# CONSTITUTION OF THE ASSOCIATED STUDENTS OF CASCADIA COLLEGE

(Approved and effective September 2024)

## PREAMBLE

We the students of Cascadia College, in order to create a productive learning environment, strive to incorporate ideals of cultural, recreational, and social development and to make feasible a positive relationship between students, faculty, administration, and our surrounding community. We unite in the following articles:

### Article I – RECOGNITION

#### Section 1:

The name of this student body shall be the Associated Students of Cascadia College, hereafter known as the ASCC.

#### Section 2:

The recognized governing entity of the ASCC shall be known as the Cascadia Events & Advocacy Board (EAB).

#### Section 3:

The EAB consists of a ten-member team.

### Article II – MEMBERSHIP

#### Section 1:

All students currently registered in credit bearing classes at Cascadia College (CC) shall be members of the ASCC. Participation in activities sponsored by the EAB is voluntary.

#### Section 2:

Membership in the ASCC shall grant specific rights and privileges stated herein.

#### Section 3:

Students upon completion, termination, or other separation from CC lose all rights as ASCC members.

#### Section 4:

All EAB meetings shall be posted at least 24 hours in advance and will be open to all members of the ASCC plus administration, faculty, and staff of the college. The EAB is subject to the Washington Open Public Meetings Act (OPMA) and shall comply with that statute.

### Article III – AUTHORITY

#### Section 1:

The EAB shall have the authority to legislate, promote, and regulate the affairs of the ASCC.

#### Section 2:

This authority shall extend to all areas of student affairs as deemed necessary by the EAB except where reserved by specific statute or regulation and approved by the college administration and Board of Trustees.

### Article IV – BOARD LEADERSHIP

#### Section 1:

The leadership of the Board shall be separated by programming and advocacy. The Programming Chair shall facilitate weekly meetings, maintain the meeting agendas and oversee all programming aspects of the Board. The Advocacy Chair shall be the primary student contact with College administration related to shared governance and legislative politics, and will oversee advocacy initiatives of the Board.

#### Section 2:

The EAB shall be advised by the assistant director and director of Student Life, whose duties are to assist students in regards to administrative procedures and policies and provide overall program direction. The advisors shall have no vote.

#### Section 3:

The members of the ASCC shall exercise self-governance through the EAB.

#### Section 4:

EAB will be placed in their positions through a Selection Process.

#### Section 5:

The Selection for EAB positions shall normally take place in the last week of April for the following academic year. This Selection Process will occur no later than end of Spring Quarter.

#### Section 6:

During EAB meetings, two-thirds (2/3) of all the members of the EAB need to be present to ratify an act of legislation or funding proposal.

### Article V – CLUBS

#### Section 1:

A club is a group of at least 3 (Level 1 Club) or at least 5 (Level 2 Club) currently enrolled Cascadia students who share an interest in belonging to the group. To become a recognized club, the group must submit an Application for Recognition to Student Life, and Club Council must vote to approve the new club.

#### Section 2:

Each Level 2 club shall have an advisor who is a faculty, staff, or administrator of Cascadia College. Level 1 clubs are not required to have an advisor.

#### Section 3:

All clubs at Cascadia must be open to all Cascadia students. No student shall be discriminated against on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, or ability. Limited organizations who are chapters of national associations may have by-laws which require certain limitations on membership. These membership limitations must be contained within the parent organization’s by-laws and can only limit membership on class standing, academic standing, and/or major. Hazing of any kind will not be tolerated and will be subject to the college’s provisions under the student conduct code.

#### Section 4:

Club recognition status grants the club specific rights and privileges, including the ability to request and use funding from Club Council, the ability to reserve meeting, recreation, and event space in campus facilities, free use of many Student Life supplies, and advising from the staff of Student Life.

#### Section 5:

Each club shall designate one (1) representative to attend Club Council meetings. Club representatives will have one (1) vote to recognize prospective clubs and to vote on all funding requests. Other club members are welcome to attend but shall not be able to vote

#### Section 6:

Club Council shall meet every 2 weeks during the fall, winter, and spring quarters. The voting members of Club Council shall consist of 1 representative from each recognized club, and 2 EAB members: One of the selected EAB members shall prepare the agenda and chair the meetings in collaboration with the Student Life Advisor. Quorum for Club Council meetings is two thirds (2/3) of voting members. The passage of motions requires two thirds (2/3) vote of Club Council members present.

### Article VI – REVENUES

#### Section 1:

The EAB may raise funds for student activities, gifts and grants, scholarships, and charitable purposes as deemed appropriate by the EAB.

#### Section 2:

Once collected, ASCC funds (Service and Activities ‘S&A’, Technology, and Capital Improvement Fees) shall come under the authority of the Budget Committee (as defined by the ASCC Financial Code) and be subject to applicable state statutes, rules, and policies of the college.

#### Section 3:

The Budget Committee shall consist of the EAB Advocacy Chair (non-voting member), the Budget Committee Chair (voting member), four students (voting members and appointed through an application process), a faculty representative (non-voting member and appointed by the EAB Advocacy Chair, in collaboration with the Director of Student Life), and the Director of Student Life (non-voting member). In the event of a conflict of interest a voting committee member will abstain from voting.

#### Section 4:

The EAB may make recommendations for the Budget Committee Chair, with the EAB Advocacy Chair making the final appointment. The EAB Advocacy Chair may not be selected as the Budget Committee Chair.

#### Section 5:

The Budget Committee shall prepare annual and amended budgets for ASCC. The budget shall be developed in a consensual manner. Budget Committee meetings are open public meetings and shall comply with the Washington Open Public Meetings Act (OPMA).

#### Section 6:

The annual budget will be prepared and recommended by the Budget Committee to the EAB for approval. After EAB approval, the budget will be sent to the Board of Trustees, via the Director of Student Life, EAB Advocacy Chair and the college President, for final approval. Once approved by the Board of Trustees, the EAB will be responsible for budget oversight in partnership with Director of Student Life as budget manager.

#### Section 7:

Students and student groups of the ASCC may present funding proposals. These proposals must be turned in one week before the next Budget Committee meeting for review. The student or representative from the group must be present at the meeting to answer questions. At the following Budget Committee meeting, approval may be made by a two-thirds (2/3) affirmative vote. The funds will be made available two weeks after approval, while the appropriate paperwork is prepared by the business office. If the proposal fails, another proposal may be made through the same process. Only one additional proposal will be allowed per quarter.

### Article VII – CONSTITUTIONAL INTERPRETATION

#### Section 1:

The EAB, after consultation with the college administration, shall reserve the right to interpret this document and its by-laws

#### Section 2:

Such interpretation shall be made in writing and kept as an official record.

### Article VIII – AMENDMENTS

#### Section 1:

Amendments to this document or its by-laws shall be initiated by either EAB action or by an initiative.

#### Section 2:

Assistance in preparation of amendments can be provided by the Director of Student Life or their designee as requested by the person developing the amendment.

#### Section 3:

Amendments must be approved by a two-thirds (2/3) vote of the EAB present at the meeting and are approved by the Director of Student Life and the college President.

### Article IX – RATIFICATION

#### Section 1:

Ratification of this document shall be made by a majority vote of the EAB.

#### Section 2:

After ratification, the document will be presented to college President via the Director of Student Life, for approval as the official Constitution of the ASCC.

## BYLAWS TO THE CONSTITUTION OF THE ASSOCIATED STUDENTS OF CASCADIA COLLEGE

(Approved and effective 6/11/2020)

### Article I – AUTHORITY

#### Section 1:

The Events & Advocacy Board (EAB) shall create and implement procedures and policies necessary for dealing with the affairs of the ASCC.

### Article II – DUTIES OF THE EAB MEMBERS

#### Section 1:

EAB shall be comprised of the following positions:

1. Advocacy Chair
2. Programming Chair
3. Clubs Coordinator
4. Events Coordinators (multiple positions)

#### Section 2:

All EAB members shall:

1. Serve on a variety of campus wide committees representing the student voice;
2. Support and advertise available campus resources as appropriate, including the Kodiak Cave, Counseling, Student Accessibility Support Services and the Health and Wellness Resource Center (HaWRC);
3. Follow program planning procedures and timelines as outlined by EAB advisors
4. Meet with key campus administrators as appropriate to discuss student needs
5. Collaborate with key campus groups as appropriate, including Cascadia International Programs, ASUWB and the UWB Campus Events Board (CEB);
6. Attend weekly EAB meetings;
7. May attend regularly scheduled Club Council meetings depending on position;
8. Meet weekly with the Director of Student Life and/or the Assistant Director of Student Life
9. Attend all Office of Student Life sponsored trainings, retreats and conferences;
10. Attend and support all EAB programs and events unless you are in class;
11. When possible, collaborate with Cascadia clubs and organizations, in addition to University of Washington Bothell campus partners as appropriate;
12. Actively market and promote all EAB events and initiatives to students across campus;
13. Promote a productive and effective working relationship and environment by supporting all EAB programs with attendance, offering feedback, and helping with staffing needs;
14. Maintain a clean and orderly work area;
15. Collect student feedback to determine interest and needs of programs and services on campus;
16. Assist in the planning, coordination, and staffing of Welcome Week and Finals Week activities;
17. Assist in staffing Jumpstart Orientation;
18. Follow up with students about specific issues and needs, and direct comments or email inquiries to the appropriate administration, faculty, or staff member with the help of EAB;
19. Assist the Office of Student Life with student leader recruitment efforts;
20. Maintain a minimum of ten (10) hours of work per week while ensuring that all work is completed;
21. Scheduled office hours must be publicly posted;
22. Represent Cascadia College in a positive and professional manner at all times, both on and off campus, while serving on EAB;
23. Uphold and honor the Cascadia College, Office of Student Life, and EAB Mission Statements while serving on EAB

#### Section 3:

Additional duties shall be found in the EAB Job Description Detail document

### Article III – CONDITIONS OF OFFICE

#### Section 1:

All members of the EAB are responsible for fulfilling their job description.

#### Section 2:

All members of the EAB must maintain a quarterly and cumulative GPA of 2.5 or higher, must remain in good judicial standing with no active sanctions, and must be registered in a minimum of six (6) credits during each quarter of their term of office by the tenth (10th) day of the quarter. A probationary period of one quarter will be given to all EAB members. If a member is no longer able to meet these requirements there will be a one quarter probationary period to resolve the issue. If the issue is not resolved within one quarter, the result will be automatic removal from their position.

#### Section 3:

All members of the EAB are expected to attend scheduled EAB meetings. When a member of the EAB has two unexcused absences, a warning will be issued. At three unexcused absences, the member may be removed from office. Excused absences include academic exams, representation of the ASCC at an off-campus function or as deemed excusable by the Director of Student Life or the Assistant Director of Student Life. The absence must be excused at least 24 hours in advance whenever possible; otherwise the absence may be marked as unexcused.

#### Section 4:

In addition to the above, all members of the EAB are expected to:

1. Maintain a minimum quarterly GPA of 2.5 while holding their leadership position
2. Meet all Cascadia College financial obligations on time
3. Be in good disciplinary standing with Cascadia (as outlined in the Cascadia College Student Code of Conduct) and with the Office of Student Life
4. EAB members may not hold any other Student Life para-professional staff positions during their term in office
5. The EAB Clubs Coordinator may not hold any other executive positions in other student clubs during their term in office
6. EAB members may not hold another student employment job on campus during their term in office without prior conversation with the Director or Assistant Director of Student Life.

### Article IV – REMOVAL OF OFFICERS

#### Section 1:

In the event that an EAB member fails to meet one or more of the qualifications or standards listed above, and/or the listed requirements for their specific position, the EAB member will be placed on probation. This means:

1. Meeting with the EAB advisor/s to establish a plan of action to return to active status.
2. The probation will last for one quarter, at which point the advisor and student will meet to determine successful completion of probationary period.
3. Probation terms shall remain confidential and part of the student employee file.
4. Probation status may include reduction of position responsibilities and hours available to work.
5. If the plan of action is successfully completed, the student shall be taken off probation.
6. If probation is not completed satisfactorily and the student & advisor mutually agree that there was a strong attempt and positive improvement, the student may stay on probation an additional quarter.
7. Failure to satisfactorily complete the action plan may result in removal from the board.
8. The EAB advisor/s may remove a member at any time if the situation is exceptionally egregious, a violation of the Cascadia College Student Code of Conduct or violation of Cascadia College employee policies.

#### Section 2:

Grounds for disciplinary action / removal include, but are not limited to: Breach of the Cascadia College Student Code of Conduct, repeated violation of the office conduct code, failure to complete assigned tasks, abuse of EAB materials or equipment or failure to fulfill their job description.

#### Section 3:

Should written notice fail to correct the situation, the EAB can also terminate a member by a two-thirds (2/3) vote at an EAB Executive Board meeting. The EAB Programming Chair must provide written notice to the EAB member who is to be voted on one week prior to the vote of dismissal. Should members of EAB feel another member of EAB should be terminated for other reasons or feel that the corrective action was not successful, they may vote to remove the member from their position. This must pass with a two-thirds (2/3) vote at a board meeting. The Programming Chair and Advocacy must provide written notice to the EAB member who is to be voted on one week prior to the vote of dismissal. Written must also be provided to the Director and Assistant Director of Student Life at least one week prior to the vote of dismissal.

#### Section 4:

Any EAB member who is given written notice that a vote of dismissal will occur with regard to them, has until two days before the next EAB Board meeting to file a protest with the Programming Chair and Advocacy Chair. All protests must be reviewed by the Programming Chair, Advocacy Chair, Assistant Director and Director of Student Life. If the protest is found to be valid, the vote of dismissal will be postponed until the EAB member in question has had the chance to argue their case in front of the EAB Board, at which time the EAB Board will decide by a majority vote of those present to remove the vote for dismissal or to hold the vote at the next EAB Board Meeting. During deliberation of the vote, the member in question shall not be present. The member may be present during the vote.

### Article V – TERMS OF OFFICE

#### Section 1:

EAB members shall serve in office for one fiscal year beginning as early as the first day of Summer Quarter and terminating no later than the thirtieth (30th) of June of the following year.

### Article VI – VACANCIES

#### Section 1:

With the exception of the Advocacy Chair and Programming Chair positions, other vacancies in office shall be filled temporarily by the Advocacy Chair or Programming Chair within two (2) weeks of the time of vacancy. If the vacancy occurs as a result of no applications during the spring selection process, a new selection process shall take place in either summer or fall, at the discretion of the assistant director and/or director of Student Life. All ASCC members meeting the GPA and enrollment requirements are welcome to apply for the position, including current EAB members, subject to approval of their application by the assistant director and/or director of Student Life. Current EAB members applying for the vacancy may not participate in the Selection Process.

#### Section 2:

In the event a second selection process occurs and a position is not filled or the timeline of the vacancy does not allow for a selection process to take place, job duties of the vacant position may be separated and filled by various members of EAB.

#### Section 3:

Should the vacancy occur in the office of Advocacy Chair or Programming Chair, a current member of EAB will be appointed to fulfill the duties. If a current member is unable to fulfill either chair position, a selection process shall take place as outlined in Article VI, Section 1.

### Article VII – EAB POSITION SELECTION PROCESS AND COMMITTEE

#### Section 1:

The EAB Position Selection Committee will include up to three (3) non-returning members of the EAB and the Community Engagement Officers (CEOs), along with the Director of Student Life, Assistant Director and Student Life Advisor. The committee will review, interview, and select the EAB members. This same committee will also select members for the CEO positions. The EAB Position Selection Process shall normally begin the last week in April and end no later than the end of Spring Quarter.

#### Section 2:

ASCC members with a cumulative GPA of 2.5 or higher, in good judicial standing, and registered in a minimum of six credits at the time they will hold the position are welcome to apply, subject to approval of their application by the Director and Assistant Director of Student Life. All application guidelines must be followed as stated in the policies and procedures constructed for the Selection Process by the EAB.

### Article VIII – GRANTING RECOGNITION TO STUDENT GROUPS

#### Section 1:

To become a recognized club, a group must meet the following criteria:

1. Level 1: Have 3 or more current Cascadia student members willing to sign the Club Application for Recognition.
2. Level 2: Have 5 or more current Cascadia student members willing to sign the Club Application for Recognition showing their interest in participating in the club. Level 2 club applications must also be signed by a faculty or staff member who agrees to serve as their advisor.
3. Each level must able to articulate how their club will contribute to the community and learning environment of Cascadia.
4. Provide a means for social or academic expression that meets the mission of Cascadia College and may provide a service not yet offered by the college.

#### Section 2:

To apply for Club Recognition, a club or organization must:

Fill out an application for recognition and submit it to Student Life in accordance with their deadlines.

Attend a Club Council meeting and present the application to the current Club Council members for review. At least one representative from the club or organization must be present to present the application and answer any questions. The club representative may not be a current member of the Events & Advocacy Board.

Section 3:
After review, the Club Council may approve the club for recognition status by a two-thirds (2/3) vote of Club Council members present.

#### Section 4:

A newly-approved club gains voting privileges in Club Council matters at the next meeting after their application has been approved.

#### Section 5:

Following club recognition a minimum of one club representative must attend New Club Orientation within one week. Failure to attend will result in the club being suspended until completion of New Club Orientation.

#### Section 6:

To maintain recognized status, each club must have 1 representative present at all Club Council meetings. If a club representative is unable to attend a scheduled meeting, a replacement may be sent in their place. If no representative is able to attend, the club must request an excused absence from the Student Life Advisor at least twenty-four (24) hours prior to the club meeting being missed. Upon a first unexcused absence, a club will be notified via electronic communication that they are on probation for the remainder of the quarter. Upon a second unexcused absence within the same quarter, the club’s recognition status will be revoked until the following quarter after which the club may reapply for recognition status.

#### Section 7:

Additional detail regarding Club Council attendance policies can be found in the Club Handbook

### Article IX –CLUB HANDBOOK

#### Section 1:

The ASCC Club Handbook is designed to provide detailed resources and policies regarding club activities, leadership and Club Council. It is meant to be a supplement to Article XIII.

#### Section 2:

Information regarding the Club Council attendance policy can be found in the Club Handbook

#### Section 3:

The Club Handbook shall be reviewed by representatives of Club Council and EAB every two years, during Spring Quarter of even years.

### Article IX – MEETINGS

#### Section 1:

Regular meetings of the EAB shall be held weekly. These meetings will be referred to as EAB Meetings. The EAB may hold additional meetings if deemed necessary by the Programming Chair, Advocacy Chair or a majority vote.

#### Section 2:

Regular meetings of club leaders shall be held five (5) times per quarter. These meetings will be referred to as Club Council Meetings. Additional meetings may be held if deemed necessary by the EAB Clubs Coordinator or Student Life professional staff.

#### Section 3:

The order of business for all official EAB meetings shall be:

1. Call to order
2. Roll call
3. Approval of minutes
4. Approval of agenda
5. Open Forum
6. Special Guests/Funding Requests
7. Member Reports
8. Advisor Reports
9. Committee Reports
10. Unfinished business
11. New business
12. Announcements
13. Adjournment

#### Section 4:

The order of business for all official Club Council meetings shall be:

1. Call to order
2. Roll call
3. Approval of minutes
4. Approval of agenda
5. Special Guests
6. EAB Reports
7. Club Budget Report
8. Advisor Reports
9. Club Reports
10. Unfinished business
11. New business
12. Funding Requests
13. Club Recognition
14. Open Discussion Time
15. Open forum/announcements
16. Adjournment

#### Section 5:

Changing the order of business for EAB or Club Council meetings shall be ratified by two thirds (2/3) vote of members present.

#### Section 6:

Robert’s Rules of Order, newly revised, shall be used as a model for all EAB meetings unless otherwise agreed upon by the Programming Chair and Advocacy Chair.

### Article X – INITIATIVE

#### Section 1:

For the purposes of this document, an initiative is defined as a collective program or initiative for the campus.

#### Section 2:

All matters of consideration, unless otherwise specified in this document, shall be ratified by a simple majority of the EAB members present.

#### Section 3:

Any member of the ASCC (including members of EAB) may initiate an article of legislation by:

1. Presenting to EAB a petition containing the signatures of ASCC members that in total exceed the numerical value of ten percent (10%) of the current enrollment for that quarter.
2. Upon receipt of a valid petition, EAB shall call for a vote not less than two (2) weeks and not more than four (4) weeks after presentation of the petition.
3. A validated initiative shall be visibly posted for at least one (1) instructional week prior to a vote by the Events & Advocacy Board (EAB).
4. An initiative shall become policy upon receiving two-thirds (2/3) of the votes cast in the affirmative by EAB members.

### Article XI – REFERENDUM

#### Section 1:

For the purposes of this document, a referendum is defined as a proposal of campus changes and addresses issues that affect the entirety of the student body.

#### Section 2:

The ASCC (including members of EAB) reserves the right to initiate a referendum.

#### Section 3:

Such action shall pass out of the EAB by a two-thirds (2/3) affirmative vote.

#### Section 4:

Referenda must be ratified by an election no sooner than two (2) weeks and no later than four (4) weeks after EAB 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 EAB vote.

### Article XII – POSITION STATEMENT

#### Section 1:

For the purposes of this document, A position statement is defined as a letter (or other communication) presented by EAB speaking on behalf of students, typically to campus administration or state/local/national government.  It expresses an opinion on an action being taken by the college or government.

#### Section 2:

The EAB reserves the right to clarify and interpret documents and policies, answer complaints and establish ASCC position on issues.

### Article XIII – APPEALS PROCEDURE

#### Section 1:

A member of the ASCC may appeal action of EAB only in the following instances:

1. When a member of the ASCC believes that the EAB is in violation of any applicable regulatory document.
2. When a member of the ASCC feels that a judgment of the EAB Selection Process is unjust.
3. When a former EAB member feels that action taken to terminate them from an EAB position was unwarranted.

#### Section 2:

Procedures for such complaints are outlined in the Students’ Rights and Responsibilities section of the Cascadia College Policies and Procedures manual.

### Article XIV – OTHER REGULATORY DOCUMENTS

#### Section 1:

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

1. Students Rights and Responsibilities; to include the Student Code of Conduct
2. The Revised Code of Washington (RCW)
3. The Washington Administrative Code (WAC)
4. Business & Administrative Services Procedures
5. Cascadia College Policies and Procedures Manual
6. The ASCC Financial Code
7. The Cascadia College Club Handbook
8. EAB Job Description Detail
9. EAB Guidelines and Annual Contract