment (headcount) for that quarter to have a valid election.

ARTICLE X- REFERENDUM

- Section 1: The Executive Board reserves the right to initiate a referendum.
- Section 2: Such action shall pass out of the Executive Board by a two-thirds (2/3) affirmative vote.
- Section 3: Referenda must be ratified by an election no sooner than two (2) weeks and no later than four (4) weeks after Executive Board approval. Referenda shall be posted at

various locations on campus and on the website for at least one (1) week prior to an election.

Section 4: Referenda shall become policy only after receiving a simple majority of the votes cast by the Association in the affirmative. The total number of ballots cast must exceed the numerical value of 5% of the current enrollment (headcount) for that quarter to have a valid election.

ARTICLE XI- POSITION STATEMENT

Section 1: The Executive Board reserves the right to clarify and interpret documents and policies, answer complaints and establish Association positions on issues.

Section 2: The Executive Board shall issue a position statement when:

- A. A member of the Association makes a written request for clarification of any document, policy or procedure relating to student affairs.
- B. The Executive Board, through the passage of a motion, desires to take a position on an issue of importance to the Association or for clarification necessary for the maintenance of internal affairs.

Section 3: The procedure for adopting a position statement shall be as follows:

- A. The Executive Officer for Community Relations shall research the situation in depth and draft a preliminary position statement.
- B. Not more than two (2) weeks shall elapse during this drafting. No later than the first Executive Board meeting following the conclusion of the two (2) week draft period, the preliminary draft shall be presented.
- C. To be adopted, the draft must receive a two-thirds (2/3) affirmative vote of the Executive Board.
- D. Should a draft fail to pass, it shall be referred back to the Executive Officer for Community Relations for the purpose of revision. A revised draft shall be presented at the next Executive Board meeting.
- E. A position statement must be adopted within six (6) calendar weeks of the original request or motion.

Section 4: Approval of a position statement shall require a two-thirds (2/3) affirmative vote of the Executive Board.

ARTICLE XII- APPEALS PROCEDURE

Section 1: A member of the Association may appeal actions of the Executive Board only in the following instances:

- A. When a member of the Association is in the belief that the Executive Board is in violation of any applicable regulatory document.
- B. When a member of the Association is in the belief that an initiative or referendum vote was not conducted properly.
- C. When a former Executive Board member feels that action taken to terminate his/her tenure was unwarranted.

Section 2: Appeals shall be submitted to the Senior Associate Dean for Student Life and Development or his or her designee.

ARTICLE XIII- FINANCES

Section 1: All allocation, budgeting, and accounting procedures of the Association shall be in accordance with the ASEdCC Financial Code, the Revised Code of Washington, and

all applicable regulations of the office of Financial Management, the State Board for Community and Technical Colleges and Edmonds Community College.

ARTICLE XIV- INTERPRETATION

Section 1: The Executive Board shall reserve the right to interpret this document and its by-laws.

Section 2: Such interpretation shall occur through adoption of a position statement, as described in Article XI.

ARTICLE XV- OTHER REGULATORY DOCUMENTS

Section 1: Other documents which govern specific areas of student affairs are recognized and identified as:

- A. Student Rights, Freedoms and Responsibilities
- B. AEdCC Financial Code
- C. AEdCC Fiscal Year Budget
- D. The Revised Code of Washington
- E. The Washington Administrative Code

ARTICLE XVI- AMENDMENTS

Section 1: The Executive Board may approve amendments to the Constitution and By-laws by a two-thirds (2/3) majority vote of the members present at a duly constituted meeting. After administrative review, approval of the changes shall be recommended to the Board of Trustees for final approval.

Section 2: Through passage of an initiative vote of the Association members as described in Article IX, members of the Association may approve amendments. After administrative review, approval of the changes shall be recommended to the Board of Trustees for final approval.

Section 3: In collaboration with the Executive Board, the administrative staff of the College may propose amendments to the Board of Trustees for final approval.

THIS CONSTITUTION AND BY-LAWS SHALL SUPERSEDE ANY AND ALL PREVIOUS DOCUMENTS OF SAID TITLE. Adopted by the Edmonds Community College District 23 Board of Trustees on January 17, 2006

Ratified by a vote of the Associated Students of Edmonds Community College February 22, 2006.

Amended April 2007

Amended June 2011

Amended January 2016