

**South Seattle College
United Student Association
(Student Government)
BY-LAWS
March 2018**

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Definition and Abbreviations

- **Ad-hoc** - Temporary/short-term body working on an issue/project.
- **Board of Trustees (BOT)** - The governing body of the Seattle Community College District. Members are appointed by the governor and serve the educational needs of the District. They meet monthly and rotate meeting location.
- **College Council** - Advisory Board to the SSC President composed of staff, faculty and students.
- **College Facilities** - Any or all real and personal property owned or operated by the College including all buildings.
- **ENSRC** - The Seattle Community College District Human Resources hiring documents.
- **Ex Officio** - Holding another position by virtue of office or position.
- **Fiscal** - Of or related to government expenditures, revenues, or debt.
- **FMS** - The SCCD on-line accounting system.
- **GPA** - Grade point average.
- **Honorarium** – An *ex gratia* payment made to a person for their services in a volunteer capacity or for services for which fees are not traditionally required
- **Initiative** - The right and procedure by which citizens can propose a law by petition and ensure its submission to the electorate.
- **Office Hours** - Time spent in the office doing work and being available to fellow students.
- **Parliamentarian** - One who is expert in parliamentary procedures, rules, and/or debate.
- **Parliamentary Procedures** - Rules and customs that dictate how organizational meetings are conducted.
- **Referendum** - The submission of a proposed public measure or actual statute to a direct popular vote.
- **SCCD** - Seattle Community College District.
- **Service and Activity Fees** (also referred to as **S&A Fees**) - Services and Activities Fees are quarterly fees that some students pay as a part of their tuition/registration fees while some students exempt from paying the Services and Activities Fees. Students exempt from paying the Services and Activities Fees are those registered for fewer than 4 credits or are enrolled in the following:
 - 1 ABE/ESL (below 090)
 - 2 Apprenticeship Programs
 - 3 GED
 - 4 International Programs
 - 5 Running Start
 - 6 University Center courses and programs
- **SSC** - South Seattle College.
- **Student** - Any person who is registered at SSC.
- **Tenure** - The permanent status for some faculty members; faculty may receive tenure after going through a rigorous three year committee evaluation.
- **TLR** - The Seattle Community College District on-line payroll system.
- **USA** - The United Student Association; the official student government of South Seattle College.
- **UT Fees** - fees paid by students, as part of tuition, which are made available to support technology projects initiated by students, faculty, and staff of SSC.
- **VP** - United Student Association Vice President and other vice president positions on campus

Article 1: THE UNITED STUDENT ASSOCIATION MISSION

The officers of the United Student Association (USA) are committed to nurturing our community by fostering a comfortable and supportive environment. We advocate for the needs and interests of the diverse student body at South Seattle College. We strive to accomplish this commitment by promoting and encouraging self-development, community involvement, and cultural sensitivity.

Article 2: PERSONNEL**Section A – General****2.1 Composition**

The United Student Association (USA), also known as the SSC Student Government, is comprised of eight student representatives including:

- (a) One (1) President
- (b) One (1) Vice President & Legislative Liaison
- (c) Six (6) Officers:
 - (1) Secretary
 - (2) Sustainability
 - (3) Issues and Concerns
 - (4) Diversity and Inclusion
 - (5) Public Relations
 - (6) Treasurer

2.2 Employment Pay Rates

For all pay rates, refer to Student Life pay rate sheet. Positions are funded through Service and Activity Fees.

2.3 Eligibility

(a) Any student meeting the minimum qualifications as stated in Article 5 Section B 5.4 (Page 15) of the United Student Association bylaws and meets the overall student leadership position expectations is eligible to apply for a United Student Association position. Basic eligibility criteria are as follows, additional eligibility criteria may vary by positions.

- (1) Be in good academic standing (not on academic probation) for the term prior to selection and during entire period of employment.
- (2) Be enrolled in five (5) credits or more during the entire term of employment.
- (3) Maintain a 2.5 or above cumulative GPA at the time of application and during the entire term of employment.
- (4) For Secretary, Public Relations, and Treasurer Positions, you will need to successfully complete a basic skill test that is related to your position.
- (5) Attend one mandatory orientation, one election and campaign workshop and at least one United Student Association weekly meeting during application period. Workshops include an interview for the position you are running for.
- (6) Not be under disciplinary sanctions within the SSC conduct process during the application process or at any time during the duration of one's position. It is very important to understand that the United Student Association student leadership position duties include visibility and participation in the campus community; secondary only to academics with respect to your activities at SSC.

Section B – Overall Student Leadership Position Expectations**2.4 Administrative Expectations**

Must participate in academic success strategies as outlined by the United Student Association Advisor (class attendance verifications, class mid-term assessments, quarterly grade checks

and any other strategies the Advisor deems necessary).

- (1) Prior to taking office, all officers must read and sign the United Student Association agreement.
- (2) Have a detailed understanding of the United Student Association Bylaws. Required for candidates to read and sign the form of agreement of acceptance.
- (3) Check mailboxes in the Student Life office on a daily basis Monday through Friday after 12 noon.
- (4) Use an SSC student email account for business and check it on a daily basis (Monday through Friday). The student may also obtain a SSC staff account.
- (5) Wear nametags or student staff badges during work hours. Wear official United Student Association T-shirts or sweatshirts during events.
- (6) Attend weekly United Student Association meetings.
- (7) Required to complete administrative tasks on a regular basis in a detailed and timely manner. These include, but are not limited to: programming paperwork, budgets, and purchase requests, weekly, quarterly and annual reports.
- (8) Complete specified weekly work hours (including meeting attendance and office hours).
- (9) Checklist of work completed will be submitted along with the time-leave-report.
- (10) Submit time-leave-report, including a printed copy to the office manager by the given deadlines.
- (11) Provide agenda items for weekly meeting to President, Secretary, and Advisor the Friday before the meeting by mutually agreed time.
- (12) If requested by Advisor, provide a list of completed tasks and detailed progress on uncompleted tasks.
- (13) Student Leadership Pre-Fall Training expectations: All officers will be expected to work pre-fall hours, beginning as scheduled at regular hourly wages. The United Student Association President's and Vice President's hours prior to this will be negotiated depending on prior experience and staff availability.
- (14) Attend United Student Association retreats unless excused by Advisor.
- (15) Track and report all printing jobs to Treasurer.

2.5 Campus and Community Responsibilities Expectations

- (1) Required to participate in New Student Convocations
- (2) Required to participate in campus programs such as high school tours and community outreach events: such as President's Day, New Student Convocation, College Night, Gifts of Earth, Honor Roll, and Graduation.
- (3) Work with campus departments and community groups to develop programs and support services for both current and future students of SSC.
- (4) Attend ongoing student leadership training opportunities, such as conferences and workshops as recommended by Advisor.
- (5) Work cooperatively and maintain clear and direct communication with other members of the United Student Association and Student Life Staff, especially Advisor.
- (6) Participates in all discussions and decision making processes.
- (7) Participate in a required 2 hours weekly tabling, campus outreach, class announcement in his/her registered classes and five class visits every quarters.
- (8) Research student's opinions and reply in a timely matter as is required of a student representative.
- (9) The United Student Association leaders shall submit a quarterly list of all student organization and club memberships and intended area of academic study to allow full disclosure of any potential areas of conflict of interest.

2.6 Role Modeling Expectations

- (1) Be professional at all times.
- (2) Serve as an advocate on student issues.
- (3) Demonstrate leadership abilities including assertiveness, effective communication, delegation and motivation.
- (4) Be fair and consistent and show good judgment in performing job responsibilities. "Being fair" includes treating each individual with the same degree of concern and respect as you would treat any other individual and as you would wish to be treated. It also includes treating each issue based on its merits and value to the student body as a whole, regardless of how the issue may affect you personally.
- (5) Maintain a working relationship with the other members of the United Student Association, clubs and organizations, Student Life, faculty, staff, and other members of the campus community.

2.7 Policy and Procedure Expectations

- (1) Must uphold the policies and procedures of SSC and the laws of the state of Washington in general.
- (2) The United Student Association reserves the right to clarify and interpret the United Student Association documents and policies, answer complaints and establish positions on issues.
- (3) Through the passage of a motion, the United Student Association desires to take a position on an issue of importance or for clarification necessary for the maintenance of internal and external affairs. A member makes a written request for clarification of any document, policy or procedure relating to student affairs. The procedure for adopting a position statement shall be as follows:
 - (a) The President shall research the situation in depth and draft a preliminary position statement.
 - (b) Not more than one (1) week shall elapse during this drafting. No later than the first United Student Association meeting following the conclusion of the two (2) week draft period, the preliminary draft shall be presented.
 - (c) To be adopted, the position statement must receive a two-thirds (2/3) affirmative vote of the United Student Association.
 - (4) Should a statement fail to pass, it shall be referred back to the President and Vice President for the purpose of revision. A revised draft shall be presented at the next United Student Association meeting.
 - (5) A position statement must be adopted within six (6) calendar weeks of the original request or motion.
 - (6) Other documents which govern the United Student Association specific areas of campus are recognized and identified as:
 - (a) Student Rights, Freedoms and Responsibilities (Student Grievance & Student Code of Conduct).
 - (b) Financial Code.
 - (c) Fiscal Year Budget.
 - (d) The Revised Code of Washington.
 - (e) The Washington Administrative Code.
 - (f) District Policies and Procedures.

Section C – Position Qualifications, Descriptions and Responsibilities

2.8 The President

Hours: Sixteen (16) hours per week.

(a) Qualifications to hold position.

- (1) Meet Overall Student Leadership Position Expectations as listed in Article 2, Section

B of the United Student Association bylaws. (Section titled "Overall Student Leadership Expectations")

(2) Must not hold another student leadership position during Presidency at South Seattle College.

(b) President's duties are to:

(1) Preside over the United Student Association and be responsible for the overall administration.

(2) Have a working knowledge of the Seattle Community College Rules and Regulations, Student Services and District Policies and Procedures.

(3) Chair the United Student Association weekly meetings (work with Secretary and Advisor to develop agenda and minutes).

(4) Work directly with officers to support their responsibilities. This includes:

i) One-on-one meetings every other week

ii) Quarterly evaluations with the United Student Association Advisor

(5) Appoint the United Student Association officers to committees, including Ad-Hoc Committees.

(6) Schedule special meetings of the United Student Association as necessary.

(7) Write monthly Board of Trustees report - a summary of the United Student Association activities.

(8) Attend monthly Seattle Community College Board of Trustee meetings (the 2nd Thursday of each month during the academic year).

(9) Meet weekly with the United Student Association Advisor.

(10) Meet quarterly with the SSC President.

(11) Coordinate quarterly United Student Association visits by the SSC President, VP of Student Services and Student Life Dean as needed.

(12) Attend bi-monthly Student Life staff meetings.

(13) Attend MOSS (Managers of Student Services) Meetings on a quarterly basis.

(14) Compile an annual report of the United Student Association in June to Student Life Dean and the United Student Association Advisor.

(15) Give the State of the United Student Association speech at the Annual President's Day Convocation in September and a welcome speech at New Student Orientation.

(16) Give the Student Commencement Address at the Graduation Ceremony in June

(17) Extend invitations to other campuses in SCCD to a Community College meet and greet discussing goals, issues, and events.

(18) Sign up for the leadership office cleaning schedule and empty the compost bin in the Leadership Office during working hours.

2.9 Vice President & Legislative Liaison

Hours: Fifteen (15) hours per week.

(a) Qualifications to hold position:

1) Meet Overall Student Leadership Position Expectations as listed in Article 2 Section B (Titled "United Student Association Eligibility and Overall Student Leadership Expectations).

2) Must not hold another student leadership position at South Seattle College while in the position of Vice President.

(b) Vice President's duties are to:

(1) Create one programs per quarter, addressing legislative issues (include, but are not limited to: inviting legislators to speak on campus, College Civics Week, trip to Olympia, voter registration, etc.)

(2) Serve as the Parliamentarian of the United Student Association.

(3) Coordinate annual bylaws revision committee beginning in the second half of fall quarter.

(4) Assigns other United Student Association officers certain sections of the bylaws t

review.

- (5) Coordinate with Seattle Community College District Director of External Affairs in early fall quarter to plan legislative activities for the year.
- (6) Chair the United Student Association meetings in the absence of the President.
- (7) Have a working knowledge of the Seattle Community College Rules and Regulations, Student Services and District Policies and Procedures.
- (8) Meet weekly with the United Student Association President and Advisor.
- (9) Attend ongoing student leadership training opportunities, conferences and workshops
- (10) Collaborate with the Secretary to chair the bylaws revision process.
- (11) Sign up for the leadership office cleaning schedule and empty the compost bin in the Leadership Office during working hours.

2.10 Officers

(1) General. The following six (6) sections (2.11-2.16) describe United Student Association executive officers. The officers should meet Overall Student Leadership Position Expectations as listed in Article 2 Section B of the United Student Association bylaws. (Section titled "Overall Student Leadership Expectations").

(2) Six (6) officers include: 1) Secretary 2) Sustainability 3) Issues and Concerns 4) Diversity and Inclusion 5) Public Relations Officer 6) Treasurer

(3) Hours: Thirteen (13) hours per week. Treasurer: Sixteen (16) hours per week.

(4) Officers duties are to (apply to all six (6) officers. Specific duties seen in specific paragraphs):

(a) Provide weekly summary report or updates to the United Student Association. United Student Association officers are expected to submit an executive summary to the United Student Association President and Advisor after coordinating each event.

(b) Develop a regular schedule of office hours and provide this information to the President prior to the 1st week of the quarter.

(c) Advertise meetings to members of the campus community to encourage student participation.

(d) Serve on at least one (1) Campus-wide Committee.

(e) Attend ongoing student leadership training opportunities including conferences and workshops as suggested by the Advisor.

(f) Sign up for the leadership office cleaning schedule and empty the compost bin in the Leadership Office during working hours.

2.11 Secretary

The Secretary's duties are to:

(1) Record meeting minutes, record corrections, and distribute via email. Post minutes on the United Student Association bulletin board(s), website, etc. The Officer is responsible for making sure guests sign the guest log with area of representation and email with contact information. Compile all minutes in a notebook and binder.

(2) To complete an annual archive of the current year's activities, project, events and staff.

(3) Distribute agenda in conjunction with the United Student Association President.

(4) Prepare meeting room, projector, room setup, and cleanup.

(5) Cooperate with other United Student Association officers with promoting their assigned public events

(6) Maintain student email address database and send out mass email with approval from Advisors and president.

(7) Post and update bulletin board and the United Student Association website with current weekly minute, agenda, and monthly Board of Trustees report.

(8) Work side by side with the President to set up appointments, invite guests etc.

(9) Consistently manage the newsletter system (Example: MailChimp)

2.12 Sustainability Officer

(1) Come up with one campus-wide, long-term, sustainability initiative or project and/or take part in current sustainability initiatives on campus. Example: start a two year project of getting rid of plastic bottles on campus by stopping the renewal of contracts the bookstore and cafeteria have with plastic bottle companies.

(2) Be a member of the Sustainability Committee to represent the students on the committee.

(3) Be a member of the Clean Air Task Force Committee at SSC to educate about the health hazards of smoking and continue efforts of a smoke free campus.

(4) Promote an Eco-friendly activities/initiative and program for the students, and SSC community to ensure that the environment is always a priority of the Sustainability Officer.

(5) In charge of composting schedule and policy in Student Life.

(6) Plan and organize a service learning project at least once a quarter with a focus on conservation, stewardship, and sustainability. Example: organize a clean-up where students can get free t-shirts.

(7) In charge of planning the distribution of re-useable water bottles as part of an initiative to get rid of plastic bottles on campus.

(8) Work with the Sustainability Committee to organize at least one event a year to educate students on recycling. Example: Trash Talk Event

(9) Organize an Earth Day Event in the Spring that will cut our carbon emissions – Example: sweater day where the whole school turns down the heat but students bring their sweaters to school to keep warm as an initiative to cut down.

(10) Submit an executive summary to the United Student Association President and Adviser after each event.

(11) Collaborate with the United Student Association Public Relations Office to promote events.

(12) Work with the Diversity and Inclusion officer to encourage the diversity of students involve with the Sustainability events.

2.13 Issues and Concerns Officer

The Issue and Concern Officer duties are to:

(1) Hear student issues and concerns and assist with any plans of action.

(2) Coordinate three (1) or (2) student forums and workshops as needed to meet student needs.

(3) Represent student interests on textbook, book loan program, by serving on the Bookstore committee and other supporting committees.

(4) Address safety, security and transportation issues.

(5) Work with designated student grievance officer to assist with student grievance process, and to promote understanding of grievance process. Conduct surveys each quarter to evaluate student body needs.

(6) Coordinate with the Vice President as needed to address student issues concerning legal matters.

(7) Maintain Textbook Exchange Bulletin Board and website.

(8) Conduct one student survey on a quarterly basis to determine issues and type of desirable activities and report to the United Student Association and student body.

(9) Maintain a weekly outreach table scheduled specifically focusing on student issues.

(10) The Officer will work cooperatively with Diversity and Inclusion Officer and have one-on-one weekly meeting regarding the projects working on.

2.14 Diversity and Inclusion Officer

The Diversity and Inclusion Officer duties are to:

(1) Hear student issues and concerns and assist with any plans of action.

(2) Coordinate one (1) or two (2) student forums and workshops per quarter as needed to meet student needs.

(3) Work with designated student grievance officer to assist with student grievance

process, and to promote understanding of grievance process. Conduct surveys each quarter to evaluate student body needs.

(4) Coordinate with the Vice President as needed to address student issues concerning legal matters.

(5) Conduct one student survey on a quarterly basis to determine issues and type of desirable activities and report to the United Student Association and student body.

(6) Maintain a weekly outreach table scheduled specifically focusing on diversity and inclusion issues.

(7) Go to club meetings and support club activities, work with the Center for Equity, Inclusion and Diversity (CEID).

(8) The Officer will work cooperatively with Issues and Concerns Officer and have one-on-one weekly meeting regarding the projects you are working on.

2.15 Public Relations Officer

The Public Relations Officer's duties are to:

(1) Develop a marketing plan for the United Student Association including both print and Electronic format.

(2) Work with Student Life staff to update United Student Association website, Google apps, Instagram, Snapchat and Facebook on a regular basis.

(3) Support officers in distributing announcements and flyers of United Student Association events, activities, and programs.

(4) Work in conjunction with United Student Association and campus to facilitate mutual exposure in every way possible.

(5) Schedule weekly tabling/outreach on campus and ensure it is conducted.

(6) Take photos at all United Student Association events and post on our Facebook & website.

(7) Ensure the United Student Association's presence in campus-wide activities involving outreach (both on campus and off campus).

(8) Public Relations Officer will participate in extensive training directly related to marketing: Publisher, Digital Camera, Scrapbooking, Web Design, etc.

(9) Serve as recorder in absence of Secretary

(10) Announce on the social media and post notice sign on the door of the meeting room to notify students when the United Student Association weekly meeting is cancelled.

2.16 Treasurer

The Treasurer's duties are to:

(1) Responsible for the overall administration of the United Student Association budget, reporting on a weekly basis to the Executive Committee, the United Student Association, and United Student Association Advisor.

(2) Every two weeks prepares a report of amounts expensed and remaining (in dollars and percentages) for each line item on the budget.

(3) Serve as a member of the Services and Activities Fee Board and report back to Budget Committee and United Student Association regarding issues, topics, concerns regarding student fees.

(4) Serve as a member of the UT Fee Committee and report back to Budget Committee and United Student Association regarding issues, topics, concerns regarding student technology fees.

(5) Works directly with Student Life Secretary Staff to monitor the United Student Association inventory.

(6) Prices new supplies needed and ensure that the United Student Association budget can afford them, and submits order to Advisor.

(7) Serve as Chair to the Budget Committee, develops agenda, minutes. Meetings held Winter & Spring quarters.

(8) Maintain weekly spreadsheet of United Student Association expenses; monitor FMS.

(9) Give budget committee meetings minutes to the Secretary to post on the United Student Association bulletin board and website.

(10) Complete the financial sections and activity/program project list of the bi-weekly, quarterly and annual reports. These include the budget vs. actual expense report for each activity as well as the Year-to-Date Expense Summary report.

(11) Will serve as the Chair to the S&A fee board.

Section D – Miscellaneous

2.17 The United Student Association Advisor Role

(1) Meet weekly with the United Student Association President & Vice President.

(2) Provide initial training, on-going trainings and conference opportunities for the United Student Association officers.

(3) Supervise the United Student Association officers to complete projects and reports – goal development, event planning.

(4) Reserve rooms, vans, etc., meeting planning, elections, selections, Board of Trustees reports, legacy binders etc.

(5) Attend weekly United Student Association meetings to provide Advisor report and to provide guidance, conflict resolution.

(6) Meet as needed with the United Student Association officers to provide support.

(7) Meet with all United Student Association officers to review mid-quarter academic progress; communiqué with instructors.

(8) In cooperation with the United Student Association President, review quarterly evaluations.

(9) Approve all United Student Association E-time sheets.

(10) Work with Office Manager, re: ENSRCs, budget tracking, United Student Association minutes, Visa charges, etc.

(11) This position also handles: Leadership Development workshops, Phi Theta Kappa Advisor, student development transcript, Let's Do Lunch, Honor Roll Reception, and additional campus-wide committee work.

2.18 Removal from Office

(1) Failure to maintain the qualifications of office, as stated in these Bylaws, and within the Constitution; and shall constitute sufficient cause for sanctions imposed against a United Student Association officer, including suspension or cessation of any award, and up to removal from office. Any action on the part of the United Student Association to impose sanctions or remove any officer from their post will require a two-third (2/3) majority vote.

(2) Additionally, any of the following reasons may constitute just cause for removal at the discretion of the United Student Association Advisor or Dean of Student Life.

A. Missing two (2) or more United Student Association meetings in any quarter without having submitted in writing an acceptable reason for absence (email is acceptable) to the United Student Association Advisor and President (at least 24 hours prior to the meeting). An acceptable reason for absence includes, but is not limited to:

a) Illness, with absence from school,

b) death in the family,

c) Legal summons. In the event of an unforeseen need to miss a meeting, phone and if possible e-mail the Advisor and President as soon as possible of the absence and submit the reason in writing as soon as possible along with an explanation as to why the reason could not be submitted 24 hours in advance.

B. Gross negligence or serious misconduct in carrying out the duties of office, as defined within these the United Student Association Bylaws or Constitution.

C. A final determination of student misconduct by the Vice President of Student Services which results in disciplinary action under WAC 132F-121 (provided in training manual for reference).

(3) The United Student Association may place any officer on probation, either for any cause that is good cause for removal deemed to be in violation of officer good conduct standards as stipulated by the United Student Association Constitution and Bylaws, or after ten (10) days of absence from duty. A written report of any probation will promptly be presented to first the Executive Committee and then the entire United Student Association for further review.

(4) Before removal, a letter shall be mailed to the United Student Association officer at his/her current address and an email will be sent to the student. This letter shall state the alleged cause for removal and the date on which the matter will be brought to the Executive Committee & for recommendation to the United Student Association (not less than seven (7) calendar days after mailing). The officer shall be given a reasonable opportunity to respond to both the Executive & United Student Association. A sample letter is in United Student Association training manual for reference.

(5) Removal from office shall immediately terminate an officer's right to any corresponding award, stipend, or other form of monetary compensation for performance of one's duties within the United Student Association. Officers who have been removed from office are ineligible for appointment or candidacy to any S&A Fee funded position until the first day of the quarter following the quarter in which they were removed.

(6) Any officer placed on probation may undergo reduction and/or cessation of any award, stipend, or other form of monetary compensation for performance of one's duties within the United Student Association. Any recommendation of award reduction shall be presented to the United Student Association by the Executive Committee, in conjunction with the Advisor. An overview of violations must accompany any request for any award reduction, as well as any steps taken to bring said officer into compliance. Determination of any officer's duties shall be conducted by the United Student Association, in reference to this Constitution and the Bylaws. Any actions by the United Student Association to suspend, alter, or terminate any award or stipend must meet a two-third (2/3) majority approval.

Article 3: THE UNITED STUDENT ASSOCIATION MEETINGS

3.1 Meeting Publicity: United Student Association meeting schedule and decisions shall be publicized campus-wide using FB, Google apps, flyers and posters, enhancing communication and understanding between the many diverse organizations and groups on campus.

3.2 The Public Relations Officer shall be responsible for posting a calendar of United Student Association meetings to the United Student Association bulletin board(s), website and other available resources.

3.3 Meetings during academic year shall be held beginning the 2nd week of fall, winter and spring quarters. Meetings will not be held during finals week, vacations or breaks. A total of nine (9) Meetings per quarter must be held during the academic year. No official United Student Association meetings will be held during summer quarter.

3.4 Meeting Agendas-Information and materials pertinent to the agenda of all regular meetings of the United Student Association shall be provided to officers at the beginning of each meeting.

3.5 The order of the agenda governing all regular meetings of the United Student Association shall be determined by the Executive Committee. The order of the agenda may be changed by the President with the consent of the United Student Association officers present or at the request of the majority of officers present.

3.6 All meeting agendas and minutes shall be taken by the Secretary, and posted on-line and on the United Student Association bulletin board(s). There shall be one binder containing paper copies of the minutes in the United Student Association office. Electronic copies of the meeting minutes should be maintained by all officers of the United Student Association. All electronic documentation pertinent to United Student Association shall be kept on a backup flash drive to be kept in the office. This drive will then be backed up once a week on at least one other drive that will be kept by the United Student Association Advisor.

Correspondence from administrators, students, student clubs and organizations, individuals, other educational or community leaders shall be sent to the President of United Student Association and announced at the weekly United Student Association meeting.

3.7 Meetings may be cancelled by a two-thirds vote of the United Student Association at the previous meeting. Officers must receive written notification of said cancellation 24 hours prior to the regularly scheduled meeting.

3.8 Emergency/supplementary meetings may be called if two third (2/3) of the voting officers approve at a regular meeting, and/or called on twenty four (24) hour notice if 51% of voting officers approve in person or via e-mail.

3.9 The United Student Association shall make recommendations concerning student issues and concerns, college services, student services, to the SSC administration and President's

Cabinet. The United Student Association President shall make monthly reports to SCCD Board of Trustees.

3.10 Students are encouraged to attend the United Student Association meetings and speak to a particular issue or concern. They may not introduce motions or vote.

3.11 Students may petition the United Student Association for consideration of proposals relating to student issues, finances, programs, activities and/or projects. The petition will be considered on merit, without need of sponsorship by a United Student Association officer. A petition will require fifty (50) student signatures, with the last four (4) digits of their Student ID Number for verification. Names of the students will be verified with the registrar. Any person, wishing to present a petition for recognition by the United Student Association cabinet must: Present petition to the Executive Committee. Once approved, present petition to the United Student Association at their regular meeting

Article 4: COMMITTEES

Section A – Standing Committees of the United Student Association

4.1 Budget Committee

The Budget Committee consists of the Treasurer and two United Student Association executive officers.

- (1) Chaired by the United Student Association Treasurer
- (2) The United Student Association budget process will follow the policies and procedures established by SSCC and Seattle Community College District.
- (3) Bi-weekly meetings to review fund requests, expenditures, balances, coordinate the United Student Association annual budget request. A full expenditure report shall be provided to the United Student Association every two (2) weeks.
- (4) All information regarding Student Activities (S&A) Fees, revenue and expenditures shall be made available upon request.
- (5) Once per quarter, conduct an open meeting open meeting to provide an opportunity for comments and feedback from students and the campus community.
- (6) A copy of the United Student Association budget shall be provided to each officer upon taking office.
- (7) Request for Funds Process:
 - (a) Request for Funds forms concerning finance requests of less than \$250.00 may be approved by the United Student Association President, Vice President and the Advisor/evidenced by their three (3) signatures. Approval of such requests shall be reported at the next Budget Committee and United Student Association meetings. All expenditures utilizing Student Activities (S&A) Fees must be approved and signed by all parties as prescribed in the Constitution.
 - (b) Request for Funds forms concerning finance requests above \$250.00 and less than \$500.00 must be approved by a majority vote of the Budget Committee. Notice of approval must be presented at the next United Student Association meeting.
 - (c) Request for Funds forms concerning finance requests greater than \$500 must be in writing and approved by a majority vote of the United Student Association, following a favorable recommendation from the Budget Committee.
 - (d) Additional mid-year requests processed through the S&A Fee Board shall be presented by the United Student Association VP and President after United Student Association approval.

Section B – Ad-hoc Committees

4.2 General

Ad-hoc committees are temporary committees created and participated in by the officers of the United Student Association to obtain awareness, advocate for, and have input on issues pertaining to students.

4.3 Bylaws Committee

The Bylaws Committee is created to update the governing documents of the United Student Association. It is chaired by the United Student Association Vice President & Legislative Liaison. The Bylaws Committee coordinates the annual Constitution/Bylaws process every winter quarter in conjunction with the budget assessment allocation process.

4.4 Elections and Selections Committees

The Election and Selection Committees are created to ensure fair processes and consistent participation in election and selection of incoming officers. They are chaired by the United Student Association officers not seeking re-election to any United Student Association position. The Election Committee coordinates the annual election process every spring quarter. The Selection Committees coordinates any selection process for mid-quarter vacancies.

Section C – Campus-wide Committees

Campus-wide Committees are designed to ensure United Student Association involvement in issues/projects affecting the college in the short and long term, and to increase knowledge of the inner-workings of different departments on campus. United Student Association officers are assigned by Dean of Student Life to different campus committees such as:

- (a) Bookstore
- (b) College Council
- (c) Global District Committee
- (d) President's Committee on Diversity and Retention
- (e) Safety
- (f) Faculty Tenure Committee
- (g) UT Fee Committee
- (h) Bias Incident Response Support Team

Article 5 – ELECTIONS AND SELECTIONS

Section A – General, Election Process and Mid-term Vacancy

5.1 General

- (1) An election committee shall be assembled as stated in the Bylaws during Winter & Spring Quarters.
- (2) This committee shall administer all aspects of the elections process.
- (3) Campus-wide elections must adhere to these bylaws.
- (4) The Dean of Student Life and United Student Association Advisor shall be responsible for the timely completion of the elections and the monitoring of the ballot count.
- (5) An election handbook which contains application details, timelines, on-line election procedures, the grievance process and election campaign rules and regulations will be provided to applicants.
- (6) Incoming officers are expected to participate in student leadership training and position transition annually in the spring quarter.
- (7) If any positions are not filled or are suspended during the Spring quarter elections process, the process for mid-quarter vacancies will be enacted at a time to be determined by United Student Association officers during pre-fall training.
- (8) The United Student Association has the right to hire students as needed for specific projects as deemed necessary.

5.2 Election Process

(1) Students wishing to apply must attend a mandatory information session, and will then receive an application and information packet.

(2) The application and/or information packet will include all of the criteria to apply for each position, the duties of each position and the rules and expectations to campaign.

(3) The applications are due back by the deadline designated by the election committee.

(4) The applications will be reviewed by the committee to determine if the applicants meet all of the criteria of the positions for which they are applying.

(a) Those who do not meet the criteria will not be eligible to run for office and will be informed of the reasons for their ineligibility.

(b) Those who meet the criteria will be informed of their candidacy status and the next steps of the process.

(5) An interview will be conducted for each applicants and will determine eligibility to run for elections.

(6) The committee will announce the candidates to the campus community.

(7) The candidates must prepare for and attend a town-hall style forum hosted by the committee.

(8) Elections will take place online with the support of the United Student Association Advisor & campus Web Designer to design the on-line ballot

(9) The results will then be tabulated and reported to the candidates.

(10) The candidates will be expected to respond as to whether or not they accept the position within twenty-four (24) hours of being informed.

(11) The results will then be announced to the campus community.

5.3 Mid-term Vacancy (Fall/Winter S/elections).

(1) Vacancy Determination: The United Student Association shall determine if mid-term vacancies in any office will be filled. If an officer provides notice of resignation or if an officer is removed. That position will be offered to all South Seattle College students. The entire campus will be notified of the vacancy within 10 school days via the United Student Association website, Facebook, Instagram, Google apps, flyers, posters as deemed necessary by the United Student Association officers and Advisor.

(2) Midterm Vacancy Selection Process:

- a. The Selection Committee consisting of minimum: the United Student Association President, two officers and the Advisor.
- b. All applicants must attend a mandatory orientation and preliminary interview after submitting a complete application.
- c. Refer to Election handbook for specific application details.
- d. After application has been approved and applicant has attended mandatory orientation, applicants will be assigned an interview time.
- e. All applicants shall present themselves for an interview by the United Student Association Selection Committee.
- f. Interviews with specific questions prepared in advance, should be conducted in the same manner for each applicant. The Committee shall select the most qualified candidate.
- g. New member orientation shall be provided by the United Student Association President and Advisor. The mid-term vacancy selection takes place in Fall quarter.
- h. If there is a mid-term vacancy in the Spring quarter, that position would be appointed by the United Student Association team.

Section B – Criteria for Positions.

5.4 General

This section describes the qualifications for applicants to apply for all United Student Association positions excluding long-term volunteer membership.

- (1) Enrolled at minimum five (5) credits.
- (2) Maintain a 2.5 or above cumulative GPA at the time of application and during the entire term of employment.

5.5 President

To be eligible to apply for the position of President, a person must meet all the following requirements and be able to demonstrate proficiency in the following:

- (1) Be currently enrolled at minimum 5 credits and successfully completed minimum 5 credits.
- (2) Prior experience in an SSCC student leadership position (within the United Student Association, Student Life departments, divisions, clubs/organizations), or another two (2) or four (4) years college or university, or equivalent experience.
- (3) Previous experience leading meetings, facilitating decisions, chairing committee/group/team.
- (4) Previous experience with legislative affairs or issues is not required, but highly preferred.
- (5) Prior public speaking experience in large group settings.
- (6) Be able to process work on Microsoft Word, Excel and PowerPoint.

5.6 Vice President

To be eligible to apply for the position of Vice President, a person must meet all of the following requirements and be able to demonstrate proficiency in the following:

- (1) Be currently enrolled at minimum 5 credits and successfully completed minimum 5 credits.
- (2) General understanding of the Washington State Legislative process.
- (3) Prior public speaking experience.
- (4) Prior experience in a South Seattle College student leadership position (within the United Student Association, Student Life departments/divisions and/or official clubs/organizations), or another two (2) or four (4) years college, or equivalent experience.
- (5) Be able to process work on Microsoft Word, Excel and PowerPoint.
- (6) Previous experience with legislative affairs or issues is not required, but highly preferred.

5.7 Secretary

To be eligible to apply for this position, a person must meet all the following requirements and be able to demonstrate proficiency in the following:

- (1) Be currently enrolled at minimum 5 credits and successfully completed minimum 5 credits.
- (2) Able to process work on Microsoft Word, Excel and PowerPoint.
- (3) Prior office experience is highly preferred.

5.8 Sustainability Officer

To be eligible to apply for this position, a person must meet all the following requirements and be able to demonstrate proficiency in the following:

- (1) Be currently enrolled at minimum 5 credits and successfully completed minimum 5 credits.
- (2) Previous experience with event planning and organizing volunteers
- (3) Demonstrate organizational skills.
- (4) A wide range of volunteer experience, which includes, but is not limited to: working with diverse communities.
- (5) Prior leadership experience.
- (6) Networking and communication skills which includes but is not limited to: coordinating with other organizations and leaders. ‘
- (7) Driver's License is preferred.

5.9 Issues and Concerns Officer

To be eligible to apply for this position, a person must meet all the following requirements and be able to demonstrate proficiency in the following:

- (1) Be currently enrolled at minimum 5 credits and successfully completed minimum 5 credits
- (2) Prior public speaking experience.
- (3) Prior experience with planning and leading meetings and/or events.
- (4) Demonstrated organizational skills.

5.10 Diversity and Inclusion Officer

To be eligible to apply for this position, a person must meet all the following requirements and be able to demonstrate proficiency in the following:

- (1) Be currently enrolled at minimum 5 credits and successfully completed minimum 5 credits.
- (2) Prior public speaking experience.
- (3) Prior experience with planning and leading meetings and/or events.
- (4) Demonstrated organizational skills.
- (5) Prior advocacy experience regarding Diversity and Inclusion

5.11 Public Relations Officer

To be eligible to apply for this position, a person must meet all the following requirements and be able to demonstrate proficiency in the following:

- (1) Be currently enrolled at minimum 5 credits and successfully completed minimum 5 credits.
- (2) Be able perform design project with software, which includes but is not limited to: Adobe Photoshop, Adobe Firework, Adobe Illustrator, Painter, and Publisher.
- (3) Demonstrate graphic design skills.
- (4) Be able to process work efficiently in Excel. Have basic knowledge of Microsoft Word, and PowerPoint.
- (5) Experience of image handling (including editing, printing, etc.) is highly preferred.

5.12 Treasurer

To be eligible to apply for this position, a person must meet all the following requirements and be able to demonstrate proficiency in the following:

- (1) Be currently enrolled at minimum 5 credits and successfully completed minimum 5 credits
- (2) Be able to process work efficiently in Excel. Be familiar with Microsoft Word and PowerPoint.
- (3) Previous experience of financing or equivalent is highly preferred.

Article 6– LEADERSHIP TRAINING AND OUTREACH**6.1 Leadership training**

(1) The United Student Association officers must review and maintain their United Student Association manual provided by Student Life Staff.

(2) The Student Life Staff are responsible for providing updated training information and materials.

(3) Must read any articles or books provided to officers of the United Student Association as a part of the student government.

(4) Are required to attend the Statewide College Unions Student Programs (CUSP) Leadership Conference held the first week of September for all student government positions at the community colleges in Washington State. Depending on the United Student Association budgets, officers may also attend the annual Northwest Student Leadership Conference (NWSLC) held at Portland State University in Portland, Oregon. Officers are encouraged to attend the Washington State Multicultural Student Services Directors Council (MSSDC) Student of Color Conference held annually in April. United Student Association Advisor and the Dean of Diversity and Retention and Student Life must approve travel to any conference.

(5) Must participate in the annual United Student Association Student Leaders Retreat during Winter quarter.

(6) Must participate in the outgoing/incoming Student Leadership Training/Transition during May of each year.

(7) Must participate in pre-fall training: to be scheduled at least 2 weeks prior to the beginning of Fall quarter classes or during Summer quarter. General subjects to include: constitution/bylaws, parliamentary procedures, meeting facilitation, public speaking, communication skills, cultural sensitivity and diversity awareness, delegation, meeting facilitation, time management, campus resources, etc. Specialized subjects to include: program planning, graphic design and multimedia software, digital picture taking, food handlers training, etc.

(8) Must participate in ongoing leadership development training opportunities which will be held throughout the academic year

6.2 Outreach

All United Student Association officers are expected and required to:

(1) Conduct campus outreach at least 2 hours per week as a team: Tabling in the cafeteria, Clock tower Plaza, in front of bookstore or library, etc. Public Relations Officer is responsible for organizing the schedule. Issues and Concerns Officer is responsible for providing surveys. Secretary is responsible for setting up the marketing kit.

(2) Classroom visits are required. The United Student Association Advisor will coordinate with faculty.

(3) Participate in campus wide events and outreach including quarterly New Student Welcome, Annual Health Fair, quarterly club fair, Graduation, College Night, Annual Gifts of the Earth Foundation event, International Student Orientation, etc.

Article 7: AMENDMENT OF BYLAWS

The bylaws can be reviewed annually prior to elections and it may be amended by a two-thirds vote of the United Student Association Senate with 30 days written notice.

Amended March 2018

