

**BYLAWS TO THE CONSTITUTION OF THE  
ASSOCIATED STUDENTS OF RENTON TECHNICAL COLLEGE**

*Adopted by the Associated Student Government on June 14<sup>th</sup>, 2022*

**ARTICLE 1: INTRODUCTION**

These bylaws outline how the Associated Student Government (ASG) shall operate and are subject to the Constitution of the Associated Students of Renton Technical College.

**ARTICLE 2: EXECUTIVE BOARD SELECTIONS**

**Section 1:** The Executive Board (E-Board) selection process will take place in spring quarter.

**Section 2: Selection Authority of ASG Executive Board:**

The ASG Selection Committee, chaired by the ASG Vice President, shall oversee the selection process of the executive members. The process shall include preparation of application packets, specification of application timeline, publicity, and posting of selection results and other procedures and tasks as deemed necessary. No applicants may serve on the selection committee.

**Section 3: Equal Opportunity:**

The ASG is committed to non-discrimination in all of its educational, and employment activities, and to provide equal access to each of its educational programs and activities, and employment opportunities.

**Section 4: ASG Executive Board Requirements**

All E-Board officer candidates must meet the following qualifications:

- a) Be currently enrolled in college-level courses at RTC, with a clear trajectory of earning a certificate, or degree.
- b) Maintain a two point five (2.5) cumulative grade point average at RTC.
- c) Have no conduct sanctions imposed.

**Section 5: Applicant Procedure**

To be considered, each applicant must submit an application packet to the ASG Selection Committee that shall include the following:

- a) A completed ASG E-Board Application.
- b) A current, unofficial transcript and quarter enrollment form.
- c) Two letters of recommendation or reference from a professional member of the RTC staff, faculty, or administration.

**Section 6: Selection Procedure and Ratification**

The ASG Selection Committee will review/score applications and interview/score candidates. The scores from both the application and the interview shall be tallied separately, and then combined so that the score from each review is weighted as one-half of the overall score. The candidates with the seven) highest scores will be recommended for officer positions. Recommendations will be presented at the next scheduled Student Senate (Senate) meeting for approval. The Senate must approve the recommendation with a two-thirds (2/3) vote.

**ARTICLE 3: APPOINTMENT OF SENATORS**

**Section 1: Recruitment of ASG Senate Members**

The E-Board lead by the DEI, Student and Legislative Affairs Coordinator will oversee the Senate recruitment process, which takes place during fall & winter quarters.

**Section 2: ASG Senator Requirements**

All Senators must meet the following qualifications to be confirmed as a voting Senator:

- a) Be currently enrolled at Renton Technical College;
- b) Possess a two tenth(21) cumulative grade point average at Renton Technical College;
- c) Must receive a recommendation or reference from a Renton Technical College professional faculty, staff, or administration member;
- d) Have no conduct sanctions imposed;

**ARTICLE 4: DUTIES OF ASG EXECUTIVE BOARD MEMBERS**

**Section 1: Egalitarian Structure**

The ASG Executive Board is a non-hierarchical organization. The position titles describe duties and areas of specialization, with no Executive Board member or position having authority over any other.

**Section 2: ASG Executive Board Overall Duties and Responsibilities**

Each executive position has the following overall duties and responsibilities:

- a) Uphold the Constitution and Bylaws of the ASRTC.

- b) Attend all Executive Board and Senate Assembly meetings; with any unavoidable absences communicated in advance to the Director of Student Leadership and Programs and ASG President.
- c) Work a minimum of ten (10) hours fulfilling the responsibilities of the position.
- d) Maintain a minimum of four (4) Office Hours (either in-office or virtually) per week held open for the student body to voice concerns, provide feedback, or otherwise engage with their student leadership.

### **Section 3: ASG Executive Board Titles and Duties**

#### **The Executive Board will be made up of the following positions; with the associated duties and responsibilities:President**

*The President oversees and engages with all aspects of the Associated Students in order to represent and advocate for the diverse needs of RTC students. They chair Associated Students assembly meetings and represent the students at Board of Trustees and other committee meetings. The President provides collaborative servant leadership for the Executive Team and the operations of the ASRTC.*

#### **Vice President**

*The Vice President assumes the duties of the President in their absence and represents the students at select committees. They coordinate all Associated Students Hiring Committees, ensuring a transparent and ethical process for all applicants. They lead, in collaboration with the Administrative Coordinator and Events and Engagement Coordinator, the coordination and creation of the Associated Students Events and Activities Calendar.*

#### **Club Coordinator**

*The Club Coordinator trains, administrates, and advises all clubs and student organizations. They work to enhance and improve the club system at RTC; inspiring clubs and their leaders to make a greater impact on the college and local community. The Club Coordinator is responsible for leading all events related to clubs and club engagement.*

#### **Administrative Coordinator**

*The Administrative Coordinator communicates with all departments, clubs and organizations requesting funding or approval from the Senate. They are responsible for creating the agenda for Senate and Executive Team meetings, taking and distributing meeting minutes and tracking Student Government budgets.*

#### **DEI, Student and Legislative Affairs Coordinator**

*The DEI, Student and Legislative Affairs Coordinator advocates for the diverse needs of students regarding their personal, cultural and social well-being. They use insight from surveying and interviewing students to guide the efforts of Student Government and to design events and*

*activities to further positive change, healthy discourse and community. They engage with state and local legislature to advocate for the needs of RTC students.*

### **Events and Engagement Coordinator**

*The Events and Engagement Coordinator plans and coordinates the majority of events and activities hosted by the Associated Students. They maintain the relationship between the Office of Student Leadership and Programs (OSLP) and event service departments. This position is responsible for engaging and recruiting students for volunteering opportunities, Senate positions, etc. They lead the planning and execution of the yearly Unity Festival.*

### **Media and Promotion Coordinator**

*The Media and Promotion Coordinator manages all social media, print advertising and promotional materials for the Office of Student Leadership and Programs (OSLP). They create attractive and engaging marketing materials to promote Office of Student Leadership and Programs (OSLP) activities, events and services to the RTC community. This position supervises the posting of promotional materials on Associated Students posting boards and table tents throughout campus.*

#### **Section 3: Length of Term**

All executives will serve within the ASG session term, beginning with the Student Leadership Training period in August, and ending at the end of June annually.

#### **Section 4: Orientation**

All E-Board members are required to attend the two week Student Leadership training organized by the Director of Student Leadership and Programs.

#### **ARTICLE 5: DUTIES OF ASG SENATORS**

**Section 1:** Senators are responsible for voting on legislation brought forth to the Senate. Legislation includes but is not limited to approving budget allocations and approving new student organizations/clubs.

**Section 2:** All senators are responsible for serving on at least one ASG Committee or college-wide council.

**Section 3:** If appointed, Senators will be responsible for representing the best interests of the student body to any college-wide councils and committees.

#### **ARTICLE 6: COMMITTEES**

## **Section 1: ASG Standing Committees**

**ASG Budget Committee:** This committee, chaired by the Executives of Finance, meets winter quarter to hear reports on the work of all programs funded by service and activity funds and works spring quarter reviewing the S&A funding requests for the following year. The S&A funds that this committee allocates help support various student services.

**ASG Selection Committee:** This committee, lead by the Vice President will organize and execute the search and selection for Executive Board members for the next year. This committee will be made up of a minimum of five E-Board members and Senators. This committee will review Executive Board candidate applications and conduct student interviews to make selections that will be confirmed by the Senate.

## **Section 2: Participation in College-Wide Councils**

It is the right and privilege of the student body to be represented in all college-wide council meetings. The ASG organizes student participation in college-wide committees comprised of students, staff, and faculty. They include, but are not limited to:

**Facilities Council:** The Facilities Council will develop, review, and evaluate plans and policies and set directions for facilities in accordance with the vision, mission, core values, learning principles, and strategic plan of the Renton Technical College.

**Technology Council:** The Technology Council will develop, review, and evaluate a college technology strategic plan and technology policies in accordance with the vision, mission, values, core theme objectives, and strategic priorities of the college.

**Learning Council:** The Learning Council will develop, review, and evaluate plans and set directions for the instructional and learning support areas of the college in accordance with the vision, mission, core values, learning principles, and strategic plan of RTC.

**Diversity and Equity Council:** To develop the campus plan and policies related to diversity and equity. Set response priorities for diversity and equity issues on campus. Advocate for the resolution of diversity and equity issues on campus.

**Health and Safety Committee:** This campus-wide committee addresses safety and emergency planning issues on campus. Members will monitor and review safety and health practices campus-wide, educate the campus community regarding safety issues, and assist in correcting identified unsafe practices or conditions.

**Tenure Committees:** Tenure committees review and guide a probationer who is in a position to earn tenure. These committees meet once a quarter, and the members are responsible for evaluating the probationer's progress through the tenure process. These committees last for three years, but the student body may be represented by different students at different times depending on the representative's availability.

**Section 3: Sub Committees**

- a) **Definition:** Sub Committees are formed and organized to serve a particular purpose that does not fall under the responsibilities of the standing committees. They serve as an official arm of the Student Government, specializing in inquiry, legislation and action around a specific issue or topic.
- b) **Starting a Sub Committee:** In order to start a Sub Committee, there will need to be at least three Senate members (Executive Board or ASG Senators) committed to serving on the committee. They will present their proposal to form a Sub Committee to the senate along with a mission statement of the Sub Committee. Once the Senate approves the motion to form the Sub Committee, they may operate officially as an empowered arm of the Student Government.
- c) **Powers and Responsibilities of a Sub Committee:** A Sub Committee has the following powers:
  - Ability to make and pass motions with the full authority of the Student Government.
  - Ability to dispense Associated Students funds with the full authority of the Student Government.

**A Sub Committee has the following responsibilities and limitations:**

- The Chair of a Sub Committee reports on the inquiry, discussion, and legislation from committee meetings at each ASG Senate Assembly Meeting.
- The Senate retains the ability to rescind any motions made by a Sub Committee, as well as dissolve any Sub Committee.

**ARTICLE 7: MEETINGS**

**Section 1: ASG Executive Board Meetings**

- a) E-Board meetings will be held weekly, with the day and time selected by the E-board at the beginning of each quarter.
- b) Meetings will be scheduled for one hour, and extended or shortened as determined by E-Board members.
- c) E-Board meetings will be chaired by the AS President; with Vice President acting as Vice-Chair.
- d) E-Board meetings are public meetings, and anyone may attend as long as they respect the E-Board's rules of order.
- e) The E-Board may call an emergency meeting twenty-four hours in advance, if

there is any urgent business that must be dealt with in the present.

**Section 2: ASG Senate Assembly Meetings**

- a) Senate meetings will be held every other week, with the day and time selected by the E-Board and Senate Members no later than the second week of the quarter.
- b) All Senate and E-board members will be in attendance 15 minutes prior to the official start of the Assembly Meeting to allow for review of items.
- c) Senate meetings will be chaired by the AS President with the Vice President acting as Vice-Chair.
- d) Senate meetings are public meetings and anyone can attend as long as they respect the ASG's rules of order.
- e) The co-chairs of the Senate may call an emergency meeting as long as there is clear and convincing evidence that the matter of the meeting is absolutely urgent beyond a reasonable doubt, and cannot be dealt with in the next regular Senate Meeting. The co-chairs of the Senate must publicly announce the emergency meeting forty-eight hours in advance.

**Section 3: ASG Committee Meetings**

- a) The committee chair will set the time and place of each meeting.
- b) The committee chair will decide on the rules of order for committee meetings.
- c) ASG Committee meetings are public meetings and anyone can attend as long as they respect the committee's rules of order.

**ARTICLE 8: RULES OF ORDER**

**Section 1:** The Senate and E-Board follows a customized version of Robert's Rules of Order Newly Revised, 11<sup>th</sup> edition.

**Section 2:** Any changes to the rules of order can be made through a motion and approved with a two-thirds (2/3) majority vote. Changes to the rules of order will only affect the respective organization that has made any changes.

**ARTICLE 9: POSITION STATEMENT**

**Section 1:** The E-Board and Senate may establish positions on issues jointly or independently.

**Section 2:** The E-Board and Senate shall issue a position statement when a member of the student

body makes a written request for clarification of any document, legislation (upcoming or current), program, or procedure relating to the ASG.

**Section 3: Procedure for position statements:**

- a) A member of the ASG will present a draft position statement to their respective organization (E-Board or Senate).
- b) To be adopted, the draft must receive a two-thirds (2/3) affirmative vote of the quorum present.
- c) Should a draft fail to pass, it shall be referred back to the author for the purpose of revision. A revised draft may be presented at the next meeting.

**Section 4:** Recall of a position statement shall require a two-thirds affirmative vote of the respective organization.

*(Article nine, continued)*

**Section 5:** Each fall quarter, both the E-Board and Senate will review and vote to reaffirm any existing position statements. Reaffirming a position statement will require a plurality of the quorum present.

**ARTICLE 10: REMOVAL FROM OFFICE**

**Section 1: Conditions for Removal of Executive Board Member**

- a) Failure to comply with the RTC Student Code of Conduct will result in automatic dismissal from the ASG. Any ASG member currently under investigation for a conduct-related issue will be suspended from the ASG until the investigation concludes.
- b) ASG E-Board members in excess of either three justified absences of weekly meetings per quarter, or two unjustified absence of weekly meetings per quarter may be cause for removal from office.
- c) Failure to maintain the GPA requirement will result in probation for one quarter to allow the member to improve grades.
- d) Failure to maintain enrollment requirement will result in automatic dismissal.
- e) Failure to fulfill commitments to officer responsibilities, including travel conduct agreements (if traveling off-campus to Student Leadership-sponsored activities) may result in probation or dismissal.
- f) Any act which the ASG deems detrimental to the integrity and mission of the ASG by a two-thirds (2/3) vote of the Senate or E-Board. If removal is voted upon



by E-Board, it is required to report any such removal to Senate immediately; with reason and decision reached presented at the next Senate meeting. The Senate then may move to re-open the subject of removal by a majority vote.

- e) Any ASG member may voluntarily resign.

**Section 2: Conditions for Removal of Senator**

- a) Failure to comply with the RTC Student Code of Conduct will result in automatic dismissal from the ASG. Any ASG member currently under investigation for a conduct-related issue will be suspended from the ASG until the investigation concludes.
- b) ASG Senators in excess of two absences of Senate meetings per quarter may be removed from office.
- c) Failure to maintain the GPA requirement will result in probation for one quarter to allow the member to improve grades.
- d) Failure to maintain enrollment requirement will result in automatic dismissal.
- e) Any act which the ASG deems detrimental to the integrity and mission of the ASG by a two-thirds (2/3) vote of the Senate or E-Board. If removal is voted upon by E-Board, it is required to report any such removal to Senate immediately; with reason and decision reached presented at the next Senate meeting. The Senate then may move to re-open the subject of removal by a majority vote.

**Section 3: Appeals Process**

Any ASG member who has been removed from office by decision of the ASG shall have the right to appeal the decision of the ASG in order to be reinstated as an active member of the ASG.

- a) The removed member shall provide clear and convincing evidence to the Senate that they were removed inappropriately due to an error in the evidence presented against them, or a procedural error during the Removal Process.
- b) The Senate will decide whether or not to recommend to the ASG Senate that the member be reinstated.
- c) ASG Senate will need a two-thirds (2/3) vote to reinstate the removed member.

**ARTICLE 11: EXECUTIVE BOARD VACANCIES**

**Section 1:** Any vacated seats of the E-Board are only replaceable by those who have, in this academic year, gone through the selection process or go through the process with a special selection committee lead by the Vice President as outlined in Article 6, Section 1. The

Senate must affirm that member with at two-thirds vote.

**Section 2:** If the Executive Board is unable to operate due to vacancies, the Senate may create a process for selecting interim members to finish the term.

**ARTICLE 12: STEWARDSHIP OF SERVICES & ACTIVITIES FUNDS**

**Section 1:** All decisions made by the ASG must abide by the ASRTC Financial Guidelines. The ASG may make special exemptions if they are deemed important, ethical, and in accordance with the Revised Code of Washington State.

**Section 2:** The ASG shall empower the E-Board to establish and chair a budget committee that oversees the implementation and revision to the Services and Activities (S&A) Fees Budget.

**Section 3:** All spending decisions for the S&A budget must be approved by the Senate, unless the spending comes directly out of budget code 522-264-SG02, which are funds directly allocated to E-Board; in that case, the E-Board may approve without Senate approval but Senate retains the right to move to re-examine and rescind such spending if Senate is concerned that the expenditure is not in the best interests of the ASG

**ARTICLE 13: AMENDMENTS AND REVISIONS**

**Section 1: Process for Amending Bylaws**

The E-Board or any official ASG committee may propose amendments or revisions to these bylaws at any time. All amendments must be passed through the Senate with a two-thirds vote and ratified by the E-Board with a two-thirds vote in each respective meeting.