

**By-laws of the
Student Body of Shoreline Community College
PREAMBLE TO THE BY-LAWS 2014-2015**

The purpose of the By-laws is to set forth guidelines for the implementation of legislative action taken by the Student Government on behalf of the students. Execution of, and amendments to, these By-laws shall be done in the spirit of the Preamble to the Shoreline Community College Student Body Association Constitution. The By-laws of the Constitution shall be the lawful means by which the provisions of this Constitution shall be implemented. These By-laws may establish separate procedures and protocols subordinate to the Association Constitution and By-laws. The By-laws shall not be construed to override the authority of this Constitution, College Policy, or any federal, state or local laws, and in case of any such conflict, that portion of the By-laws shall be void.

100: Student Government

101. Mission Statement

The Shoreline Community College Student Body Association (SCC SBA) strives to provide equitable representation in order to meet the needs and well-being of all students and the college community. The SBA is dedicated to create opportunities for student engagement that foster inclusivity and support multicultural awareness and social justice. Overall, the mission of the SBA is to affirm the College's Mission Statement and Strategic Plan by implementing policies that coincide with the College's core themes.

102. Membership

102.1. The short forms of "Student Body Association" or "SBA" may be used in publications when context clearly indicates that it refers to the Shoreline Community College Student Body Association. Letterheads, documents, logos, business cards, and e-mail signatures should always use the full form.

102.2. A student is any person who is taking, or has taken, at least one course at or through Shoreline Community College in the current quarter. This includes students taking for-credit and non-credit courses; students taking courses on-campus; students taking online courses; students who have taken Extended Learning classes during the current quarter; students taking classes at the College through a third party that has an established partnership with the College, such as the Hospitality Tourism College; students who are on academic probation who have taken courses the previous quarter and would be taking courses during the current quarter; and students who have dropped their classes and received a "W" or other notation on their transcript. This definition does not include students of other colleges who are not taking any classes at or through the College during the quarter; alumni or former students who are not taking classes at or through the College; or staff or faculty who are taking job-related training and do not otherwise qualify for membership as a student under the above definition.

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200: Student Government: Representatives and Officers

201. Student Parliament

The Student Government shall consist of one representative body: The Shoreline Community College Student Body Association Parliament, hereafter the Parliament.

202. Student Government responsibilities

202.1. Members of Parliament shall promote the goals, objectives, and best interests of students.

202.2. Members of Parliament shall make the Parliament their top priority after academic coursework.

202.3. Members of Parliament shall communicate effectively and appropriately with students, staff, faculty, and administrators through spoken, written, and electronic means.

202.4. Members of Parliament shall attend all Parliament meetings. Members should notify in advance if they are not able to attend.

202.5. Members of Parliament shall attend mandatory training and leadership development sessions, as outlined in Section 205.

202.6. Members of Parliament shall attend and represent the Parliament at college events, when possible.

202.7. Members of Parliament shall maintain records, reports, and documents of business. Documents that are not of a confidential nature shall be filed with the Minister of Records.

202.8. Members of Parliament shall maintain portfolios of their work, including quarterly reports, to be passed on to their successors.

202.9. While each Member of Parliament has duties specific to their position, the Parliament may choose to reallocate duties between themselves to balance workloads. Decisions about such reallocation shall be made during open public meetings of the Parliament and reflected in the meeting minutes, though it is not necessary to alter the bylaws for this purpose.

203. Duties of Parliament Positions

203.1. The President

203.1.1. The President shall chair Parliament meetings on a rotating basis with the Prime Minister.

203.1.2. Appoint students to Student Committee Representative positions, and provide the students with support to fulfill their responsibilities.

203.1.3. Serve as liaison between Student Body Association and the College President and the Board of Trustees.

203.1.4. Maintain and improve the strategic plans of the Student Body Association.

203.1.5. Build and maintain an effective team that is responsive to the mission statement of the Student Body Association.

203.1.6. Promote a safe and friendly working environment for the Student Body Association officer.

203.1.7. Advocate for the presence of student interests in the college's decision-making process and advocate for the adequate support services for diverse students to be able to attain their goals.

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203.1.8. Ensure good stewardship for the student fee budgets, including the Student Services & Activities (SS&A) Fee, Student Technology Fee, Sustainable Commuter Option Fee, and the Pagoda Union Building mortgage fee.

203.1.9. Participate in college events and activities.

203.2. The Prime Minister (PM)

203.2.1. Chair Parliament/Staff meetings on a rotating basis with the Student Body President

203.2.2. Serve as a representative and advocate for student interests on behalf of both the Student Body and of Student Parliament at SCC Campus Wide Committees, specifically Technology Committee, and the Curriculum Committee

203.2.3. Serve as a facilitator of effective communication between faculty, staff, and the administration of the College and report regularly to the Parliament regarding issues affecting all parties

203.3. The Minister of Communication (MOC)

203.3.1. Develop and execute a communication plan with a summary of current Parliament activities.

203.3.2. Send out press release once a week.

203.3.3. Update SBA Bulletin Board and other Parliament informational sources.

203.3.4. Maintain a relationship with the Public Information Office.

203.3.5. Maintain and develop communication avenues for Parliament members.

203.3.6. Maintain a relationship with all programs.

203.3.7. Coordinate the public relations of the SBA.

203.3.8. Effectively work both independently and collaboratively, often in an environment with frequent interruptions, to design effective communication materials for students clubs and organization.

203.3.9. Knows how to access diverse sources of information such as the Internet, texts, and databases.

203.3.10. Adapt to varied team roles including leader, facilitator, and participant.

203.3.11. Interact with and represent a diverse student population.

203.4. The Minister of Records (MOR)

203.4.1. Maintain and update the Student Parliament website.

203.4.2. Prepare agendas and summaries for Parliament meetings.

203.4.3. Maintain contact between the Parliament and Technology Support Services (TSS) and place Student Technology Fee issues on Parliament meeting agendas when necessary.

203.4.4. Advocate for technology support and training for all students.

203.4.5. Execute the annual Technology Proposal Process in the fall and execute annual process to be completed within the first four weeks of the winter quarter.

203.4.6. Develop training sessions with the support of TSS for students on new technology.

203.4.7. Enforce transparency in the Parliament by ensuring that all public records are easily accessible to all member of the community.

203.4.8. Take clear and accurate minutes of all meetings of the Parliament.

203.4.9. Reserve rooms for meetings.

203.5. The Minister of Government (MOG)

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203.5.1. Conduct the elections of the Parliament.

203.5.2. Participate in all interviewing committees for Parliament positions in an impartial matter, with no vote, and report recommendations for appointment of new members to the Parliament.

203.5.3. Act as a liaison between the Parliament and state/local government officials.

203.5.4. Maintain complete records of correspondence and materials related to state legislation.

203.5.5. Be an active member and recruit students for participation in the Washington State College Civic Programs.

203.5.6. Chair all interviewing committees for the Student Representative positions in an impartial matter, with no vote, and report recommendations for appointment of new members to the Parliament.

203.5.7. Be the Shoreline delegate for the Washington Community and Technical College Student Association (WACTCSA).

203.6. The Minister of Constitutional Affairs (MOCA)

203.6.1. The Minister of Constitutional Affairs helps to interpret the SBA Constitution and By-Laws in Parliament meetings.

203.6.2. The Minister of Constitutional Affairs assists students in the creation of Recognized Student Organizations (RSOs).

203.6.3. Assist potential student organizations with their constitution for preliminary approval to be a RSO.

203.6.4. Work with the Minister of Student Engagement to maintain student software.

203.6.5. The Minister of Constitutional Affairs maintains contact with surrounding community college Parliaments and reports their activities to Parliament, and suggests opportunities for inter-college collaboration.

203.6.6. Provide guidelines and suggestions for reactivating student organization's constitutions.

203.6.7. Prepare and suggest revisions of the Constitution and By-laws to the Student Parliament.

203.7. The Minister of Treasury (MOT)

203.7.1. Chair the Student Services and Activities (SS&A) Committee and lead the annual budget allocation process.

203.7.2. Maintain complete records of expenditures, revenue and current balances for the Student Contingency Fund, the Pagoda Union Building (PUB) Fee, Sustainability Commuter Option Fee (SCOF), and the Student Technology Fee.

203.7.3. Provide reports to the Parliament on the status of their budget when necessary.

203.7.4. Maintain communication between Administration, the College Budget Office, and the SS&A Fee Budget Committee regarding all budget issues.

203.7.5. Present annual SS&A Budget to the Board of Trustees.

203.7.6. Create annual SS&A timeline, cover letter, and edit the fiscal code.

203.8. The Minister of Finance (MOF)

203.8.1. Act as liaison between Recognized Student Organizations (RSO) and Student Parliament regarding budget matters.

203.8.2. Provide overall direction of SS&A Mini-Grant Process including maintaining Mini-Grant online application website, evaluate Mini-Grant requests.

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203.8.3. Reports at each Parliament meeting on money matters.

203.8.4. Develop and maintain relationship with RSOs, programs, and the SCC community.

203.8.5. Provide input and assist the Director of Student Life with annual SS&A budget request for the Student Leadership Center.

203.9. The Minister of Advocacy and Social Justice (MASJ)

203.8.1. Promote and educate the campus community about the role of the Student Advocate at every opportunity.

203.8.2. Educate students about grievance and disciplinary procedures and educate students about their rights.

203.8.3. Advocate for students who have grievances against faculty, college employees, or other students with regard to issues that require resolution, including but not limited to harassment, discrimination, assessment of their academic work, and equitable treatment.

203.8.4. Familiarization and understanding of College policy and institutional procedures in order to facilitate the grievance process.

203.8.5. Interact with and represent a diverse student population

203.8.6. Keep the confidential records of all student complaints, and related documents.

203.8.7. Advocate for the development and success of co-curricular, service learning, multicultural, and volunteer programs and workshops.

203.8.8. Develop and distribute surveys through the Minister of Records to gather student input on issues affecting the Student Body.

203.8.9. Promote and encourage environmental responsibility and multicultural awareness among students.

203.8.10. Understand the Student Rights, Freedoms, and Responsibilities in order to assist students in interpreting and using said document.

203.8.11. When necessary, petition the College in the best interests of the students, pending a simple majority vote by the Parliament.

203.8.12. Support campus-wide diversity efforts.

203.8.13. Recruit students to participate in campus events and conferences addressing diversity, inclusivity & social justice.

203.9. Minister of Student Engagement (MSE)

203.9.1. Promote student activities, both on and off-campus.

203.9.2. Work with the Director of Student Life to plan and organize quarterly New Student Welcome and Involvement Fair events.

203.9.3. Serve as a liaison between Recognized Student Organizations and Parliament.

203.9.4. Serve as an administrator for student software.

203.9.5. Assist Recognized Student Organizations with the publication of their events.

203.9.6. Attend, at least one of each Recognized Student Organizations meetings.

203.9.7. Work with the Student Life Program Manager to plan and facilitate the United Club Council (UCC) meetings, and serve as UCC Chair.

203.9.8. Support Recognized Student Organization advisors and coordinate advisor trainings.

203.9.9. Assist Recognized Student Organizations to create display boards to promote their group.

203.9.10. Advise Recognized Student Organizations on how to effectively plan events.

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203.9.11. Coordinate Cashier Trainings with SLC Office Assistant/SCC Financial Services Manager.

203.9.12. Serve as a liaison between Athletics and Parliament.

203.9.13. Promote Athletic events and get Recognized Student Organizations involved with Athletic events.

204. Positions Requirements

204.1. Must be committed to working in this position for 17 hours a week from July 1st through June 30th.

204.2. Must be enrolled for at least 10 credits at Shoreline CC every quarter except summer.

204.3. Must maintain a quarterly GPA of 2.75 and a cumulative GPA of 3.00 in order to hold office.

204.4. Must provide evidence of English proficiency by successful completion of English 101.

204.5. Must possess strong time management skills, including the ability to manage stress associated with a challenging work environment and with the responsibilities of a student, family, and community member.

204.6. Must possess the ability to use Microsoft Office Suite and/or Work software.

204.7. The Director of Student Life shall inform the Member of Parliament in writing of their probation when they fail to meet those requirements.

204.8. The Parliament may waive the academic eligibility requirements due to medical or family emergencies during a regular or special meeting that is closed to the public. Motions are carried by a simple majority.

204.9. A one-year term shall be defined as any service during an academic year. Service in multiple positions in Parliament in one academic year is considered a single term.

205. Parliament Training

205.1. All Members of Parliament shall receive leadership and operational training.

205.2. Newly recruited Parliament members are required to complete all leadership trainings, or previously approved equivalents, which may include: Spring and Winter Legacy Retreats and other Student Leadership Institutes provided or required by the Student Leadership Center.

205.3. Job shadowing shall be part of the training, where each of the Parliament members shall arrange meetings with the newly recruited Parliament members in order to further prepare them in their specified job before the term of office ends for the preceding Parliament members.

205.4. The leadership training shall focus on preparing future Parliament members to be better leaders and representatives of the college, in order for them to perform their job responsibilities of their specified position.

205.5. The leadership training shall be conducted in an appropriate and timely manner; in addition, all members of Parliament shall be notified of the objective and schedules of the training.

205.6. It is each of the Parliament members' duty to keep a full record of information they receive during the leadership training.

205.7. No student shall hold office who refuses leadership training.

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205.7.1. In the event that any members of the parliament has an urgent and/or a strong reason why they will miss any part of the leadership training, he/she shall make arrangements with the Parliament Advisor and/or Director of Student Life, to make up the missed training.

205.7.2. In certain circumstances where it is imperative for Parliament member to miss part of the leadership training, it is their responsibility to complete any tasks specified in their job description stated in the by-laws, either before they leave or while they are away.

205.7.3. Any member who misses any of the leadership training without giving any apparent reason shall risk their position in the Parliament.

206. Office Hours/Front Desk Hours

206.1. Office hours of all Members of Parliament shall be clearly posted in the Student Leadership Center, Parliament Bulletin Board, and Student Body Association website, and Members of Parliament should remain in the office during the hours posted.

206.2. Members of Parliament shall post and maintain a minimum of two office hours and four front desk hours for at least three days per week, and shall remain in the Student Leadership Center during the posted hours to be available to assist students.

207. Meetings of the Parliament

207.1. Parliament meetings shall be scheduled on the first and third Mondays during regular classes in Fall, Winter, and Spring quarters. In the event of holidays, meetings may be rescheduled on alternative Mondays. Meetings shall convene at 3PM.

207.2. The Parliament may convene additional meetings as determined necessary.

207.3. The President and the Prime Minister shall rotate as Chair of Parliament meetings. They shall preside over the Parliament in an impartial matter, facilitating discussion between all other Members of Parliament without inserting personal bias.

207.4. On the occasion that neither the President nor the Prime Minister can attend a meeting of the Parliament, they may delegate the responsibility to another Member of Parliament in a written note or e-mail to the Parliament.

207.5. Agenda item requests shall be made through the Minister of Records by noon on the business day before a regular Parliament meeting.

207.5.1. Additional items may be added to the agenda, pending approval by the Parliament.

207.5.2. Additions will be considered on the basis of germaneness, time allotted for more urgent business, and the requester's ability to attend.

207.5.3. Any person may request the addition of agenda items, pending approval of the item by the Parliament.

207.6. Each Member of Parliament shall vote, except the Chair. In the event of a tie, the Chair shall vote.

207.7. In accordance with the Open Public Meeting Act (Revised Code of Washington 42.30), all meetings of the Parliament shall be open to the public. The Minister of Records shall post an up-to-date meeting agenda, including the date, time, and location of the meeting. Such notice should be at least 24 hours before the scheduled call to order of any meeting of the Parliament.

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207.8. Any chair of the Parliament (or any committee or subcommittee thereof) shall become familiar with the responsibilities outlined in the Open Public Meeting Act.

207.9. No motion or Acts of Legislation may take place without the presence of quorum, defined as two thirds of the voting Members of Parliament. If no quorum is present, an informal discussion may take place.

207.10. Meetings shall be conducted in accordance with Robert's Rules of Order.

207.10.1. The Chair of the Parliament may conduct meetings using any variation of Robert's Rules of Order deemed appropriate.

207.10.2. Robert's Rules of Order may be suspended at any time with the approval of two-thirds of the voting Members of Parliament in attendance.

207.11. All approved meeting agendas and minutes shall become public record, according to RCW 42.32.030.

207.11.1. Public records shall be defined by RCW 42.56.10 "Public record" includes any writing containing information relating to the conduct of government or the performance of any government or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

207.11.2. Public records shall be maintained in accordance with Washington Administrative Code 132G-276. The Minister of Records shall become familiar with the responsibilities outlined in this WAC and implement its provisions in the work of the Parliament, as well as the public records officer defined in section 060 of this WAC.

207.12. The Minister of Records shall maintain accurate and up-to-date records of all approved Parliament meeting agendas and minutes on Student Parliament website.

207.13. Meeting minutes shall be drafted with accuracy, accessibility, and clarity.

207.13.1. The Minister of Records, or the minute-taker of any meeting of the Parliament, shall record the names and titles of any speaker to which a comment is attributed.

207.13.2. Discussions may be summarized, as long as the intent and key points are clearly preserved, and that the speakers are cited.

207.13.3. The grammar, spelling, and punctuation of meeting minutes may be revised outside of the normal proceedings of the Parliament, even after they have been officially approved, so long as revisions do not exceed minor rewording for the purpose of clarity. In such cases, copies of the unrevised minutes shall be kept as an attachment.

207.14. Meeting minutes, agendas, Acts of Legislation, election results, and any other public documents deemed of an interest to the campus community shall be made available on the SBA website in an accessible format, such as HTML, PDF, or RTF. Documents created using file extensions not universally supported shall be included only as a supplement to the aforementioned file formats.

207.14.1. Public documents may not be destroyed. Once made available on the Student Body Association website, public documents may not be removed.

207.14.2. The Minister of Records and the Parliament advisor shall keep electronic copies of all public documents.

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207.14.3. The Minister of Records shall maintain accurate and up-to-date records of all Acts of Legislation, including all Position Papers, Supporting Documents, Dissenting Opinions, and Minority Reports. These shall be catalogued by number and made available to any member of the public upon demand. All Acts of Legislation shall be easily accessible on the Student Body Association website.

207.15. The Minister of Government shall provide the Minister of Records with all election results, which shall be catalogued according to date of election and become public record in perpetuity. All election results shall be made available to any member of the public upon demand. Election results shall also be easily accessible on the SBA website.

207.16. Once election results have been approved by the Parliament, the results shall be immediately posted on the Parliament bulletin board and on the SBA website.

208. LEGISLATION

208.1. The Parliament shall have the right to pass legislation. Motions that require executive action must be approved by a majority of the voting Members of Parliament in an open meeting of the Parliament, unless otherwise stated in the Constitution. Such an approved motion shall be called a Directive, and shall be numbered based upon the academic year and order of passage.

208.2. A majority shall have been reached when the number of affirmative votes is greater than the number of negative votes. Abstaining votes shall not otherwise affect the outcome of a majority vote.

208.2.1. Unless otherwise indicated, any portion of these By-laws requiring action or approval by the Parliament shall be enacted by means of a Directive.

208.2.2. Numbering of legislation shall follow the format of the academic year followed by a hyphen and a three-digit number indicating the order of passage for the year. For example, a piece of legislation numbered 201314-012 would indicate the twelfth piece of legislation passed during the 2013-2014 academic year.

208.3. Any motions proposing changes to the By-laws shall require a consensus of all Members of Parliament, including the Chair, in an open meeting of the Parliament for approval. Such a motion shall be considered a Directive, and shall be numbered accordingly.

208.3.1. Consensus shall have been achieved if a majority of the Members of Parliament shall have voted in, and no Member has voted in the negative. Abstaining votes, unless in the majority, shall not override a consensus.

208.3.2. The Minister of Constitutional Affairs shall collaborate with an advisor to the Parliament to determine whether the proposed changes merit review by the office of human resources and legal affairs prior to passage by the Parliament.

208.3.3. Any changes to these By-laws shall be immediately updated on the Association web site upon ratification by the Parliament.

208.3.4. Changes to these By-laws shall be final once passed by the Parliament.

208.3.5. The Parliament shall have the right to place Referenda before the Association for a vote in Student Elections. Placement of Referenda on a ballot must be approved by a majority of the voting Members of Parliament in an open meeting of the Parliament. Placement of a Referendum on a ballot shall be considered a Directive, and shall be numbered accordingly.

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208.4. The Parliament may submit any piece of legislation to a vote of the Student Body Association, even if such action is not required, if they believe the legislation warrants the broad support of the Association.

208.5. No Referendum shall be placed on a ballot until the full text has been published in its entirety in a widely circulated publication for at least one week prior to an election. The full text of a Referendum shall be placed in its entirety on the ballot.

208.6. Publication of the full text of a Referendum may be done in the student newspaper, in a special pamphlet promoted by the Minister of Communications, and/or as an all-student e-mail.

208.7. Passage of Referenda must be approved by a majority vote of students voting in an election. Each Referendum shall be numbered based upon the academic year and order as it appeared on the ballot.

208.8. A majority vote of the students shall have been reached if 50 percent of the students voting, plus one vote, shall have voted in the affirmative.

208.9. Any motions proposing changes to the Constitution must be approved by Referendum. No changes to this Constitution may be made retroactive. Amendments to the Constitution cannot authorize any action that takes place prior to its activation.

208.10. Non-binding Resolutions

208.10.1. The Parliament shall have the right to pass non-binding Resolutions in order to state its official positions on issues as matters of record. Non-binding Resolutions may include the censure of a Member of Parliament or a College employee, or a vote of no confidence in the College administration. A Resolution must be approved by a majority of the voting Members of Parliament in an open meeting of the Parliament. Each Resolution shall be numbered based upon the academic year and order of passage.

208.10.2. The Minister of Communications shall publicize all Resolutions passed by the Parliament, including submitting the full text to the student newspaper and other campus publications, posting the full text on the Parliament bulletin board, and posting the full text prominently on the Association web site.

208.10.3. The SBA President shall provide copies of all Resolutions to the College President and the Board of Trustees.

208.11. Votes on censure and no-confidence should be reserved for extreme circumstances where there has been demonstrated and well-documented wrongdoing by those individuals or institutions, and where all earnest attempts by the Parliament to seek resolution to address student concerns have been ineffective and exhausted.

208.12. The Minister of Constitutional Affairs shall present recommendations to the Parliament regarding any interpretations of the Constitution and its By-laws. Motions proposing an interpretation of this Document must be approved by two-thirds of the voting Members of Parliament in an open meeting of the Parliament. Such an interpretation shall be called a Constitutional Opinion, and shall be numbered based upon the academic year and order of passage.

208.12.1. Where the Association Constitution is unclear or ambiguous, a Constitutional Opinion shall seek only to identify the intent of the section in question, and may not be used to amend the Constitution without approval through a Referendum. Once approved by the Parliament, a Constitutional Opinion shall be binding.

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208.12.2. Where the Association Constitution is severely unclear or ambiguous, the Parliament should seek an amendment to the Constitution through the amendment process.

208.13. Students have the right to initiate legislation through the petition process. Any petition including the full names, student identification numbers, and signatures of a minimum number of students, in accordance with the By-laws, shall be treated as an Act of Legislation. The Minister of Government has the right to verify that the petition is not fraudulent.

208.13.1. A petition shall be deemed valid if 1500 students shall have signed it and provided their student identification numbers, and that the text of the petition appears on every page of signatures.

208.13.2. Upon receipt of a petition, the Minister of Government shall determine whether the signatories to the petition are currently enrolled students.

208.13.3. Upon receipt of a petition, the Minister of Constitutional Affairs shall determine whether it is in accordance with the Association Constitution and By-laws, College Policy, and federal, state and local laws.

208.13.4. The Minister of Government and the Minister of Constitutional Affairs shall report the validity of the petition to the Parliament at the next regular meeting. If both have found the petition to be valid, the Parliament shall determine whether the petition should be categorized as a Directive, Resolution, or Initiative. In the case of a Directive or Resolution, the Parliament shall immediately vote on the text of the petition as if a motion were made. In the case of an Initiative, the Parliament shall place the text of the petition on a ballot in a regular or special election of the Association.

208.13.5. If a petition is received that fails to provide the signatures of 1500 students, the Parliament may still vote on the text of the petition if they so choose.

208.14. In the event that legislation initiated by petition requires a Referendum, the legislation shall be called an Initiative and placed on the ballot of the next election. The Parliament may not reject such an Initiative unless it is found that such legislation would be illegal or contrary to College Policy. Each Initiative shall be numbered based upon the academic year and order as it appeared on the ballot.

208.15. The Parliament may submit the text of any valid petition to a vote of the Student Body Association as an Initiative, even if such action is not required, if they believe the petition to warrant the broad support of the Association.

208.16. Motions relating to parliamentary procedures, such as approving agendas, excusing absences, and adjourning meetings shall not constitute Acts of Legislation.

208.17. No record shall be necessary of parliamentary procedures other than their accurate representation in the meeting minutes.

208.18. All Directives, Referenda, Resolutions, Initiatives, and Constitutional Opinions shall constitute Acts of Legislation, and shall become public record in perpetuity.

208.19. The Minister of Records shall maintain paper copies of all Acts of Legislation passed during the current session of Parliament in the Student Leadership Center, and maintain a page on the Association web site containing electronic copies of all Acts of Legislation.

208.20. A Position Paper shall be attached to any non-emergency Act of Legislation that has required research or familiarity of the issue from Members of Parliament. Individual

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Members of Parliament have the right to add Supporting Documents to any Act of Legislation. Such documents shall become public record and shall remain attached to the legislation in perpetuity.

208.21. The purpose of a Position Paper is to explain the details of an Act of Legislation in a manner that could be understood to those unfamiliar with a specific issue, and explain why the Parliament decided to take such action. It may include citations.

208.22. Supporting Documents may be helpful documents detailing data related to an Act of Legislation or further clarifications from individual Members of Parliament not included in a Position Paper.

208.23. Individual Members of Parliament have the right to attach a Dissenting Opinion to any Act of Legislation, and blocs of dissenting Members of Parliament have the right to attach a Minority Report to any Act of Legislation. Such documents shall become public record and shall remain attached to the legislation in perpetuity.

208.24. The purpose of a Minority Report or a Dissenting Opinion is to explain the reason for dissenting votes on an Act of Legislation that has passed in a manner that could be understood to those unfamiliar with a specific issue.

208.25. Acts of Legislation shall become effective immediately, unless otherwise stated in the legislation.

209. Student Representatives

209.1. Students may be appointed and/or hired by the Parliament to serve on committees.

209.2. Admitted personnel will bring various student perspectives and voices at the College Governance and Advisory Committees.

209.3. Student Representatives will be supervised by the Director of the Student Life Center, shall be mentored by Parliament officers and other committee members, and will receive a compensation for their work hours.

209.4. Essential functions and duties:

209.4.1. Attend committee meetings and participate in discussions on behalf of the students.

209.4.2. Attend supervisory meeting with advisor.

209.4.3. Attend Student Representative trainings.

209.4.4. Collaborate with the Parliament officers on projects.

209.4.5. Participate in subcommittees as required.

209.4.6. Understand written agendas and minutes prior to meetings.

209.4.7. Publish written reports on the Student Software committee's page.

209.5. Eligibility:

209.5.1. Student must be enrolled for at least 10 credits per quarter and must maintain a quarterly GPA of 2.5 to remain eligible.

209.5.2. Students who fail to maintain the minimum academic requirements listed above will be placed on academic probation for one quarter and will be allowed to participate in campus wide committees. If the student fails to achieve the academic requirements during their probationary quarter, they will be notified that they are no longer eligible for office.

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209.5.3. The Student Program Office Assistant will verify grade and credits each quarter, and confidential letters notifying students of academic probation will be written by him/her when necessary.

209.5.4. Differently-abled students taking less than the credit requirement specified for their office, whom are certified by Disabled Student Services as working at full capacity towards their degree, shall be eligible to hold office, provide they meet the other eligibility requirements for the office.

209.6. Employment conditions

209.6.1. Absences that exceed more than two meetings during any quarter will result in the automatic removal of students from the committees, unless a written request for medical hardship or family emergency is submitted to the SLC Director for review and approval.

209.6.2. In order to maintain the employment status, all students who serve on committees are required to post written reports on the Student Software committee's page, and meet with the represented SBA Parliament officers at least once in two weeks.

300: Elections and Hiring Parliament

301. Eligibility:

301.1. Must be enrolled in at least 10 credits and have completed 10 credits by July 2nd at Shoreline Community College in order to apply for office.

301.2. Minister of Government shall verify the eligibility of the candidates for parliament seats. If Minister of Government seat is vacant then Minister of Constitutional Affairs or Director of Student Life shall verify eligibility.

301.3. For differently abled students verification of eligibility will be determined by the Office of Special Services.

302. Election Process

302.1. All members of Parliament will encourage eligible students to vote. Students will use their Shoreline student email account to ensure only one vote person.

302.2. Rules and responsibilities:

302.2.1. MOG and/or MOC create a timeline and promotional publication, revise and distribute applications.

302.2.2. Advertise the open positions to all Shoreline Community College Students.

302.2.3. Prepare voting equipment, and manage the security of elections.

302.2.4. Notify candidates and witnesses when members of Parliament schedule a hearing regarding possible violations of the election rules. Elections hearing shall be conducted according to the constitution.

302.2.5. The Minister of Government shall notify parliament members of any changes that may occur during the election process that include; the timeline, election rules, election outcome, violations and/or protests.

302.2.6. Candidates must abide by the election rules or they will be disqualified.

302.2.7. A simple majority of 50 percent plus one are required or a runoff election will take place.

302. Application Process

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302.1. The Minister of Government will distribute the applications for all 10 positions during Winter Quarter.

302.2. Applications are open for two weeks.

302.3. Terms of Office begin on July 1st.

302.4. Elections of the Minister of Communications and President will take place first then the interviews for the other positions may begin.

302.5. A hiring Committee will be formed by the MOG before the application deadline. Each hiring committee will have 3 to 4 members, which includes 1-2 members of Parliament and a faculty member.

302.6. Members of the hiring committee must have read and abide by the hiring rules. If a member of the committee holds strong ties to the candidate then they must give his/her voting privileges.

302.7. Students may not apply for more than one elected position and no more than two hired positions.

303. Removal from Office

303.1. The impeachment process shall be initiated when a Member of Parliament is believed to have committed any leadership misconduct, with legitimate evidence, that violates against the Constitution and By-laws.

303.2. Parliament will be the only body that shall the initiate impeachment process for any Member of Parliament.

303.3. Matters involving impeachment shall comply with all requirements outlined in the Student Conduct and Discipline Policy (5030).

303.4. The Impeachment committee shall submit a copy of the Position Paper and the petition to be archived by the Minister of Records, regardless of the outcome. The Minister of Records shall then document the final result made in the Parliament meeting regarding the impeachment process, as a reference for when another charge is introduced.

303.5. It shall be the responsibility of the individual or individuals bringing impeachment charges to provide complete disclosure in writing of all information supporting the charges, including the date, time, location, and nature of all alleged offenses; the names and addresses of all witnesses; and copies of any other supporting documents or physical evidence that will be presented at a hearing on the charges. This information shall be provided to the Impeachment committee, which shall distribute this to Parliament members.

303.6. An Impeachment committee shall be formed regarding a particular impeachment charge. The committee shall ideally be comprised of three people who are not charged and/or implicated by the charges. This committee shall have the power to weigh the evidence and determine whether the charge is sufficient and just.

303.7. A legitimate charge that passes the first screening by the impeachment committee shall be addressed by the committee at the next Parliament meeting in an Executive session in accordance with RCW Chapter 42.30.110.

303.8. The parliament shall have a discussion of which sanctions shall be made in the Executive session and shall have the power to determine whether the charged Member is guilty or not guilty.

303.9. The Minister of Records shall verify that the Member of Parliament is not being charged twice for the same offense.

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303.10. Impeachment proceedings and hearings on impeachment charges shall be conducted as follows:

303.10.1. In an executive session, the Impeachment committee shall present the charges made against the Member of Parliament that correspond to the grounds for impeachment listed above.

303.10.2. If the Parliament determines that the charges warrant further action, he or she may address the matter through the process as outlined in Student Conduct and Discipline (College Policy 5030).

304. Vacancies

304.1. If a position is vacant then, if deemed appropriate by the other parliament members, a new hiring process will occur.

304.2. If the President seat is vacant then a member of Parliament can be nominated or appointed through majority vote of Parliament members.

304.3. An emergency is defined as an urgent and/or unexpected situation requiring immediate action; something that it would adversely affect the performance of Parliament.

304.4. An expedited hiring process is defined as a hiring process in which a decision shall be reached in less than three weeks from the event where a specified position is vacated. The decision to initiate expedited hiring process shall be reached by a majority vote of the Parliament.

304.5. The Minister of Government shall move to make a temporary elimination and/or changes from the hiring process as stated in Bylaws to the Parliament, where they have the authority to approve in order to expedite the hiring process. Elimination and/or changes that ideally shall be done are:

304.5.1. Move the application deadline to less than two weeks.

304.5.2. Eliminate or minimize the questions from the application.

304.5.3. Do the hiring process with only two members in the Hiring Committee, including the Minister of Government.

304.5.4. Remove the Open Forum event for the elected position.

304.6. Members of Parliament shall appoint any other Member of Parliament to temporarily replace a vacant position until a successor is appointed in order for them to attempt to resolve the emergency situation.

304.7. Any members of Parliament shall recommend a student, in which they believe fulfills the requirements to temporarily or permanently be in the vacant position, in which this appointed person shall agree to ideally submit a resume and do an open interview with the Parliament. Members of Parliament who recommend and/or have affiliations with this appointed candidate shall be ineligible to vote on hiring this person.

304.8. Students who do not receive numbered grades must be enrolled in an equivalent of 10 credit hours per quarter, and must have completed an equivalent of 15 credit hours at Shoreline Community College, and must submit two letters of recommendation from College faculty or staff in order to hold office.

304.9. The student applying for a position in the Parliament shall be responsible for providing the Minister of Government with two letters of recommendation. The Minister of Government may choose to verify the equivalency requirements of the applicant with that

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student's department head, instructors, or academic advisor. If the Minister of Government cannot prove ineligibility, it shall be implied that it has been satisfied.

304.10. Disabled students taking fewer than 10 credits, who are certified by the Office of Special Services as working at full capacity toward a degree, shall be eligible to hold office, provided they meet all other eligibility requirements. The Minister of Government may choose to verify the equivalency requirements of the applicant with the Office of Special Services.

304.11. Members of Parliament who fail to maintain the minimum academic requirements will be given a probationary period of one quarter, during which they may continue to participate in full capacity as a Member of Parliament. Failure in a second consecutive quarter to maintain the minimum academic requirements shall result in the termination of the Member of Parliament.

304.12. The Parliament advisor shall inform the Member of Parliament in writing of their probation.

304.13. Members of Parliament who have substantial medical or family emergencies that affect their academic eligibility for office may petition the Parliament, but may not be necessarily granted, a temporary waiver of the academic eligibility requirements at least three weeks before the end of the second possible quarter of academic probation.

304.14. The Parliament may waive the academic eligibility requirements of a Member of Parliament during a regular or special meeting of the Parliament. Any discussion during this period shall take place during an executive session, closed to the public. A motion shall carry with a simple majority, and shall not be considered an Act of Legislation.

304.15. No Member of Parliament shall hold office for more than three one-year terms.

304.16. A one-year term shall be defined as any service during an academic year. Service in multiple positions in the Parliament during one academic year shall be considered a single term of service.

400: Committees

401. Establishment of Student Committees

401.1. The Parliament may form standing committees and subcommittees as needed.

401.2. The formation of student committees or sub-committees shall be approved by means of 2/3 vote of the Parliament.

401.3. Chairs and committees membership shall be appointed by the Parliament, and may include any desired combination of students and/or college employees.

401.4. Any committee or sub-committee not defined by the Association Constitution may be dissolved by means of the Parliament, or by a sunset clause in the Parliament that establishes a temporary committee or sub-committee.

402. Student Committees

402.1. The Technology Review Committee

402.1.1. The Technology Review Committee shall be chaired by the Prime Minister, and include as members the Minister of Records, two student representatives, and two college employees appointed by the Parliament from nominations by the Director of Technology Support Services.

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402.1.2. The committee shall meet on a regular basis chosen by members during the first month starting Fall Quarter until allocations of Technology Fee resources are ready for approval by the SBA Government.

402.1.3. The committee is responsible for the allocation of surplus technology.

402.1.4. The committee also functions as an advisory committee to the Technology Committee.

402.2. Student Services and Activities Fee Allocation Committee

402.2.1. The Chair of the Student Services and Activities Fee Allocation Committee shall be selected, from the Parliament members of the committee, by members of that committee.

402.2.2. The committee shall include as voting members the President, Minister of Finance, and two college employees appointed by the Parliament, representing faculty and classified staff respectively.

402.2.3. The budget director of the College shall be a non-voting, ex-officio member of the committee.

402.2.4. Non-voting, non-parliament student members and non-voting staff and faculty members may also sit on the committee.

402.2.5. The committee shall meet on a regular basis starting in the beginning of Fall quarter until a complete budget is ready for approval by the Parliament and the college Board of Trustees.

402.2.6. The Student Services and Activities Funding Request packet shall be distributed to all student-funded organizations.

402.2.7. The committee shall accept requests for Mini-Grants until a deadline set by the committee.

402.2.8. The committee shall determine a recommended level for the baseline budgets of Recognized Student Organizations.

402.2.9. The Minister of Treasury shall conduct the Student Services and Activities Fee Annual Budget Process starting Fall Quarter each academic year, in accordance with the By-laws.

402.2.10. After the decisions of the Parliament, Minister of Treasury shall present the Budget and Finance Committee, as well as the Parliament approved budget to the Board of Trustees.

402.3. Sustainable Commuter Option Fee

402.3.1. The purpose of this committee is to act as a fiduciary over the expense and revenue of the Sustainable Commuter Option Fee (SCOF).

402.3.2. The committee will meet with the purpose of making recommendations to Parliament that fit within the Killian Outline, Washington Administrative Code and the Revised Codes of Washington.

402.3.3. The committee is responsible for making recommendations to Parliament that are for the purpose of maintaining, supporting and promoting the use of all modes of transportation which accommodate and better serve the student body.

402.3.4. The purpose of the recommendations to Parliament are to provide equitable access to all transportation options on campus which include: Orca Passes, Bike Racks, and Shuttle Service.

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402.3.5. The goal of the committee is to develop new infrastructure measures like sidewalks, facility upgrades or options that benefit the study body and promote better accessibility and ADA compliance and present to Parliament.

402.3.6. The committee is responsible to conduct student surveys to better understand and facilitate the needs and wants of the current student body.

402.3.7. The committee should be familiar with the long term development goals of the college to ensure that funds are being spent effectively and that they coincide with the college's core themes and strategic action plan.

402.3.8. The SCOF Committee will be chaired by a Member of Parliament or a designee chosen by either the SBA or Parliament.

402.3.9. The committee must consist of a majority (a minimum of 4) of Parliament Members or Student Representatives to any other constituencies from the approved list. (Classified Staff Member, Representative from Budget/Financial Services Office Director of Student Life)

402.3.10. Any proposed infrastructure projects, bus pass purchases, commuter option initiatives or any items outlined in the objectives section for potential use of funds must be voted on by the committee.

402.3.11. Any monetary exchange of goods and services must pass a vote of SBA Parliament and must be within the voluntary student fee guidelines, Killian Outline and in compliance with current RCWs.

402.3.12. Any monetary exchange between Administration, Programs or any Student Groups and their budgets must pass a vote of SBA Parliament and must be within the voluntary student fee guidelines, Killian Outline and in compliance with current RCWs.

403. Campus Committees

***403.1.* Campus Diversity Action Committee**

Purpose: To further the college's work related to the Diversity, Equity and Access focus area in the SCC Strategic Plan.

***403.2.* Curriculum Committee**

Review course proposals or course revisions as they are forwarded from the Division Planning Councils or Dean Team members and recommend approval or disapproval, raise questions, etc. to the VP for Academic and Student Affairs.

***403.3.* Safety Committee**

403.3.1. Create a forum intended to be used by students, faculty, and staff to communicate safety and health issues they would like to see brought forward.

403.3.2. Create a Safety and Health website link to post safety committee minutes and other safety and health information.

403.3.3. Be proactive and responsive to the campus community about safety and health issues.

403.3.4. Use a communication strategy that communicates to the campus community and other committees working on the same or similar safety and health issues, especially the Wellness Committee, Sustainability Committee, and ADA Committee.

***403.4.* ADA Committee**

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Explore, discuss, and make recommendations regarding issues related to compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and State of Washington Laws of 1994, Ch. 105.

403.5. Technology Committee

403.5.1. The purpose of the Technology Committee is to develop and implement the strategic technology plan for the college.

403.5.2. The plan includes the long-term instructional and administrative technology needs for college leadership initiatives and the college-wide strategic plan.

403.5.3. The strategic technology plan aligns with the work of the Strategic Planning Budget Committee and coordinates with the student technology plan.

403.5.4. The strategic technology plan's scope is a two-year cycle and is reviewed and adjusted semi-annually, or as necessary.

403.5.5. Working with the Strategic Planning Budget Committee, the Technology Committee will make prioritized budget allocation recommendations to the college to implement the strategic technology plan, including the use of unallocated funds from the college technology fee.

403.6. Wellness Committee

403.6.1. To help all members of the campus community function better in their personal and work lives by providing comprehensive wellness programs, such as Wellness Fairs, that address issues related to physical, mental and emotional health.

403.6.2. This committee also makes recommendations regarding the provision of necessary information to the campus community regarding substance abuse, sexually transmitted diseases and other self-destructive behaviors.

403.7. College Council

403.7.1. The College Council, composed of equal numbers of students, classified staff, faculty and administrators, will play an important role in the governance structure of College.

403.7.2. One major intent of the Council is to provide opportunities for all segments of the campus to have input into the decision making process and to improve communication in all directions.

403.8. The Strategic Planning/Budget Committee

403.8.1. The Strategic Planning/Budget Committee is charged with developing and updating the college's Strategic Plan, advising the president on processes for implementing the plan, and reviewing the college's progress toward achieving the goals of the plan.

403.8.2. The committee assesses the allocation of funding resources for relevance to and support of the strategic plan as well as development of and compliance with criteria for the use of college funds.

403.8.3. The committee provides feedback to the college leadership and communicates its findings with respect to the evaluation of the college's progress and compliance with criteria to the campus community.

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500: Student Groups

501. Definition

Recognized Student Organization (RSO) is a group of Shoreline CC students dedicated to a particular interest or activity to support for students' academic and personal success.

502. Establishment

502.1. In order to become a Recognized Student Organization, founder(s) shall present the Minister of Constitutional Affairs (MOCA) with a RSO constitution and the forms with the full names of ten students and an advisor interested in joining the RSO, their Shoreline CC emails, student/employee identification numbers, and signatures.

502.2. Receive the registration forms from the MOCA and proceed to identify ten or more SCC students as members of the student organization and a Faculty or Staff member to be the student organization advisor. Determine the student organization name, purpose and RSO representative.

502.3. The RSO representative for the student organization shall receive a Constitution template file through their Shoreline CC email. Consult with the Minister of Constitutional Affairs (MOCA) for assistance. The student organization will make revisions on the student organization constitution as requested by the MOCA.

502.4. RSO will go through SBA Parliament meeting recognition, in which the student organization must present the organization's purpose.

502.5. The new student organization will be registered on the Student Software directory by the MOCA.

502.6. New student organization will be assigned a budget number and receive a baseline allocation of funds.

503. Maintenance

503.1. RSOs need to be reactivated every year.

503.2. For reactivating a Recognized Student Organization, a constituent of an RSO must meet with the Minister of Constitutional Affairs to receive the necessary re-registration forms, proceed to respectively identify or maintain at least 5 members, determine an advisor, and revise or remake the RSO constitution. These will be reviewed by the MOCA in order for the student organization to be reactivated.

503.2. RSO registered during Summer or Fall Quarter shall receive the full baseline budget determined in the Association budget for the fiscal year. Recognized Student Organization registered during Winter Quarter shall receive two-thirds of the baseline budget amount, and RSOs registered during Spring Quarter shall receive one-third of the baseline budget amount.

503.3. RSOs shall remain active if its members can submit a completed a Quarterly Evaluation Form in the end of each quarter, RSOs that fail to do so shall become inactive.

503.4. At least one RSO member must attend all UCC meetings.

503.5. No current Shoreline Community College student shall be denied membership in any RSO.

504. United Club Council

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504.1. The United Club Council (UCC) is a regular meeting of RSO representatives for the purpose of collaboration, information, advocacy, and representation in the Parliament.

504.2. The Minister of Student Engagement shall act as an advocate in meetings of the Parliament for interests of RSOs, preside as a co-chair in unison with the Minister of Constitutional Affairs, and act as a liaison between RSOs and the Parliament.

505. Recognized Student Organization Advisor

505.1. Advisor Selection

505.1.1. All RSOs must have staff and/or faculty advisors.

505.1.2. Before official recognition is granted to any RSO by the SBA Parliament, the potential RSO members shall decide among themselves who their advisor will be.

505.1.3. The proposed advisor must be an employee of SCC and may not be a student.

505.1.4. The students concerned will determine the Level of advisement they shall receive from the SCC employee.

505.2. RSO Advisor Responsibilities.

505.2.1. Staff and faculty advisors shall enrich the experience of students by always putting the student's interests first, nurturing each student's pursuit of knowledge, imparting wisdom whilst preserving the independent spirit of RSO, and fostering a culture of humanity, compassion, and mutual respect within RSO.

505.2.2. Advisors must act in support of student-driven organizations, and should never use RSOs to serve ulterior purposes.

505.2.3. Advisors should always be available to guide RSO members through the college bureaucracy, and advisors who are unavailable to do so should assist RSOs in finding a replacement advisor.

505.2.4. Advisors shall be knowledgeable of the rights entitled to students in their constitutions and in College Policy, and shall also be knowledgeable of the procedures for which RSOs are responsible, including but not limited to, spending money, requesting funds, and holding events.

505.2.5. RSO advisors shall be responsible for reading and understanding portions of the SBA Constitution, Student Activities Manual, College Policy, and Revised Code of Washington relating to student RSOs and the expenditure of state funds. Information shall be made available to RSO members and RSO advisors in the Student Leadership Center.

505.2.6. Advisors shall not make any decisions or take any actions on behalf of a RSO or organization to which they are advisory, unless first approved by the student members of the RSOs through a process determined by their constitution or by-laws.

505.3. Removal of Advisor

505.3.1. SBA Parliament reserves the right to remove an RSO advisor from their position as a result of either:

- 1) Not meeting the RSO advisor expectations as outlined in the guidelines and the contract.
- 2) Inappropriate behavior that is not conducive to student development and learning.

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505.3.2. RSOs that wish to end their association with a club advisor shall determine to do so in accordance with their RSO constitutions or by a majority vote of their members if no process exists therein. Upon doing so, an RSO officer shall notify to the MSE of their intent to do so.

505.3.3. Upon receipt of a request to terminate the services of an advisor, the MSE shall present in an open meeting of the Parliament. Any discussion regarding the job performance of an advisor shall take place in an executive session.

505.3.4. RSOs who have ended their contract with an advisor may choose to begin a contract with another advisor.

505.4. Advisor Stipends

505.4.1. If it is decided that the advisor is to be paid, the students in consultation with the proposed advisor shall use the Guidelines for Advisor Stipends to determine the level of responsibilities and stipend to be contracted, in accordance with College Policy 5222.

505.4.2. A contract, which may be renewed at the beginning of each quarter by the RSO members, shall stipulate a job description and a classification level.

505.4.3. The contract shall be signed by a student officer (the RSO's President or designee) and the RSO Advisor. The SBA Parliament shall review the recommendation and take final action to approve or not approve the contract.

505.4.4. A contract that must be renewed at the beginning of each fall quarter by the RSO members shall stipulate an advisory classification level, as well as any additional revisions required by RSO members.

505.4.5. No one may receive more than one RSO advisor stipend at a time. If there is more than one advisor, the approved advisors have the option to divide the stipend. However, SBA Parliament will allocate only one (1) RSO Advisor stipend per RSO.

505.4.6. An RSO Advisor who is overtime-eligible will be paid. All paid Advisors shall, in consultation with the RSO students, determine the appropriate level of responsibilities and stipend consistent with the guidelines for Advisor Stipends.

506. The Parliament Advisor

506.1. The Parliament shall have the right to a full-time staff advisor and/or a faculty advisor, in accordance with the By-laws.

506.2. The Student Body Association allocates an annual salary to fill a full-time staff position for the purpose of providing the Student Body Association with the necessary resources to foster and promote independent student leadership and activities on campus.

506.3. If the Parliament determines that they are not receiving adequate support from their full-time staff advisor, and earnest and exhaustive attempts to work with their full-time staff advisor to address the concerns regarding their job performance have failed, they may choose to enact a non-binding vote of no confidence in their advisor as a Resolution in an open meeting of the Parliament. Discussion of their advisor's job duties shall take place during an executive session.

506.4. Once the full-time staff advisor of the Parliament loses a vote of no confidence, the President and/or PM shall lead the Student Body Association in working with the College to secure replacement for their advisor.

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600: Programs

601. Definition

Programs must offer a service to the campus beyond just the involvement of the members, thus differentiating it from a Recognized Student Organization (RSO). Alongside the differences in operations and services, programs can hire student employees, and must have a supervisor. In order to avoid conflicts of interest, programs must not provide a service that should be provided by the college. Lastly, programs must have a mission statement that they adhere to and can be held accountable for.

602. Creation

602.1. In order to create a program, a two – thirds majority vote of the Parliament is required.

602.2. The budget proposal created must also be approved the Student Services and Activities (SS&A) committee for the following academic year.

603. Budgets

603.1. Every academic year, programs must apply to be funded the following year by following the SS&A committee procedures which can be found on the SBA website under the SS&A section.

603.2. All expenditures must adhere to the Killian Outline, which can also be found on the SBA website.

604. Operations

604.1. Programs have the autonomy to operate how they best see fit in order to complete their goals.

604.2. Deans will supervise their respective programs based on the supervisors contract in order to ensure that there is adequate oversight.

605. Assessment

605.1. Every quarter, each program must submit a quarterly report detailing what they have accomplished, and how many students they have impacted.

605.2. This report will be given to the SS&A committee.

605.3. Programs are encouraged to provide any data that they believe would be beneficial to report to the students, or the Board of Trustees.

606. Supervisors

606.1. Every program must have a supervisor in order to maintain operations, and ensure that the program is functioning well.

606.2. Each supervisor receives a stipend, which will be paid for by either the college or the student body.

700: Finances

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701. The Minister of Finance shall present recommendations to the Parliament regarding any allocation of funds controlled by the Parliament. A motion to approve the allocation of money controlled by the Parliament shall require a majority of the voting Members of Parliament in an open meeting of the Parliament for approval. Such a motion shall be considered a Directive, and shall be numbered accordingly.

702. Any Directive approving the allocation of money controlled by the Parliament shall include.

702.1. The name of the budget into which the funds shall be transferred.

702.2. The exact amount of money to be transferred.

702.3. A description of the goods and/or services for which the money is being approved.

702.4. Signature of MOF and Director of Student life.

703. The SS&A Mini-Grant

703.1. The Minister of Finance shall review, analyze and process the SS&A Mini-Grant.

703.2. RSOs and Student Programs at Shoreline Community College are eligible to submit applications for supplement funds in addition to their baseline budgets in that fiscal year based on needed basis.

703.3. Students of Shoreline Community College who are not belong to RSOs or Programs are also eligible to submit their application for funding projects or events that fulfill academic learning outcomes of classroom.

703.4. Once the Mini-Grant application is submitted, the Minister of Finance review and evaluate the request.

703.5. Once the Mini-Grant request is approve my the Minister of Finance, the Minister of Finance shall request the Minster of Record to put the Mini-Grant item in the parliament meeting agenda for final approval.

703.6. The Mini-Grant request must be acknowledge by advisor or supervisor and submit at least one week prior to the parliament meeting.

703.7. The final approval of the Mini-Grant request required fifty percent plus one vote from the parliament members.

703.8. The Minister of Finance shall present the process of Mini-Grant application process at the United Club Council and to advisors, supervisors, and students are needed.

704. Recognized Student Organization on baseline budget and advisors' stipend

704.1. The Minister of Finance shall assist RSOs on baseline budget and advisors' stipend as approved by the Minister of Constitutional Affairs and/or Minister of Student Engagement.

704.2. The Minister of Finance has authority to transfer budget from Parliament Club funding budget to RSO budget by the final approval of the Director of Student Life and the Budget Analyst.

704.3. The Minister of Finance shall assist active RSOs, whom have been approved by the Minister of Constitutional Affairs and/or Minister of Student Engagement in that fiscal year, with a one-time baseline budget for that fiscal year.

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704.4. RSOs baseline budget is base on the time when an RSO is recognized or reactivated.

704.5. Any RSO that is recognized or reactivated in fall quarter shall receive a full baseline budget for that fiscal year. Any RSO that is recognized or reactivated in winter quarter shall receive a two-third of the baseline budget for that fiscal year. Any RSO that is recognized or reactivated in spring quarter shall receive a one-third of the baseline budget for that fiscal year.

704.6. The Minister of Finance shall assist oversee RSOs' advisors' stipends for the fiscal year according to the level of advisor and type of employment for the benefit purpose.

800: CONSTITUTIONAL and BY-LAWS INTERPRETATION and AMENDMENTS

801. Constitutional and By-laws interpretation

801.1. The Minister of Constitutional Affairs shall interpret Constitution and Bylaws and make recommendations to the Parliament.

801.2. Recommendations for the Minister of Constitutional Affairs must first be brought before the Parliament for review and consideration. Interpretations should not be brought up in a Parliament meeting until the Minister of Constitutional Affairs is ready to present a constitutional opinion to the parliament.

801.3. Any interpretation of the Constitution and By-laws shall demonstrate that it is in accordance with the Preamble and the Student Bill of Rights.

801.4. The Constitution and By-laws Committee is charged with upholding the intent and integrity of the Constitution and By-laws.

801.5. The Parliament shall adopt a Constitutional Opinion, in accordance with Section 208.12 of the By-laws.

801.6. The Minister of Constitutional Affairs shall investigate any proposed changes to the Constitution and its By-laws, and make a recommendation to the Parliament. Any motions proposing changes to the Constitution must be approved by Referendum in a regular or special election, and shall pass with a majority of a minimum number of eligible votes, as defined in the By-laws.

802. Amendments to the Constitution and By-laws

802.1. Amendments to the Constitution and By-laws must be in accordance with Sections 208.3-208.9 of the By-laws.

802.2. Changes to this Constitution may be proposed as an Initiative through the petition process, in accordance with Section 208.14 of the By-laws.

802.3. Changes to the Constitution as proposed by Initiative must be in accordance with Section 208.14 of the By-laws.

802.4. Existing references in the Constitution to specific portions of the By-laws, College Policy, and laws having jurisdiction over the Constitution, and of the names of institutions, may be kept up-to-date for the sake of referential integrity. Such proposed changes shall be brought before the Parliament and voted on as a Directive; no Referendum shall be required for such action.

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- 802.5.** The purpose of this section is to ensure that references made in the Constitution and By-laws are consistent with College policy. These changes and designations should not be structural changes or changes in College policy.
- 802.6.** The Minister of Constitutional Affairs shall update the language in these documents.
- 802.7.** The Constitution shall not be construed to override the authority of the Board of Trustees, any College Policy or any federal, state or local laws, and in case of any such conflict, that portion of the Constitution shall be void. Any such language may be brought before the Board of Trustees, who shall have the authority to remove portions of the Constitution that conflict with College Policy or law; no Referendum shall be required for such action.