COMMUNITY COLLEGE DISTRICT VIII
Bellevue College
Bellevue, Washington 98007
ASSOCIATED STUDENTS OF
BELLEVUE COLLEGE
BY-LAWS

ASBC Executive Board of Directors, ASBC Board of Directors, and ASBC Judicial Board may be officially referred to as the Associated Student Government (ASG).
Associated Students of Bellevue College may be officially referred to as the ASBC.
The Office of Student Legislative Affairs may be officially referred to as the OSLA

1.0 MEMBERSHIP

1.1. Purpose

The purpose of the Associated Student Government of Bellevue College Board of Directors is to act as the voice for the students of Bellevue College and ensure student participation in college governance, while being committed to building a pluralistic and diverse campus community.

1.2. Positions

As defined in Article V of the ASBC Constitution, the ASBC Board of Directors is comprised of the following elected students:
- ASG President
- ASG Vice President of Student Affairs and Pluralism
- ASG Vice President of Finance and Communication
- ASG Vice President of External Legislative Affairs
- (4) ASG Activities Representatives

1.2.1. ASG President

1.2.1.1. Authorities

1.2.1.1.1. The President shall serve as Chair of the ASG Board of Directors and Chair of the ASG Executive Board of Directors and in this capacity shall call and conduct the meetings of these Boards.

1.2.1.1.2. The President may delegate any duties that are deemed necessary to accomplish ASG goals and objectives.

1.2.1.2. Responsibilities

1.2.1.2.1. Shall provide leadership and shall oversee the management and direction of the ASG Board of Directors.
1.2.1.2.2. Shall be ultimately responsible for providing the yearly S&A budget proposal.

1.2.1.2.3. Shall act as Ambassador-in-Chief of the ASG Board of Directors.

1.2.1.2.4. Shall provide an agenda two (2) working days prior to the ASG Board of Directors meeting.

1.2.1.2.5. Shall be responsible for ensuring proper training of the ASG Board of Directors.

1.2.1.2.6. Shall act as Public Information Officer of the ASG Board of Directors.

1.2.2. ASBC Vice President of Student Affairs and Pluralism

1.2.2.1. Shall be the main student contact for issues pertaining to pluralism on campus.

1.2.2.2. Shall ensure student concerns are heard and will refer student grievances to the appropriate processes.

1.2.2.3. Shall promote awareness of matters relating to student affairs and pluralism on campus to the ASG of Bellevue College.

1.2.3. ASBC Vice President of Finance and Communication

1.2.3.1. Shall monitor ASG budget appropriations and expenditures.

1.2.3.2. Shall create, implement, and oversee the ASBC Board of Directors communication plan.

1.2.3.3. Shall maintain communication between the ASBC Executive Board of Directors and the Representatives.

1.2.4. ASBC Vice President of External Legislative

1.2.4.1. Shall monitor all activities of the OSLA

1.2.4.2. Shall be the main body of communication for all things related to external legislative affairs.

1.2.4.4.
Shall ensure that student legislative concerns are heard in all legislative affairs on campus and off campus in student activism groups Bellevue College cooperates with.

1.2.4.5. Shall maintain communication between the ASBC Executive Board of Directors and the OSLA

1.2.4.6. Shall promote awareness of matters relating to student legislative affairs on campus to the ASG of Bellevue College.

1.2.5. Representatives (4) The specific positions and general responsibilities shall be determined by the outgoing ASG Board of Directors prior to the beginning of the ASG election process.

1.3. **ASG Executive Board of Directors**

1.3.1. Purpose The purpose of the ASG Executive Board of Directors is to manage, direct, and monitor all activities and policies of the ASG.

1.3.2. Authority As defined in Article 4 Section 2 of the ASBC Constitution, the Executive Board of Directors shall have the authority to and be responsible for implementing all matters of legislation enacted by the ASG Board of Directors.

1.3.3. Membership The ASG Executive Board of Directors shall consist of:
- ASG President
- ASG Vice President of Student Affairs and Pluralism
- ASG Vice President of Finance and Communication
- ASG Vice President of External Legislative Affairs

1.4. **ASG Board of Directors**

1.4.1. Purpose The legislative power of the ASBC shall be vested in the Board of Directors who will serve to direct and regulate all activities and policies of the ASBC and enact measures for the general welfare of the ASBC.

1.4.2. Authority As defined in Article 5 Section 2 of the ASBC Constitution, All legislative power herein granted shall be vested in the Board of Directors of the Associated Students of Bellevue College. Such powers include the direction and regulation of all activities and policies of the Associated Students of Bellevue College and the enactment of measures for the general welfare of the Associated Students of Bellevue College. The Board of Directors shall be responsible for ensuring student membership on Bellevue College policy recommending councils and for determining the student membership on Activity Boards which allocate student funds for programs on campus.
1.4.2.1. Bills
Vested in the Associated Student Government Board of Directors shall be the power to enact policy and procedural bills so long as no conflict is created with the ASBC Constitution, ASBC By-Laws, and ASBC Financial Code. Applicability of such bills shall last no longer then one Associated Student Government term of office.

1.4.3. Membership
The ASG Board of Directors shall consist of:
- ASG President
- ASG Vice President of Equity and Pluralism
- ASG Vice President of Finance and Communication
- ASG Vice President of External Legislative Affairs
- ASG Four (4) Legislative Representatives

1.5. ASBC Judicial Board

1.5.1. Purpose
The judicial power of the ASBC shall be vested in one ASG Judicial Board who will serve to interpret and uphold the ASBC Constitution, ASBC Financial Code and ASBC By-laws.

1.5.2. Authority
As outlined in Article 6 Section 2 of the ASBC Constitution, the ASG Judicial Board shall have the authority to veto/suspend any act passed or procedure by the Board of Directors that appears to be in conflict with the ASBC By-laws, Constitution or policies and procedures that govern student rights. The Judicial Board shall have the authority to and be responsible for the charter of the ASBC clubs, organizations or associations.

1.5.2.1. Shall make judicial rulings on disputes involving policies, procedures and applicability of law. Judicial rulings shall follow the doctrine of Stare Decisis.

1.5.3. Membership
The ASG Judicial Board shall consist of:
- ASG Chief Justice
- ASG Justice of External Affairs
- ASG Justice of Internal Affairs

1.5.4. ASG Chief Justice

1.5.4.1. Authority

1.5.4.1.1. The ASG Chief Justice shall serve as Chair of the ASG Judicial Board and in this capacity shall call and conduct meetings of this Board.

1.5.4.1.2. The ASG Chief Justice may delegate to the ASG Associate Justices any duties that are deemed necessary.
1.5.4.2. Responsibilities:

1.5.4.2.1.
Shall provide leadership and shall oversee the management and direction of the ASG Judicial Board.

1.5.4.2.2.
Shall be responsible for establishing court procedures for the ASG Judicial Board.

1.5.4.2.3.
The ASG Chief Justice, or his/her designee, may act as Parliamentarian if requested.

1.5.4.2.4.
Shall be responsible for maintaining official records of ASG Board of Directors, ASG Executive Board of Directors, and ASG Judicial Board.

1.5.4.2.5.
Shall maintain communication between the ASBC Executive Board of Directors and the Judicial Board.

1.5.4.2.6.
Shall be responsible for ensuring compliance of ASBC By-Laws, ASBC Financial Code, ASBC Constitution, and ASBC Ethics Code by the ASG Board of Directors, ASG Executive Board of Directors, ASG Judicial Board, ASBC Clubs, ASBC Organizations, and ASBC Associations.

1.5.4.2.7.
Shall be the main ASBC contact for issues pertaining to student grievances.

1.5.5.
ASG Justices (2)
Shall assist the Chief Justice in any responsibilities deemed necessary.

1.6. Elections / Vacancies

1.6.1. Eligibility of Candidates
Any student wishing to run for a position in the ASG must complete and submit an application which will be provided by the ASG Judicial Board. The applicant must meet the following minimum requirements by the time that is listed on the application:

1.6.1.1.
2.7 BC college-level GPA or 2.7 quarterly BC college-level GPA for the two (2) previous consecutive quarters. The GPA requirement defaults to whichever is highest.

1.6.1.2.
Twelve (12) college-level credits within Bellevue College for an ASG Justice or ASG Representative Position and twenty-four (24) college-level credits within Bellevue College for an ASG Executive Board of Directors position or ASG Chief Justice. (If a student is on a reduced credit load as determined by BC administration, minimum requirement shall be the equivalent of one or two (respective to the positions) full time college level quarters.)

1.6.1.3.
Two (2) letters of recommendation from Bellevue College staff, faculty, or administration.
1.6.1.4. Exceptions to the Eligibility of Candidates
If the candidate has not accumulated sufficient college level credits and/or does not meet the minimum GPA requirement at the time of application, then the candidate must meet one of two criteria

1.6.1.4.1. If both GPA and Credit Load are below minimum requirements then the candidate must have an Education Plan signed by an Academic Advisor that will show that the student is projected to meet minimum requirements at the end of Spring Quarter or have extenuating circumstances that must be presented and approved by the Assistant Dean of Student Programs.

1.6.1.4.2. If accumulated college level credits are below minimum requirements, then the student must be currently enrolled in sufficient credits to meet minimum requirements at the end of Spring Quarter or have extenuating circumstances that must be presented and approved by the Assistant Dean of Student Programs.

1.6.1.4.3. If the candidate has a GPA below the BC college-level GPA or 2.7 quarterly BC college-level GPA for the two (2) previous consecutive quarters, they must have an Educational Plan signed by an Academic Advisor that will show that the student is projected to meet minimum requirements at the end of Spring Quarter and have the Educational Plan presented and approved by the Assistant Dean of Student Programs and/or the Designated Advisor of the Associated Student Government.

1.6.2. Election Committee

1.6.2.1. Purpose:
The Election Committee oversees the ASG Elections, gives a verdict on appeals against the election process and shall carry out the selection for any ASG vacancy.

1.6.2.2. Authority:
The Election Committee has the authority to interpret election bylaws and campaign rules to pass judgment on appeals up to the disqualification of election candidates, pending appeal; they also give verdicts on appeals against the election process.

1.6.2.3. Responsibilities
The Election Committee will verify the eligibility of candidates and ratify the candidate pool. They may take actions including issuing official warnings and/or disqualifications. And they will hear appeals filed against the election process and make the final decision. They also declare a candidate an ASG Officer Elect.

1.6.2.3.1. Filling a vacancy for duration of term.
The Election Committee shall conduct interviews, and select a candidate.

1.6.2.3.1.1. The selected candidate must be confirmed by a simple majority of the ASG Board of Directors and by the Assistant Dean of Student Programs.
If selected candidate is rejected by either the Board of Directors or the Assistant Dean of Student Programs, an alternate applicant may be recommended or the process may be reopened as determined by the Election Committee.

1.6.2.4. Membership:

1.6.2.4.1. The Election Committee shall consist of:

- Assistant Dean of Student Programs or designee (chair)
- One (1) BC staff or faculty for a vacancy, Two (2) BC college staff or faculty for elections.
- ASG President or designee
- Chief Justice or designee
- One (1) BC student at large appointed by the Assistant Dean of Student Programs

1.6.2.4.1.1. BC college staff or faculty shall be appointed by the ASG President with the ratification of the ASG Board of Directors.

1.6.2.4.2. The Election Committee membership shall consist of persons whose presence on the committee does not constitute a conflict of interest as decided by the ASG President and Assistant Dean of Student Programs.

1.6.2.4.3. The Election Committee shall be selected and have met prior to the application deadline.

1.6.3. Judicial Board's Involvement in the Election Process

1.6.3.1. Purpose
The purpose of the ASG Judicial Board's involvement in the election/vacancies is to create, manage, and review the ASG Elections/hiring and enforce applicable laws and rules.

1.6.3.2. Authority
The ASG Judicial Board has the authority to issue warning, enforce all election by-laws and campaign rules up to a recommendation for disqualification and make final decisions regarding appeals made against actions taken by the Election Committee.

1.6.3.3. Responsibilities
The ASG Judicial Board's responsibilities include, but are not limited to, shall announce any ASG Officer open position, tasks such as creating the election/hiring timeline, providing applications and announcing the election/hiring results.

1.6.3.4. Membership

1.6.3.4.1. Members
ASG Chief Justice (Chairperson)
ASG Associate External Affairs
ASG Associate Internal Affairs

1.6.3.4.2. In case of vacancy
In the case of an ASG Judicial Board member pursuing candidacy, a replacement shall be appointed by the ASG President from the ASG Board of Directors.

1.6.4. Campaign

1.6.4.1. Campaigning Rules

1.6.4.1.1. A candidate must attend an orientation session prior to campaigning.

1.6.4.1.2. Candidates may begin campaigning following the final orientation meeting.

1.6.4.1.3. A candidate or affiliate shall not attempt to coerce or petition a student who is actively submitting a ballot.

1.6.4.1.4. No voting shall occur in the immediate presence of a candidate or affiliate.

1.6.4.1.5. No candidate or affiliate shall solicit a vote with any personal electronic devices.

1.6.4.1.6. Posters, pamphlets, handouts, and all other campaign material must be approved by Student Programs and be used in accordance with the Student Programs posting policies.

1.6.4.1.7. The ASG Executive Board of Directors, ASG Board of Directors, and ASG Judicial Board will not supply free campaign materials to candidates.

1.6.4.1.8. Campaign expenditures shall not exceed $100 US per candidate. Proof of expenditures must be submitted ten days after election results have been announced.

1.6.4.1.9. A group shall be considered a collection of students seeking elected student government positions.

1.6.4.1.10. A volunteer shall be considered a registered student taking an active role in the election process.

1.6.4.1.11. Any candidates wishing to form a group must register their group with the ASG Judicial Board.

1.6.4.1.12. Any campaign manager or volunteers wishing to represent a candidate or group must register with the Judicial Board prior to campaigning.
1.6.4.1.13. If a group concludes that a candidate is no longer representative of their vision, said group must inform the candidate of their removal and submit in writing to the ASG Judicial Board that said candidate is no longer affiliated with their campaign.

1.6.4.1.14. If a campaign manager or volunteer is no longer a representative of the vision of the group or candidate they are registered to say, group or candidate must inform volunteer or manager of their removal and submit in writing to the Judicial Board that volunteer or manager is no longer affiliated with their campaign.

1.6.4.1.15. All actions taken by a candidate in a group is representative to all members of said group unless otherwise determined by the ASG Judicial Board or Election Committee.

1.6.4.1.16. All candidates and groups are liable for the actions of any volunteers or campaign manager registered to their campaign.

1.6.4.1.17. All actions taken by an unregistered volunteer shall be subject to interpretation by the Judicial Board and Election committee and will be within limits of their authority.

1.6.4.1.18. Candidates shall not actively staff ASBC polling stations or anything that can be construed as a polling station. However nothing in this section shall be construed as to infringe a candidate's voting rights.

1.6.5. Violations consist of:

1.6.5.1. Not abiding by campaign rules; see “1.6.4.1. Campaign Rules” of the ASBC By-Laws.”

1.6.5.2. Interfering with the election process as determined by the ASG Judicial Board and ASG Election Committee.

1.6.5.3. Missing a campaign orientation meeting or abiding by rules stipulated in a campaign orientation meeting.

1.6.6. Election Results

1.6.6.1. A candidate in an ASG election is considered the victor based on receiving the majority of "yes” votes cast per position. For unopposed positions there must be yes/no voting options. If an unopposed candidate does not receive the majority of “yes” votes cast, they are ineligible to apply for that same position for the remainder of that term of office.

1.6.6.2. In the case of a tie, there shall be one week of additional voting for the tying candidates.
1.6.7. Appeals

1.6.7.1. Against the Election Process
Any student/applicant/candidate may appeal the election process up until five (5) business days after the election results have been certified.

1.6.7.1.1. The appeal must be submitted in writing to the Chair of the Election Committee.

1.6.7.1.2. The Election Committee will hold a public hearing with both the ASG Judicial Board and the appellant no later than five (5) business days after the submittal of an appeal. The meeting can be conducted in private at the written request of the appellant.

1.6.7.1.3. A decision shall be issued by the Election Committee no later than two (2) business days after the public hearing.

1.6.7.2. Against the Election Committee
Any student/applicant/candidate may appeal a decision made by the Election Committee no later than five (5) business days after the decision has been publicly announced.

1.6.7.2.1. The appeal must be submitted in writing to the ASG Chief Justice.

1.6.7.2.2. The ASG Judicial Board will hold a public hearing with both the Election Committee and the appellant, no later than five (5) business days after the submittal of an appeal. The meeting can be conducted in private at the written request of the appellant.

1.6.7.2.3. A decision shall be issued by the ASBC Judicial Board no later than two (2) business days after the public hearing.

1.6.7.3. Against the Election Results
Any candidate may appeal the election results no later than five (5) business days after the election results are certified.

1.6.7.3.1. The appeal must be submitted in writing to the Election Committee chair.

1.6.7.3.2. The Election Committee shall hold a public hearing no later than five (5) business days after the submittal of an appeal.

1.6.7.3.3. A decision shall be issued by the Election Committee no later than two (2) business days after the public hearing.

1.6.7.4. Against a campaign
Any student, applicant, and/or candidate may appeal election violations up until five (5) business days after the election results have been certified.
1.6.7.4.1. The appeal must be submitted in writing to the Chair of the Election Committee.

1.6.7.4.2. The Election Committee will hold a public hearing with both the ASG Judicial Board and the appellant no later than five (5) business days after the submittal of an appeal. The meeting can be conducted in private at the written request of the appellant.

1.6.7.4.3. A decision shall be issued by the Election Committee no later than two (2) business days after the public hearing.

1.6.8. Temporarily filling open positions

1.6.8.1. In the case of a Presidential vacancy, the position will be filled on an interim basis by one of the two Vice Presidents.

1.6.8.1.1. The ASG Chief Justice will chair a special meeting of the Board of Directors for the purpose of filling the position, on an interim basis, and vote only in case of a tie.

1.6.8.2. In the case of a Chief Justice vacancy, the ASG Board of Directors shall select one of the two Associate Justices to fill the position in the interim.

1.6.8.3. The ASG Executive Board may fill any other ASG open position on an interim basis with any ASBC student-at-large.

1.7. Training

1.7.1. After the completion of the elections, the ASG officers elect shall be trained by the outgoing ASG officers.

1.7.2. The outgoing ASBC Executive Directors with the Advisor shall plan a summer training orientation workshop for the newly-elected members taking office July 1st.

2.0 MEETINGS

2.1 Membership and Attendance

2.1.1. Members of ASG Boards/Committees shall be allowed no more than three (3) unexcused absences per ASG Board/Committee per term.
2.1.2. Requests to be excused from an ASG Board/Committee meeting shall be submitted in writing to the Chairperson at least twenty-four (24) hours prior to the meeting or within five (5) business days following the meeting.

2.1.3. Upon receiving such a request, the Chairperson shall inform the ASG Board/Committee whether members not present are excused by the next scheduled meeting.

2.1.4. An ASG Board/Committee member whose absence was not excused may appeal the Chair’s ruling to the ASG Board/Committee at the next meeting. The ASG Board/Committee may overrule the Chair’s decision by a simple majority vote.

2.1.5. The Chairperson of any ASG Board/Committee may recommend to the ASG Board of Directors the removal of any member from that ASG Board/Committee who has accumulated more than three (3) unexcused absences.

2.1.6. The ASG Judicial Board may mandate any ASG Board/Committee to keep written minutes of the meetings and provide an agenda to all ASG Board/Committee members two (2) working days prior to the meeting.

2.2. ASG Board of Directors Meeting

2.2.1. As defined in Article V of the ASBC Constitution, the ASG Board of Directors is comprised of the following:
- ASG President (Chair)
- ASG Vice President of Student Affairs and Pluralism
- ASG Vice President of Finance and Communications
- ASG Vice President of External Legislative Affairs
- Four (4) ASG Representatives

2.2.2. The ASG Chief Justice, or his/her designee, is required to attend all meetings of the ASG Board of Directors.

2.2.3. The ASG Board of Directors shall not deliberate without quorum. To have quorum, two-thirds (2/3) of the voting members must be present or have previously submitted their voting position to the ASBC Board of Directors Chairperson.
2.2.4. The ASG Board of Directors shall meet weekly and follow Chapter 42.30 of the Revised Code of Washington.

2.2.5. Any ASG Board member who is excused from attendance of an ASG official meeting, and wishes to vote on action items that appear on the meeting’s agenda may do so by putting into writing the following: their voting position on the meeting action items, a signature and a date. The proxy or absentee voting document must be turned in to and approved by the ASBC Board of Directors Chairperson prior to the scheduled meeting time.

2.2.6. Any Member of the ASG Board of Directors may request a special meeting by submitting a written request to the Chairperson outlining the need for the special meeting.

2.2.6.1. The ASG Board of Directors Chairperson, on receiving such a request, must respond within two (2) business days by:
- Scheduling a meeting
- Putting in writing the reasons for not calling the meeting to the ASG Executive Board of Directors

2.2.6.2. The ASG Executive Board of Directors must respond to the requester within one (1) business day either by upholding the Chairperson’s decision or calling a special meeting of the ASG Board of Directors.

2.2.7. The ASG Executive Board of Directors has the right to overrule with a majority vote.

2.3. **ASG Executive Board of Directors Meeting**

2.3.1. As defined in Article IV of the ASBC Constitution, the ASG Executive Board of Directors is comprised of the following:
- ASG President (Chair)
- ASG Vice President of Student Affairs and Pluralism
- ASG Vice President of Finance
- ASG Vice President of External Legislative Affairs

2.3.2. The ASG Chief Justice, or his/her designee, must attend all meetings of the ASG Executive Board of Directors.
3.0 COMMITTEES

3.1 Committee Formation

3.1.1. Committee Formation
The ASG Executive Board of Directors, ASG Board of Directors, and ASG Judicial Board may commission or decommission any board, committee, or organization.

3.1.2. Committee Reporting
All ASG boards, committees, or organizations shall report to their respective commissioning board.

3.1.3. Commissioning Approval
Any respective commissioning board must annually approve the Operating Policy, Guiding Principles, Purpose, Vision, Mission, and or Goals of any committee that recommends the allocation of student fees or funds.

3.1.4. Student Funds Allocation
No Student funds or fees may be allocated without a simple majority approval of the ASG Board of Directors and the approval of the Assistant Dean of Student programs or his designee.

3.2 ASG Constitution/By-Law Review Committee

3.2.1. Purpose
The ASG Constitution/By-Law Review Committee is to review requested changes to these documents and to make recommendations to the ASG Board of Directors and/or College District VIII Board of Trustees.

3.2.2. Membership
- ASG Chief Justice (Chair)
- ASG Justice for External Affairs
- ASG Justice for Internal Affairs
- ASG Board of Directors Representative
- Two Associated Student of Bellevue College

3.2.3. Responsibilities

3.2.3.1. Responsibilities
This committee will be responsible for:
- Reviewing the effectiveness of ASBC By-laws execution in all ASBC activities (keeping track of)
- Proposing needed changes in these documents to the ASG Board of Directors.

3.2.3.2. Meetings
Meetings shall be scheduled as needed and at the discretion of the chairperson.
3.3. Services and Activities Fee Budget (S&A) Committee

3.3.1. Purpose
The Service and Activities Fee Budget Committee is to evaluate existing programs, propose program priorities and budget levels, adjust budget requests to the yearly budget allocation, and make official budget recommendations to the ASG Board of Directors.

3.3.2. Membership
As defined in Article 7 Section 1 of the ASBC Constitution, the committee shall be comprised of:
- ASG VP of Finance and Communication (Chair)
- ASG President
- Two (2) students at large, appointed by the ASG Executive Board of Directors
- One (1) each from the classified staff, faculty and administration

3.3.3.
The Service and Activities Fee Budget Committee is governed by the ASBC Financial Code.

3.4. ASBC Legislative Process
3.4.1. Office of Student Legislative Affairs
3.4.1.1. Purpose:
The Purpose of the Office Student Legislative Affairs is to advocate and lobby on behalf of the ASBC in the local, state, and federal governance as an extension of the Associated Student Government.

3.4.1.2. Authority:
The Office of Student Legislative Affairs has the authority to use S&A funds allocated to them for advocacy activity provided they comply with Public Disclosure Act (chapter 42.17 RCW).

3.4.1.3.
The Office of Student Legislative Affairs has the authority to interpret and implement the ASBC Legislative Agenda and Guiding Principles. The ASG Executive Board of Directors delegates to the Executive Director of Legislative Affairs the powers, duties, and authority necessary to carry out the administration and operation of the Office of Student Legislative Affairs.

3.4.1.4. ASG Oversight:
The ASG Board of Directors, particularly the Vice President of External Legislative Affairs, shall:
- Annually approve the Legislative Agenda and Guiding Principles.
- Upon the Executive Board of Directors recommendation, may discipline the Vice President of External Legislative Affairs, the Political Director, and Community Relations Coordinator by a simple majority vote during executive session.
- Annually approve the Vision, Mission, and Goals.
- Approve the Job Descriptions, including, but not limited to:
  - Title
  - Job Summary
  - Primary Responsibilities and Essential Job Functions
  - Minimum Qualifications
  - Desirable Qualifications
  - Core Competences

The ASG Executive Board of Directors shall:
• Approve the OSLA Policy and Procedures Manual
• The Executive Board of Directors shall use the OSLA Progressive Discipline Policy to recommend to the Board of Directors disciplinary action on the Vice President of External Legislative Affairs.

3.4.1.5. Membership:
• Associated Student Government Vice President of External Legislative Affairs
• Political Director
• Community Relations Coordinator
• Staff and Volunteers (e.g., legislative liaison interns)

3.4.1.6. Responsibilities:
3.4.1.6.1.
Recommend a draft ASBC Legislative Agenda and OSLA Guiding Principles to the ASG Board of Directors for approval.

3.4.1.6.2.
Solicit and document feedback from at least 1.5% of the of the student headcount, prior to submitting a draft ASBC Legislative Agenda and Guiding Principles to the ASG Executive Board of Directors for approval to ensure that these documents properly reflect student interest. For the purpose of this section, headcount are those students who are registered students during the creation of the ASBC Legislative Agenda and Guiding Principles.

3.4.1.6.3.
Advocate on issues that directly and materially relate to college business.

3.4.1.6.4.
Hold one (1) mandatory open public hearing per quarter for current Bellevue College Students to provide input additional to the student survey to refine the ASBC Legislative Agenda and Guiding Principles. These hearings shall be conducted in a manner to allow for the presentation of a broad spectrum of ideas.

3.4.1.7. Membership Selection and Criteria:
3.4.1.7.1.
As a member of the ASG Board of Directors, the Vice President of External Legislative Affairs will be elected through normal means.

3.4.1.7.2
The remainder of hired OSLA positions shall be hired by the outgoing Vice President of External Legislative Affairs, OSLA Political Director or OSLA Community Relations Coordinator, one Judicial Board representative and the ASG President. This committee must receive ratification from the ASG Board of Directors before hiring is completed.

3.4.1.7.3
The Judicial Board has the power to cease the hiring process when an applicable law, by-law, policy and or procedure have been violated.

3.4.1.8. Requirements and Discipline:
3.4.1.8.1.
All OSLA members shall comply with the ASBC By-Laws, ASBC Constitution, ASBC Ethics Code, and ASBC Financial Code. The ASG Judicial Board may recommend to the ASG Board of Directors, any necessary discipline, as outlined in 3.4.1.4. if they have reasonable evidence that any member of the Office of Student Legislative Affairs violates this section.

3.4.1.8.2.
The Office of Student Legislative Affairs shall use the OSLA Progressive Discipline Policy to implement any discipline on Staff and Volunteers with consultation of the ASG Judicial Board.

4.0 Student Led Organizations
4.1. Clubs

4.1.1. An ASBC Club is a chartered ASBC group of students that may receive funding support from the ASG but do not receive annual funding from the S&A fee.

4.1.2. Purpose
The purpose of an ASBC Club is to support Bellevue College Office of Student Program’s mission of promoting student success by enriching student life through leadership opportunities, personal learning, educational opportunities, and cultural experiences.

4.1.3. Chartering Procedure

4.1.3.1. All clubs must complete and turn in the Club Chartering or Club Re-Chartering application to the Student Program Front Desk via e-mail as explained on the ASG website.

4.1.3.2. A club must maintain 5 BC current students and a BC faculty or staff advisor.

4.1.3.3. A previously chartered club must renew their charter annually to be recognized as a re-charter. All club charters expire at the end of each fiscal year (June 30th).

4.1.3.4. ASG will not charter any club whose purpose is active participation in contact and gun sports such as but not limited to: target shooting, football, rugby, wrestling, martial arts, boxing, etc.

4.1.4. Responsibilities

4.1.4.1. Adhering to the ASG & Student Clubs and Organizations’ Code of Ethics

4.1.4.1.1. An ASBC chartered club must be open to all students

4.1.4.1.2. An ASBC chartered club must not discriminate on any basis. This includes: race, creed, color, national origin, sex, religion, sexual orientation, marital status, physical sensory or mental disability, age or veteran status

4.1.4.1.3. An ASBC Chartered Club shall not present any imminent danger; promote any act of violence, or disrupt any ASBC activity or college facility.

4.1.4.2.
All ASBC Clubs/Programs are required to abide by ASBC Club Chartering Procedures, ASBC Constitution, ASBC By-Laws, ASBC Financial Code, BC policies and regulations, College District VII policies and regulations, and state and federal laws.

4.1.4.3. All Bellevue College clubs must report their meeting times whenever the time and/or location changes to the ASG Judicial Board, failure to do so will result in revocation of club charter.

4.1.4.4. It is mandatory for the chartered clubs to attend Club Caucus that is hosted by ASG.

4.1.4.4.1. At least one representative of a club must state their presence at Club Caucus to an ASG Officer

4.2. Student Led Programs

4.2.1. An ASBC Student Led Program is an independent entity which is led and organized by students for students and is allocated yearly funding from the Student and Activities Fee.

4.2.2. Purpose
The purpose of an ASBC Student Led Program is to support BC Student Program's mission of promoting student success by enriching student life through leadership opportunities, personal learning and cultural experiences.

4.2.2.1. A student led program provides support to student clubs and activities on campus that in line with the purpose, mission, and goals of the student led program, whether it be through funding, planning, or any method deemed appropriate by the student led program

4.2.3. Student Led Program Chartering

4.2.3.1. Any ASBC Club may apply to become a student led program by acquiring and filling out the application form from the Assistant Dean of Student Programs

4.2.3.2. The application shall be reviewed by an advisory committee brought together by the Assistant Dean of Student Programs with membership as follows:
- Dean of Student Programs or representative (chair)
- ASG Justice of External Affairs
- ASG Campus Life and Events Representative
- One (1) student-at-large

4.2.3.3. The committee and or the Assistant Dean of Student Programs will make its decision and inform the ASBC club once the decision is made
4.2.4. Responsibilities

4.2.4.1. Adhering to the ASG & Student Clubs and Organizations’ Code of Ethics

4.2.4.1.1. An ASBC student led program must be open to all students

4.2.4.1.2. An ASBC student led program must not discriminate on any basis. This includes: race, creed, color, national origin, sex, religion, sexual orientation, marital status, physical sensory or mental disability, age or veteran status

4.2.4.1.3. An ASBC student led program shall not present any imminent danger; promote any act of violence, or disrupt any ASBC activity or college facility.

4.2.4.2. All ASBC student led program are required to abide ASBC Constitution, ASBC By-Laws, ASBC Financial Code, BC policies and regulations, College District VII policies and regulations, and state and federal laws.

4.2.4.3. All Bellevue College clubs must report their meeting times whenever the time and/or location changes to the ASG Judicial Board.

4.3. Funding

4.3.1. ASG Funding Requests

4.3.1.1. All ASBC chartered clubs and student led programs seeking funding must complete and submit the proper form 48 hours prior to the next regularly scheduled ASB Board of Director’s meeting.

4.3.1.2. All ASBC chartered clubs and student led programs presenting a funding request must have a representative present at the ASBC board meeting. If they are not present at the first meeting, then the funding request will be tabled and at the following meeting if they are not present then the funding request will be voted upon.

4.3.1.3. Within 15 business days of utilizing allotted funds a club or student led program will be required to give a written and/or verbal presentation, as determined by the ASG Board of Directors.

4.3.2. Fundraising

4.3.2.1. 
ASBC chartered Clubs and Student Led Programs must complete and submit a Fundraising Authorization Form, to be approved by the Director of Student Programs, before raising any funds for the club.

4.3.3. Allocated funds, excluding revenue raise by the club or student led program (which will rollover each year), will revert to the ASBC account from which it came at the end of the fiscal year, June 30 or after being inactive for at least one quarter after receiving funds.

4.3.4. The ASG Vice President of Finance and Communication, with approval from the Director of Student Programs, may allot emergency funding at his/her discretion to be reviewed during the next ASG Board of Directors meeting.

4.3.5. ASBC chartered clubs and student led programs shall not hold any type of off-campus bank account.

4.3.6. ASBC chartered clubs and student led programs shall not purchase alcoholic beverages with ASBC allocated funds.

4.3.7. No individual member of a club or student led program shall personally profit from any activity affiliated with the club or use approved, budgeted ASBC funds for any expenses unrelated to the ASBC allocation, nor solicits funds for personal use from club or program members.

4.4. ASBC Club/ Student Led Program Violations

4.4.1. Any ASBC chartered club/student led program found in violation of, ASBC Constitution, ASBC By-Laws, ASBC Financial Code, ASBC Code of Ethics, College District VII policies and regulations, State and Federal law shall be referred to the ASG Judicial Board for a hearing. The ASG Judicial Board may issue any of the following written decisions:

4.4.1.1. Official Warning

4.4.1.2. Probation (up to one quarter)

4.4.1.3. Revocation, withholding, or freezing of ASBC club/student led program assets and funds

4.4.1.4. Revocation or withholding of club charter renewal
4.4.2.  
After receiving an Official Warning a club or student led program must meet with the Club/student led program advisor, ASBC club or student led program Representative, and the ASG Judicial Board to develop an action plan to address the issue(s). If the issue is not resolved then further action shall be taken by the Judicial Board.

4.4.3.  
After receiving Probation an ASBC club/student led program:

4.4.3.1.  
Must first meet with the Assistant Dean of Student Programs, club or student led program Advisor, ASBC club or student led program Representative and ASG Judicial Board to develop an action plan to address the issue(s).

4.4.3.2.  
Must meet monthly with the ASG Judicial Board to ensure the implementation of the action plan

4.4.3.3.  
May have all club or student led program assets frozen

4.4.3.4.  
At the end of the probation period the ASG Judicial Board shall either;

4.4.3.4.1.  
Reinstate the club or student led program to their full position

4.4.3.4.2.  
Revoke their club or student led program charter

5.0  QUALIFICATIONS AND REMOVALS

5.1.  Qualifications of ASG Executive Board of Directors, ASG Board of Directors and ASG Judicial Board While in Office

5.1.1.  
All ASG officers must maintain a minimum 2.7 BC college-level GPA or 2.7 quarterly BC college-level GPA for the two (2) previous consecutive quarters. The GPA requirement defaults to whichever is highest.

5.1.2.  
All ASG officers must be enrolled in at least five (5) BC credits quarterly excluding summer quarter.

5.1.3.  
All ASG officers must be a BC Student, as defined by the Student Code of Conduct, for the duration of their term, excluding summer quarter.

5.1.4.  
The Assistant Dean of Student Programs may verify the ASG officers GPA quarterly. If an ASG officer's GPA falls below the academic requirements of 2.7 he/she will immediately forfeit
their position. If an ASG officer ceases to be a Bellevue College Student in any quarter excluding summer quarter he/she must immediately forfeit their position. Any exception such as hardship withdrawal, academic grievance or any other extenuating circumstances must be explained to and approved by the Assistant Dean of Student Programs and is contingent upon the result of hardship withdrawal, academic grievance or other conditions stipulated by the Assistant Dean of Student Programs.

5.1.5. ASG Officers may not be an Officer in any BC Club or Program

5.1.6. ASG officers and Student Programs Student employees are to be held to the same standard as college Employees and shall be subject to the same recourse as college employees.

5.2. Removals

5.2.1. Elected and appointed officials may be removed from the ASG Executive Board of Directors, ASG Board of Directors, ASBC Legislative Committee and ASG Judicial Board for dereliction of duty. Dereliction of duty may be defined as, but not restricted to the following at the discretion of the ASG Executive Board of Directors:

5.2.1.1. Three (3) unexcused absences from officially scheduled ASG Board of Directors meetings per term. Three (3) unexcused absences will result in a probationary period being applied to the individual.

5.2.1.2. Not being representative of students.

5.2.1.3. No confidence that the member is able to perform their duties as expected, such as:

5.2.1.3.1. Meeting deadlines;

5.2.1.3.2. Working collaboratively as a team;

5.2.1.3.3. Following through on assigned tasks;

5.2.1.3.4. Maintaining office hours;

5.2.1.3.5. Attending required meetings and/or training sessions, including retreats

5.2.2. Any Bellevue College student may submit a formal, written complaint to the ASG Chief
Justice, stating specifically how the board member is not meeting performance or job expectations. The ASG Chief Justice will present the complaint to the ASG Executive Board of Directors. If the complaint concerns the ASG Chief Justice, then the formal complaint shall be submitted in writing to one of the ASG Associate Justices, who will present the complaint to the ASG Executive Board of Directors. The ASG Executive Board of Directors will meet with the board member in question and the student issuing the complaint to hear both perspectives. If the board member in question is one of the ASG Executive Board of Directors, the person will not be allowed to oversee or participate in official functions regarding their own review.

5.2.2.1.
The ASG Executive Board of Directors will send a formal letter to the board member in question three (3) days after the executive meeting. The formal letter must include the following:

5.2.2.1.1.
An explanation of the action(s) made by the board member in question

5.2.2.1.2.
The decision of the ASG Executive Board of Directors to issue a warning, a probationary period, or a dismissal of complaint to the board member in question

5.2.2.2.
If the board member receives probation, the ASG Executive Board of Directors will assign measurable criteria’s to the board member which s/he will have to finish them within the probationary period. Probation status of an ASBC member is to be kept confidential among the ASG Executive Board of Directors.

5.2.2.3.
After the probation period, the Judicial Board will send out a formal letter to the ASG Executive Board of Directors as well as the board member in question informing them, with a specific date and time at least two days prior to the probationary review to discuss the probationary period.
During the probationary review, the ASG Executive Board of Directors will reconvene with the board member in question to review the concerns and make a decision concerning a:

5.2.2.3.1.
Dismissal of probation period, at which time the board member will be reinstated to the original status and must perform all duties expected

5.2.2.3.2.
Recommendation of a vote of "confidence" to the ASG Board of Directors at the next official ASG board meeting.

5.3. Vote of “Confidence”

5.3.1.
A vote of “confidence” may be recommended by any student for a lack of confidence in an ASG officer performing their duties as expected, such as:
5.3.1.1. Meeting deadlines

5.3.1.2. Working collaboratively as a team

5.3.1.3. Following through on assigned tasks

5.3.1.4. Maintaining office hours

5.3.1.5. Attending required meetings and/or training sessions, including retreats.

5.3.1.6. Duties and responsibilities as stated in the ASBC by-laws

5.3.1.7. Being representative of students

5.3.1.8. Meeting qualifications stated in the ASBC By-Laws

5.3.2. After a vote of “confidence” is called, a special ASG Executive Board of Directors meeting will be held. At this meeting, a decision will be made for the officer in question and should a majority vote be reached, and the matter will be presented to the ASG Board of Directors.

5.3.2.1. Prior to the ASG Executive Board of Directors meeting, the student officer along with the advisor will be informed about the matter by the ASG President.

5.3.2.2. Any currently registered student at Bellevue College, may call a vote of “confidence” provided he/she has a reasonable amount of written proof that the student officer in question has been continually failing to fulfill his/her duties.

5.3.2.3. The ASG Board of Directors including the ASG Judicial Board will take a vote of "confidence" regarding the board member, who may not have a vote. The ASG Board of Directors may only dismiss the member for “no confidence” with a two thirds (2/3) vote of the present voting members, excluding the ASG President who will act as a tie breaker.

5.3.2.4. If the vote of “confidence” fails, the ASG Executive Board of Directors can rule and create their own response to the board member by giving the officer in question an extended probationary status, or reinstating the board member to his/her original status.
5.3.2.5.  
After the end of the probation period and after the board member’s status is reinstated, the individual must perform all duties expected. If they do not, a vote of “confidence” will be imposed at the next board meeting.

5.3.2.6.  
A vote of “confidence” will result in permanent disqualification of any ASG position.

5.3.2.7.  
The ASG President will make a motion for vote of “confidence” during an official ASG board meeting.

6.0  AMENDMENTS
Amendments to the ASBC By-Laws must be ratified by two-thirds (2/3) vote of the ASG Board of Directors. Club and Programs Advisors will be notified via email, of any and all changes made to Section 4.0 Club/Programs.

- Updated June 25, 2007  
  Kristy Chan Motions to Approve ASBC By-Laws Recommendation  
  Jose Vasquez Seconds  
  Approved by a vote of 4-0-0

- Amended October 3, 2007  
  ASG By-Laws Section 4.5.3. Said “Five (5) business days” before the amendment.  
  Marcus Sweetser Motions to Amend ASG By-Laws Section 4.5.3.  
  Justin Abbasi Seconds  
  Amended by a vote of 5-0-0

- Amended October 31, 2007  
  ASG By-Laws Section 5.0  
  Justin Abbasi Motions to Add ASG By-Laws Section 5.1.4.  
  Lauren DeWitt Seconds  
  Amended by a vote of 3-1-1

- Amended February 27th, 2008  
  ASG By-Laws Elections Section 1.6  
  Kelsey Neels motioned to add By-Law Review Committee’s proposal for 1.6  
  Yoonmi Park Seconds  
  Amended by a vote of 2-0-0

- Amended March 12th, 2008  
  ASG By-Laws Section 3.4.  
  Lauren DeWitt motioned to approve new additions for 3.4. ASBC Legislative Process  
  Justin Abbasi Seconds  
  Amended by a vote of 5-0-0

- Amended April 3rd, 2008  
  ASG By-Laws Club/Programs Section 4.0  
  Lauren DeWitt motioned to add the By-Law Review Committee’s proposal excluding 4.5.2.  
  Sentences 2 and 3. As well as an addition to 6.0  
  Justin Abbasi Seconded  
  Amended by a vote of 5-0-0

- Amended July 24th, 2008  
  Twenty three changes as prescribed and enacted by the amended ASG Bill 2008-001  
  Burke Colquhoun motioned to review ASG Bill-2008-01  
  Chapman Chung seconded  
  Amended by a vote of 6-0-0

- Updated August 4th, 2008
Several minor typos in sections 4.3.1, 4.6.1, 4.6.3.1, and the title of 4.5.7 fixed by the Judicial Board.

- Amended November 12th, 2008
  Amendments to the ASBC Legislative Committee Requirements and Removals criteria as prescribed and enacted by the amended ASG BoD Bill 2008-07
  Representative Chapman Chung motions to adopt ASG BoD Bill 2008-07
  Representative Burke Colquhoun seconds
  Amended by a vote of 6-0-0

- Amended November 20th, 2008
  Representative Burke Colquhoun motioned to adopt the recommendation of the By-Law Review Committee, by inserting a clause into section 4.3 stating that “ASG will not charter any cub whose purpose is active participation in contact sports.”
  Representative Dominic Lai Hang Lee seconds
  Amended by a vote of 6-0-0

- Amended March 10th, 2009
  Representative Burke Colquhoun motioned to adopt the recommendations of the March 6th By-Law Review Committee, revising the ASBC Legislative Process, Section 3.4
  VP of Equity and Pluralism Yunita Oesman seconded
  Amended by a vote of 6-0-0

- Updated March 18th, 2009
  Codification errors in section 1.6 fixed by the Judicial Board, redundant section struck
  Amended March 17th, 2009
  Representative Dominic Lee motioned to approve the recommendations of the March 9th By-Law review committee.
  VP of Finance and Communications Vicki Ma seconded
  Amended by a vote of 5-0-0

- Amended September 24th, 2009
  VP of Equity and Pluralism Luis Sanchez motioned to approve the recommendations of the September 8th By-Law review committee.
  Representative Andres Munt seconded 4-0-1

- Amended October 8th, 2009
  VP of Equity and Pluralism to approve the recommendations of the September 8th By-Law review committee.
  Representative Andres Munt seconded 4-0-1

- Amended October 16th, 2009
  VP of Student Affairs and Pluralism Luis Sanchez motioned to approve the recommendations of the October 9th By-Law review committee.
  Representative Jean-Claude Kameni Seconded 6-0-0

- Amended January 13th, 2010
  Representative Jean-Claude motioned to approve the recommendations of the January 8th By-Law review committee.
  Representative Andres Munt Seconded 5-0-0

- Amended February 3rd, 2010
  Representative Jean-Claude motioned to approve the recommendations of the January 22nd By-Law review committee.
  VP of Finance communications Chapman Chung Seconded 5-0-0

- Amended May 19th, 2010
  Representative Carolyn Dewitt motioned to approve the recommendations from the May 14th By-law review committee.
  Representative Andres Munt Seconded. 6-0-0

- Amended August 25th, 2010
  Representative James Storbeck motioned to approve the recommendations from the August 12th By-law review committee.
  Representative Stephanie Malette Seconded. 5-0-0
• Amended February 3rd, 2011
  Representative James Storbeck motioned to approve the changes presented in the February 3rd Board of Director’s Meeting.
  Representative Stephanie Malette seconded. 6-0-0

• Amended February 3rd, 2011
  Representative James Storbeck motioned to approve the changes presented in the February 3rd Board of Director’s Meeting.
  Representative Stephanie Malette seconded. 4-1-1

• Amended June 15th, 2011
  Representative Gena Mendoza motioned to approve the changes presented in the June 15th Board of Director’s Meeting.
  Representative Andrew White seconded. 4-0-1
  Representative Rebecca Rowe motioned to approve the changes presented in the September 15th Board of Director’s Meeting.
  Representative Megan Phan seconded. 5-0-0
  Representative Rebecca Rowe motioned to approve the 1st change presented in the April 30th Board of Directors Meeting
  Representative Megan Phan seconded. 4-1-0
  Representative Megan Phan motioned to approve the 2nd change presented in the April 30th Board of Directors Meeting
  Representative Kris Cheung seconded. 4-0-1
  Representative Rebecca Rowe motioned to approve the 3rd change presented in the April 30th Board of Directors Meeting
  Representative Megan Phan seconded. 4-1-0

• Amended June 18, 2014
  Representative Melody Salcedo motioned to approve the changes presented in the June 17th Board of Directors’ Meeting
  Vice President Andrea Torres seconded. 4-0-0