

1

South Seattle College

2

United Student Association

3

(Student Government)

4

BY-LAWS

5

2024

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70 **Definition and Abbreviations**

71 • **Ad-hoc** - Temporary/short-term body working on an issue/project.

72 • **Board of Trustees (BOT)** - The governing body of the Seattle Community College District.
73 Members are appointed by the governor and serve the educational needs of the District. They
74 meet monthly and rotate meeting location.

75 • **College Council** - Advisory Board to the SSC President composed of staff, faculty and
76 students.

77 • **College Facilities** - Any or all real and personal property owned or operated by the College
78 including all buildings.

79 • **ENSRC** - The Seattle Community College District Human Resources hiring documents.

80 • **Ex Officio** - Holding another position by virtue of office or position.

81 • **Fiscal** - Of or related to government expenditures, revenues, or debt.

82 • **FMS** - The SCCD on-line accounting system.

83 • **GPA** - Grade point average.

84 • **Honorarium** – An *ex gratia* payment made to a person for their services in a volunteer
85 capacity or for services for which fees are not traditionally required

86 • **Initiative** - The right and procedure by which citizens can propose a law by petition and
87 ensure its submission to the electorate.

88 • **Office Hours** - Time spent in the office doing work and being available to fellow students.

89 • **Parliamentarian** - One who is expert in parliamentary procedures, rules, and/or debate.

90 • **Parliamentary Procedures** - Rules and customs that dictate how organizational meetings are
91 conducted.

92 • **Referendum** - The submission of a proposed public measure or actual statute to a direct
93 popular vote.

94 • **SCCD** - Seattle Community College District.

95 • **Service and Activity Fees** (also referred to as **S&A Fees**) - Services and Activities Fees are
96 quarterly fees that some students pay as a part of their tuition/registration fees while some
97 students exempt from paying the Services and Activities Fees. Students exempt from paying the
98 Services and Activities Fees are those registered for fewer than 4 credits or are enrolled in the
99 following: 1 ABE/ESL (below 090) 2 Apprenticeship Programs 3 GED 4 International Programs 5
100 Running Start 6 University Center courses and programs.

- 101 • **SSC** - South Seattle College.
- 102 • **Student** - Any person who is registered at SSC.
- 103 • **Tenure** - The permanent status for some faculty members; faculty may receive tenure after
104 going through a rigorous three-year committee evaluation.
- 105 • **TLR** - Time - Leave - Report; The Seattle Community College District online payroll system.
- 106 • **USA** - The United Student Association; the official student government of South Seattle
107 College.
- 108 • **UT Fees** - fees paid by students, as part of tuition, which are made available to support
109 technology projects initiated by students, faculty, and staff of SSC.
- 110 • **VP** - United Student Association Vice President and other vice president positions on campus.

111 Article 1: THE UNITED STUDENT ASSOCIATION MISSION

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

115 Article 2: PERSONNEL

116 Section A – General

117 2.1 Composition

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

120 (a) One (1) President

121 (b) One (1) Vice President & Voter Educator/Legislative Liaison

122 (c) Six (6) Officers:

123 (1) Communications Officer

124 (2) Sustainability

125 (3) Student Concerns and Transportation Officer

126 (4) Diversity and Inclusion

127 (5) Marketing Officer

128 (6) Treasurer

129 2.2 Employment Pay Rates

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

132 2.3 Eligibility

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

137 1. Be in good academic standing (not on academic probation) for the term prior to election
138 and during entire period of employment.

139 2. Be enrolled in five (5) credits or more during the entire term of employment.

- 140 3. Maintain a 2.5 or above cumulative GPA at the time of application and during the entire
141 term of employment.
- 142 4. If you are applying for the Communications Officer, Marketing Officer, and treasurer
positions, you need
143 to complete the skill assessment.
- 144 5. All candidates are required to attend one mandatory orientation and at least one weekly
145 United Student Association meeting prior to application deadline.
- 146 6. Not be under disciplinary sanctions within the SSC conduct process during the
147 application process or at any time during the duration of one's position. It is very
148 important to understand that the United Student Association student leadership position
149 duties include visibility and participation in the campus community; secondary only to
150 academics with respect to your activities at SSC.

151 **2.4 Equal Opportunity**

152 The United Student Association is an equal opportunity organization and does not discriminate
153 on the basis of race, color, religion, sexual orientation, gender, national origin, political
154 orientation, age, marital status or the presence of any physical, sensory, or mental disability.

155

156 **Section B – Overall Student Leadership Position Expectations**

157 **2.5 Administrative Expectations**

158 Must participate in academic success strategies as outlined by the United Student Association
159 Advisor (class attendance verifications, class mid-term assessments, quarterly grade checks
160 and any other strategies the Advisor deems necessary).

- 161 1. Prior to taking position, all officers must read and sign the United Student Association
162 agreement.
- 163 2. Have a detailed understanding of the United Student Association Bylaws. Required for
164 candidates to read and sign the form of agreement of acceptance.
- 165 3. Check mailboxes in the Student Life office on a daily basis
- 166 4. Use an SSC student email account for business and check it on a daily basis (Monday
167 through Friday). The student may also obtain a SSC staff account.
- 168 5. Wear name tags or student staff badges during work hours. Wear official United Student
169 Association T-shirts or sweatshirts during events.
- 170 6. Attend weekly United Student Association meetings.
- 171 7. Required to complete administrative tasks on a regular basis in a detailed and timely
172 manner. These include, but are not limited to: programming paperwork, budgets, and
173 purchase requests, weekly, quarterly and annual reports.
- 174 8. Complete specified weekly work hours (including meeting attendance and office hours).
- 175 9. Checklist of work completed will be submitted along with the time-leave-report.
- 176 10. Submit time-leave-report to the office manager by the given deadlines.
- 177 11. Provide agenda items for weekly meeting to President, Communications Officer, and
Advisor the Friday
178 before the meeting by mutually agreed time.

- 179 12. If requested by Advisor, provide a list of completed tasks and detailed progress on
180 uncompleted tasks.
- 181 13. Student Leadership Pre-Fall Training expectations: All officers will be expected to work
182 pre- fall hours, beginning as scheduled at regular hourly wages. The United Student
183 Association President's and Vice President's hours prior to this will be negotiated
184 depending on prior experience and staff availability.
- 185 14. Attend United Student Association annual retreats unless excused by Advisor.
- 186 15. Track and report all printing jobs to Treasurer.
- 187 16. The United Student Association work-days are on Monday - Thursday's. Opportunity to
188 work on Friday is at the discretion of the USA advisor.
- 189 17. Each officer should chair the weekly meeting twice a year.

190 2.6 Campus and Community Responsibilities Expectations

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

207 2.7 Role Modeling Expectations

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

220 the campus community.

221 **2.8 Policy and Procedure Expectations**

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

255 Section C – Position Qualifications, Descriptions and Responsibilities**256 2.9 The President**

257 Hours: Sixteen (16) hours per week.

258 Qualifications to hold position:

- 259 1. Meet Overall Student Leadership Position Expectations as listed in Article 2, Section
 260 2. Be very well versed of the United Student Association bylaws (Section titled “Overall
 261 Student Leadership Expectations”).
 262 3. Must not hold another student leadership position during Presidency at South Seattle
 263 College.

264 President’s duties are to:

- 265 1. Preside over the United Student Association and be responsible for the overall
 266 administration.
 267 2. Have a working knowledge of the Seattle Community College Rules and Regulations,
 268 Student Services and District Policies and Procedures.
 269 3. Chair the United Student Association weekly meetings (work with Communications
 270 Officer and Advisor to develop agenda and minutes).
 271 4. Work directly with officers to support their responsibilities. This includes:
 272 a. One-on-one meetings with each officer every other week
 273 b. Holding quarterly evaluations with the United Student Association Advisor
 274 5. Appoint the United Student Association officers to committees, including Ad-Hoc
 275 Committees.
 276 6. Schedule special meetings with the United Student Association team when necessary.
 277 7. Write monthly Board of Trustees report - a summary of the United Student Association
 278 activities.
 279 8. Attend monthly Seattle Community College Board of Trustee meetings on the 2nd
 280 Thursday of each month during the academic year.
 281 9. Meet weekly with the United Student Association Advisor.
 282 10. Meet monthly with the SSC President.
 283 11. Coordinate quarterly United Student Association visits by the SSC President, VP of
 284 Student Services and Student Life Dean as needed.
 285 12. Compile an annual report of the United Student Association in June to Student Life Dean
 286 and the United Student Association Advisor.
 287 13. Give the State of the United Student Association speech at the Annual President’s Day
 288 Convocation in September.
 289 14. Consider applying for the Student Commencement Address at the Graduation Ceremony in
 June
 290 15. Planning annual Community College meet and greet discussing goals, issues, and
 291 events one per year, preferably in Winter quarter.
 292 16. Sign up for the leadership office cleaning schedule and empty the compost bin in the
 293 Leadership Office during working hours.

294 2.10 Vice President & Legislative Liaison

295 Hours: Thirteen (13) hours per week.

296 Qualifications to hold position:

- 297 1. Meet Overall Student Leadership Position Expectations as listed in Article 2 Section B
 298 (Titled "United Student Association Eligibility and Overall Student Leadership
 299 Expectations).
 300 2. Must not hold another student leadership position at South Seattle College while in the
 301 position of Vice President.

302 Vice President's duties are to:

- 303 1. Create one programs per quarter, addressing legislative issues (include, but are not
 304 limited to: inviting legislators to speak on campus, College Civics Week, trip to Olympia,
 305 voter registration, etc.)
 306 2. During Spring quarter, the Vice President needs to create a Legislative Forum and
 307 invite/reach out the legislators to campus.
 308 3. Serve as the Parliamentarian of the United Student Association.
 309 4. Coordinate annual bylaws revision committee in the beginning of February.
 310 5. Assigns other United Student Association officers certain sections of the bylaws to
 311 review.
 312 6. Meet with Seattle Community College District Director of External Affairs in early fall
 313 quarter to hear legislative activities for the year.
 314 7. Chair the United Student Association meetings in the absence of the President.
 315 8. Have a working knowledge of the Seattle Community College Rules and Regulations,
 316 Student Services and District Policies and Procedures.
 317 9. Meet weekly with the United Student Association President and Advisor.
 318 10. Attend ongoing student leadership training opportunities, conferences and workshops.
 319 11. Collaborate with the Communications Officer to chair the bylaws revision process.
 320 12. Sign up for the leadership office cleaning schedule and empty the compost bin in the
 321 Leadership Office during working hours.

322 2.11 Officers

- 323 1. General. The following six (6) sections (2.11-2.16) describe United Student Association
 324 executive officers. The officers should meet Overall Student Leadership Position
 325 Expectations as listed in Article 2 Section B of the United Student Association bylaws.
 326 (Section titled "Overall Student Leadership Expectations").
 327 2. Six (6) officers include:
 328 a. Communications Officer
 329 b. Sustainability
 330 c. Student Concerns and Transportation Officer
 331 d. Diversity and Inclusion
 332 e. Marketing Officer
 333 f. Treasurer

- 334 3. All officers: Thirteen (13) hours per week. All (6) officers' general duties are the
335 4. following:
- 336 a. Provide weekly summary report or updates to the United Student Association.
337 United Student Association officers are expected to submit an executive
338 summary to the United Student Association President and Advisor after
339 coordinating each event.
 - 340 b. Develop a regular schedule of office hours and provide this information to the
341 President prior to the 1st week of the quarter.
 - 342 c. Advertise meetings to members of the campus community to encourage student
343 participation.
 - 344 d. Serve on at least one (1) Campus-wide Committee.
 - 345 e. Attend ongoing student leadership training opportunities including conferences
346 and workshops as suggested by the Advisor.
 - 347 f. Sign up for the leadership office cleaning schedule and empty the compost bin in
348 the Leadership Office during working hours.
- 349 5. Specific duties for each position are down below.

350 2.12 Communications Officer

351 Hours: Thirteen (13) hours per week.

352 Communications Officer's duties are to:

- 353 1. Record meeting minutes, revise meeting minutes, and distribute to the USA via email
354 every week.
- 355 2. The Officer is responsible for making sure guests sign in when they attend a USA
356 meeting. The guest log should be digital and have the following sections: name, date,
357 email and/or phone number, issue and group representing.
- 358 3. Compile all minutes in a drive folder where all team members can have access to the
359 minutes.
- 360 4. To complete an annual archive of the current academic year's activities, minutes, and
361 agendas.
- 362 5. Distribute agenda to the USA team via email before meetings.
- 363 6. Prepare meeting room, projector, room setup, and cleanup.
- 364 7. Cooperate with other United Student Association officers with promoting their public
365 events.
- 366 8. Maintain student email address database and send out mass email with approval from
367 Advisors and President.
- 368 9. Post and update bulletin board and the United Student Association website with current
369 weekly minute, agenda, and monthly Board of Trustees report.
- 370 10. Work side by side with the President to set up appointments and invite guests.
- 371 11. Consistently manage the United Student Association Canvas page.
- 372 12. Serve as a member of the bylaws revision process with the Vice President.

373 2.13 Sustainability Officer

374 Hours: Thirteen (13) hours per week.

375 Sustainability Officer's duties are to:

- 376 1. Prioritize sustainability goals with one campus-wide, long-term, sustainability initiative or
377 project and/or take part in current sustainability initiatives on campus. Examples include:
378 Continuing the work towards getting rid of plastic bottles on campus by opposing the
379 renewal of contracts with vendors that sale plastic bottles to the bookstore and cafeteria.
380 Other examples include movie sessions focusing on sustainability, inviting speakers and
381 holding conversations with administration/district to continue to move the initiatives
382 forward.
- 383 2. Act as a student leader steward, advocating for changes in campus and district
384 environmental policy by serving on the Campus Sustainability Committee to represent
385 the students of South Seattle College, and the District Sustainability Committee (if
386 schedule allowed).
- 387 3. Promote Eco-friendly activities/initiative and program for the students, and SSC
388 community to ensure that the environment is always a priority of the Sustainability
389 Officer.
- 390 4. In charge of composting schedule and policy in Student Life.
- 391 5. Plan and organize an annual trip to the Washington Oregon Higher Education
392 Sustainability Conference and work with the PR Officer to promote the event to students.
- 393 6. Plan and organize a service learning project at least once a quarter with a focus on
394 conservation, stewardship, and sustainability. Example: organize a clean-up where
395 students can get free t-shirts.
- 396 7. Work with the Sustainability Committee to organize at least one event a year to educate
397 students on recycling, such as the Trash Talk event, where students volunteer and help
398 other students sort their trash at the cafeteria during lunch time.
- 399 8. Organize the annual Earth Fest in the Spring that will advocate for sustainability, and
400 social justice
- 401 9. Submit an executive summary to the United Student Association President and Adviser
402 after each event.
- 403 10. Collaborate with the United Student Association Marketing Officer Officer to promote
404 events.
- 405 11. Work with the Diversity and Inclusion officer to encourage the diversity of students
406 involved with the Sustainability events.
- 407 12. Recruit and maintain the Sustainability Student Volunteer Group.
- 408 13. Collaborate with the Sustainability Committee to help raise the STARS rating for the
409 sustainability state at South Seattle.
- 410 14. Maintain the sustainability social media accounts on Facebook and Instagram

411

412 2.14 Student Concerns and Transportation Officer

413 Hours: Thirteen (13) hours per week.

414 Student Concerns and Transportation Officer's duties are to:

- 415 1. Hear student issues and concerns and assist with any plans of action.
- 416 2. Coordinate one student transportation-issue focused forum per quarter and one general
- 417 student forum per year as needed to meet student needs.
- 418 4. Address public transportation disparities at South Seattle College and implement
- 419 advocacy efforts to increase transportation equity and accessibility for the student body.
- 420 5. Form a committee consisting of majority students to convene monthly and collectively
- 421 address transportation issues.
- 422 6. Work with designated student grievance officer to assist with student grievance process,
- 423 and to promote understanding of grievance process.
- 424 7. Represent student interests on textbook, book loan program, by serving on the
- 425 Bookstore committee and other supporting committees.
- 426 8. Advocate for student interests for Online Learning (OER)
- 427 9. Conduct one student survey on a quarterly basis to determine issues and type of
- 428 desirable activities and report to the United Student Association and student body.
- 429 10. Maintain a weekly outreach table scheduled specifically focusing on student issues.
- 430 11. The Officer will work cooperatively with Diversity and Inclusion Officer and have one- on-
- 431 one monthly meeting regarding the projects working on.
- 432 12. Devise an on-line template to solicit student feedback on a regular basis.
- 433

434 2.15 Diversity and Inclusion Officer

435 Hours: Thirteen (13) hours per week.

436 Diversity and Inclusion Officer's duties are to:

- 437 1. Hear student issues and concerns and assist with any plans of action.
- 438 2. Coordinate one student forum per quarter and one workshop per year as needed to
- 439 meet student needs.
- 440 3. Work with designated student administrator to assist with bias incident process, and to
- 441 promote understanding.
- 442 4. Coordinate with the Vice President as needed to address student issues concerning
- 443 legal matters.
- 444 5. Conduct one student survey on a quarterly basis to determine issues and type of
- 445 desirable activities and report to the United Student Association and student body.
- 446 6. Maintain a weekly outreach table scheduled specifically focusing on diversity and
- 447 inclusion issues.
- 448 7. Attend club meetings and support club activities, work with the Center for Equity,
- 449 Inclusion and Diversity (CEID).
- 450 8. Serve as the student member of district or campus conduct appeals committees should
- 451 any occur.
- 452 9. The Officer will work cooperatively with Student Concerns and Transportation Officer and
- have one-on-one monthly meeting regarding the projects you are working on.

453 2.16 Marketing Officer

454 Hours: Thirteen (13) hours per week.

455 Marketing Officer's duties are to:

- 456 1. Develop a marketing plan for the United Student Association including both print and
457 Electronic format.
- 458 2. Work with Student Life staff to update the United Student Association website, Google
459 apps, Instagram, Snapchat, and Facebook on a regular basis.
- 460 3. Support officers in distributing announcements and flyers of United Student Association
461 events, activities, and programs.
- 462 4. Work in conjunction with United Student Association and campus to facilitate mutual
463 exposure in every way possible.
- 464 5. Schedule weekly tabling/outreach on campus and ensure it is conducted.
- 465 6. Take photos at all United Student Association events and post on our Facebook &
466 website.
- 467 7. Ensure the United Student Association's presence in campus-wide activities involving
468 outreach.
- 469 8. Marketing Officer Officer will participate in extensive training directly related to marketing:
470 Adobe programs, printing process, posting, and website management, etc.
- 471 9. Serve as recorder in absence of Communications Officer.
- 472 10. Announce on social media and post notice sign on the door of the meeting room to notify
473 students when the United Student Association weekly meeting are cancelled.
- 474 11. Check the inventory monthly including ink and paper, A-boards, and office supplies.

475 2.17 Treasurer

476 Hours: Thirteen (13) hours per week.

477 Treasurer's duties are to:

- 478 1. Responsible for the overall administration of the United Student Association budget, and
479 reporting weekly updates to the Executive Committee, the United Student Association,
480 and United Student Association Advisor.
- 481 2. Every two weeks prepares a report of amounts expensed and remaining (in dollars and
482 percentages) for each line item on the budget.
- 483 3. Serve as a Chair of the Services and Activities Fee Board and report back to Budget
484 Committee and United Student Association regarding issues, topics, and concerns
485 regarding student fees.
- 486 4. Serve as a member of the UT Fee Committee and report back to Budget Committee and
487 United Student Association regarding issues, topics, and concerns regarding student
488 technology fees.
- 489 5. Prices new supplies needed and ensures that the United Student Association budget
490 can afford them and submits order to Advisor.
- 491 6. Serve as Chair to the USA Budget Committee, develops agenda, record minutes, and
492 hold meetings in Winter & Spring quarters.
- 493 7. Maintain weekly spreadsheet of United Student Association expenses, and FMS
494 provided by advisor.
- 495 8. Give Budget Committee meetings minutes to the Communications Officer to post on the
United

- 496 Student Association bulletin board and to the Advisor to post on the United Student
 497 Association website.
- 498 9. Complete the financial sections and activity/program project list of the quarterly, and
 499 annual reports. These include the budget vs. actual expense report for each activity as
 500 well as the Year-to-Date Expense Summary report.

501 Section D – Miscellaneous

502 2.18 The United Student Association Advisor Role

- 503 1. Meet weekly with the United Student Association President & Vice President.
 504 2. Provide initial training, on-going trainings and conference opportunities for the United
 505 Student Association officers.
- 506 3. Supervise the United Student Association officers to complete projects and reports –
 507 goal development, event planning.
- 508 4. Reserve rooms, vans, etc., meeting planning, selections, review Board of
 509 Trustees reports, legacy files etc.
- 510 5. Attend weekly United Student Association meetings to provide Advisor report and to
 511 provide guidance, conflict resolution.
- 512 6. Meet as needed with the United Student Association officers to provide support.
 513 7. Meet with all United Student Association officers to review mid-quarter academic
 514 progress; communiqué with instructors.
- 515 8. In cooperation with the United Student Association President, review quarterly
 516 evaluations.
- 517 9. Approve all United Student Association TLR sheets.
 518 10. Work with Office Manager, re: ENSRCs, budget tracking, United Student Association
 519 minutes, Visa charges, etc.
- 520 11. This position also handles: Leadership opportunities, Food Pantry and additional campus-
 wide committee work.

521 2.19 Removal from Office

- 522 1. Failure to maintain the qualifications of office, as stated in these Bylaws, and within the
 523 Constitution; shall constitute sufficient cause for sanctions imposed against a United
 524 Student Association officer, including suspension or cessation of any award, and up to
 525 removal from office. Any action on the part of the United Student Association to impose
 526 sanctions or remove any officer from their post will require a two-third (2/3) majority vote.
- 527 2. Additionally, any of the following reasons may constitute just cause for removal at the
 528 discretion of the United Student Association Advisor or Dean of Student Life.
- 529 A. Missing two (2) or more United Student Association meetings in any quarter without having
 530 submitted in writing an acceptable reason for absence (email is acceptable) to the United
 531 Student Association Advisor and President (at least 24 hours prior to the meeting). An
 532 acceptable reason for absence includes, but is not limited to:
- 533 1. Illness, with absence from school,
 534 2. Death in the family,

- 535 3. Legal summons. In the event of an unforeseen need to miss a meeting, phone and if
536 possible e-mail the Advisor and President as soon as possible of the absence and
537 submit the reason in writing as soon as possible along with an explanation as to why the
538 reason could not be submitted 24 hours in advance.
- 539 B. Gross negligence or serious misconduct in carrying out the duties of office, as defined within
540 these the United Student Association Bylaws or Constitution.
- 541 C. A final determination of student misconduct by the Vice President of Student Services which
542 results in disciplinary action under WAC 132F-121 (provided in training manual for reference).
- 543 1. The United Student Association may place any officer on probation, either for any cause
544 that is good cause for removal deemed to be in violation of officer good conduct
545 standards as stipulated by the United Student Association Constitution and Bylaws, or
546 after ten (10) days of absence from duty. A written report of any probation will promptly
547 be presented to first the USA President and Advisor, then the entire United Student
548 Association for further review.
- 549 2. Before removal, a letter shall be mailed to the United Student Association officer at
550 his/her current address and an email will be sent to the student. This letter shall state the
551 alleged cause for removal and the date on which the matter will be brought to the USA
552 for recommendation (not less than seven (7) calendar days after mailing). The officer
553 shall be given a reasonable opportunity to respond to both the Executive & United
554 Student Association. A sample letter is in United Student Association training manual for
555 reference.
- 556 3. Removal from office shall immediately terminate an officer's right to any corresponding
557 award, stipend, or other form of monetary compensation for performance of one's duties
558 within the United Student Association. Officers who have been removed from office are
559 ineligible for appointment or candidacy to any S&A Fee funded position until the first day
560 of the quarter following the quarter in which they were removed.
- 561 4. Any officer placed on probation may undergo reduction and/or cessation of any award,
562 stipend, or other form of monetary compensation for performance of one's duties within
563 the United Student Association. Any recommendation of award reduction shall be
564 presented to the United Student Association, in conjunction with the Advisor. An
565 overview of violations must accompany any request for any award reduction, as well as
566 any steps taken to bring said officer into compliance. Determination of any officer's
567 duties shall be conducted by the United Student Association, in reference to this
568 Constitution and the Bylaws. Any actions by the United Student Association to suspend,
569 alter, or terminate any award or stipend must meet a two-third (2/3) majority approval.
568

569 Article 3: THE UNITED STUDENT ASSOCIATION MEETINGS

570 **3.1** Meeting Publicity: United Student Association meeting schedule and decisions shall be
571 publicized campus-wide using FB, Google apps, flyers and posters, enhancing communication
572 and understanding between the many diverse organizations and groups on campus.

573 **3.2** The Marketing Officer Officer shall be responsible for posting a calendar of United Student
574 Association meetings to the United Student Association bulletin board(s), website and other
575 available resources.

576 **3.3** Meetings during academic year shall be held beginning the 2nd week of fall, winter and
577 spring quarters. Meetings will not be held during finals week, vacations or breaks. A total of nine
578 (9) meetings per quarter must be held during the academic year. No official United Student
579 Association meetings will be held during summer quarter.

580 **3.4** At least one meeting per year at branch campus.

581 **3.5** Meeting Agendas-Information and materials pertinent to the agenda of all regular meetings
582 of the United Student Association shall be provided to officers at the beginning of each meeting.

583 **3.6** The order of the agenda governing all regular meetings of the United Student Association
584 shall be determined by the Communications Officer. The order of the agenda may be changed by the
585 President with the consent of the United Student Association officers present or at the request
586 of the majority of officers present.

587 **3.7** All meeting agendas and minutes shall be taken by the Communications Officer, and posted
588 on-line and
589 on the United Student Association bulletin board(s). There shall be one binder containing paper
590 copies of the minutes in the United Student Association office. Electronic copies of the meeting
591 minutes should be maintained by all officers of the United Student Association. All electronic
592 documentation pertinent to United Student Association shall be kept on a backup flash drive to
593 be kept in the office. This drive will then be backed up once a week on at least one other drive
594 that will be kept by the United Student Association Advisor. Correspondence from
595 administrators, students, student clubs and organizations, individuals, other educational or
596 community leaders shall be sent to the President of United Student Association and announced
at the weekly United Student Association meeting.

597 **3.8** Meetings may be cancelled by a two-thirds vote of the United Student Association at the
598 previous meeting. Officers must receive written notification of said cancellation 24 hours prior to
599 the regularly scheduled meeting.

600 **3.9** Emergency/supplementary meetings may be called if two third (2/3) of the voting officers
601 approve at a regular meeting, and/or called on twenty-four (24) hour notice if 51% of voting
602 officers approve in person or via email.

603 **3.10** The United Student Association shall make recommendations concerning student issues
604 and concerns, college services, student services, to the SSC administration and President's
605 Cabinet. The United Student Association President shall make monthly reports to SCCD Board

606 of Trustees.

607 **3.11** Students are encouraged to attend the United Student Association meetings and speak to
608 a particular issue or concern. They may not introduce motions or vote.

609 **3.12** Students may petition the United Student Association for consideration of proposals
610 relating to student issues, finances, programs, activities and/or projects. The petition will be
611 considered on merit, without need of sponsorship by a United Student Association officer. A
612 petition will require fifty (50) student signatures, with the last four (4) digits of their Student ID
613 Number for verification. Names of the students will be verified with the registrar. Any person,
614 wishing to present a petition for recognition by the United Student Association cabinet must:
615 Present petition to the Executive Committee. Once approved, present petition to the United
616 Student Association at their regular meeting

617 **Article 4: COMMITTEES**

618 **Section A – Standing Committees of the United Student Association**

619 **4.1 Budget Committee** The Budget Committee consists of the Treasurer and two United
620 Student Association executive officers.

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

651 **Section B – Ad-hoc Committees**

652 **4.2 General** Ad-hoc committees are temporary committees created and participated in by the
653 officers of the United Student Association to obtain awareness, advocate for, and have input on
654 issues pertaining to students.

655 **4.3 Bylaws Committee** The Bylaws Committee is created to update the governing documents
656 of the United Student Association. It is chaired by the United Student Association Vice President
657 & Legislative Liaison. The Committee must be constituted by the VP, a member of Budget
658 Committee and a member of Elections and Selections Committee. The Bylaws Committee
659 coordinates the annual Constitution/Bylaws process every winter quarter in conjunction with the
660 budget assessment allocation process.

661 **4.4 Selections Committee** The Selection Hiring Committee is created to ensure fair processes
and consistent participation in election and selection of incoming
663 officers. They are chaired by the United Student Association officers not seeking selection to
664 any United Student Association position. The Committee coordinates the annual
665 selection process every spring quarter. The Selection Committees coordinates any selection
process for mid-quarter vacancies.

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

- 672 (a) Bookstore
- 673 (b) College Council
- 674 (c) Global District Committee
- 675 (d) Safety
- 676 (e) Wellness Center Committee
- 677 (f) Faculty Tenure Committee
- 678 (g) UT Fee Committee
- 679 (h) Bias Incident Response Support Team
- 680 (i) Hiring Committees
- 681 (j) Art Gallery

682 Article 5 – SELECTIONS**683 Section A – General, Selection Process and Mid-term Vacancy****684 5.1 General**

- 685 1. A Selection committee shall be assembled as stated in the Bylaws during Winter &
686 Spring Quarters.
- 687 2. This committee shall administer all aspects of the process.
- 688 3. Selections must adhere to these bylaws.
- 689 4. The Dean of Student Life and United Student Association Advisor shall be responsible
690 for the timely completion.
- 691 5. An online selection packet which contains application details, timelines, job descriptions,
grievance process will be provided to applicants.
- 694 6. Incoming officers are expected to participate in student leadership training and position
695 transition annually in the spring quarter.
- 696 7. If any positions are not filled or are suspended during the Spring quarter process,
the process for mid-quarter vacancies will be enacted at a time to be determined by United
Student Association officers during summer quarter or pre-fall training (also depending on
Budget Salary allocation).
- 700 8. The United Student Association has the right to hire students as needed for specific
701 projects as deemed necessary.

702 5.2 Selections Process

- 703 1. Students wishing to apply must attend a mandatory information session, and will then
704 receive an application and information packet.
- 705 2. The application and/or information packet will include all of the criteria to apply for each
706 position, the duties of each position and the rules and expectations to campaign.
- 707 3. The applications are due back by the deadline designated by the Selection committee.
- 708 4. The applications will be reviewed by the committee to determine if the applicants meet
709 all of the criteria of the positions for which they are applying.
- 710 5. Those who do not meet the criteria will not be eligible and will be informed of the
reasons for their ineligibility.
- 712 6. Those who meet the criteria will be informed of their status and the next steps
of the process.
- 714 7. An interview will be conducted for applicants who meet qualifications and committee will
make final selections.
- 716 8.. The candidates will be expected to respond as to whether or not they accept the position.
- 724 9. The Finalists will then be announced to the campuscommunity.

725 5.3 Mid-term Vacancy (Fall/Winter Selections).

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

732 2. Midterm Vacancy Selection Process:

733 a. The Selection Committee consisting of minimum: the United Student Association
734 President, two officers and the Advisor.

735 b. All applicants must attend a mandatory orientation to receive application.

737 c. Refer to the Selection Hiring online packet for specific application details.

738 d. Committee will review applications and determine eligibility and interviews.

740 e Interviews with specific questions prepared in advance, should be conducted
744 same manner for each applicant. The Committee shall select the most qualified
candidate.

745 f. New member orientations shall be provided by the United Student Association
746 President and Advisor.

747 g. The mid-term vacancy selections take place at a time deemed necessary by the
748 members of the United Student Association.

749 h. If there is a mid-term vacancy in the Spring quarter, that position would be
appointed by the United Student Association team.

751 Section B – Criteria for Positions.

752 **5.4 General** This section describes the qualifications for applicants to apply for all United
753 Student Association positions excluding long-term volunteer membership.

754 1. Enrolled at minimum five (5) credits.

755 2. Maintain a 2.5 or above cumulative GPA at the time of application and during the entire
756 term of employment.

757 **5.5 President** To be eligible to apply for the position of President, a person must meet all the following requirements and be able to demonstrate proficiency in the following:

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

769 **5.6 Vice President** To be eligible to apply for the position of Vice President, a person must
770 meet all of the following requirements and be able to demonstrate proficiency in the following:

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

782 **5.7 Communications Officer** To be eligible to apply for this position, a person must meet
all the following 783 requirements and be able to demonstrate proficiency in the following:

- 784 1. Be currently enrolled at minimum 5 credits and successfully completed minimum 5
785 credits.
- 786 2. Able to process work on Microsoft Word and PowerPoint, and keep organized files on
787 Google Drive.
- 788 3. Prior office experience is highly preferred.

789 **5.8 Sustainability Officer** To be eligible to apply for this position, a person must meet all the
790 following requirements and be able to demonstrate proficiency in the following:

- 791 1. Be currently enrolled at minimum 5 credits and successfully completed minimum 5
792 credits.
- 793 2. Previous experience with event planning and organizing volunteers.
- 794 3. Must demonstrate knowledge of sustainability issues.
- 795 4. Demonstrate organizational skills.
- 796 5. A wide range of volunteer experience, which includes, but is not limited to: working with

- 797 diverse communities.
 798 6. Prior leadership experience.
 799 7. Networking and communication skills which includes but is not limited to: coordinating
 800 with other organizations, leaders, and administrators.
 801 8. Public speaking skills.

802 **5.9 Student Concerns and Transportation Officer** To be eligible to apply for this position, a person must meet all the following requirements and be able to demonstrate proficiency in the following:

- 804 1. Be currently enrolled at minimum 5 credits and successfully completed minimum 5
 805 credits
 806 2. Prior public speaking experience.
 807 3. Prior experience with planning and leading meetings and/or events.
 808 4. Demonstrated organizational skills & advocacy skills.
 809 5. A general knowledge of main student Student Concerns and Transportation Officer how to possibly deal with them.

811 **5.10 Diversity and Inclusion Officer** To be eligible to apply for this position, a person must
 812 meet all the following requirements and be able to demonstrate proficiency in the following:

- 813 1. Be currently enrolled at minimum 5 credits and successfully completed minimum 5
 814 credits.
 815 2. Prior public speaking experience.
 816 3. Prior experience with planning and leading meetings and/or events.
 817 4. Demonstrated organizational skills and advocacy skills.
 818 5. Prior advocacy experience regarding Diversity and Inclusion.
 819 6. A general knowledge of main diversity Student Concerns and Transportation Officer how to possibly deal with them.

821 **5.11 Marketing Officer** To be eligible to apply for this position, a person must meet all
 822 the following requirements and be able to demonstrate proficiency in the following:

- 823 1. Be currently enrolled at minimum 5 credits and successfully completed minimum 5
 824 credits.
 825 2. Be able to design marketing materials with software, which includes but is not limited to:
 826 Adobe Photoshop, Adobe Firework, Adobe Illustrator, Painter, and Publisher.
 827 3. Demonstrate graphic design skills.
 828 4. Be able to process work efficiently in while working on multiple projects for the United
 829 Student Association program officers. Have basic knowledge of Microsoft Word, and
 830 PowerPoint.
 831 5. Experience of image handling (including editing, printing, etc.) is highly preferred.

832 **5.12 Treasurer** To be eligible to apply for this position, a person must meet all the following
 833 requirements and be able to demonstrate proficiency in the following:

- 834 1. Be currently enrolled at minimum 5 credits and successfully completed minimum 5
 835 credits

836 2. Be able to process work efficiently in Excel. Be familiar with Microsoft Word and
837 PowerPoint.

838 3. Previous experience of financing or equivalent is highly preferred.
839

840 **Article 6– LEADERSHIP TRAINING AND OUTREACH**

841 **6.1 Leadership training**

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

844 2. The Student Life Staffs are responsible for providing updated training information and
845 materials.

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

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

857 5. Must participate in the annual United Student Association Student Leaders Retreat.

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

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

867 8. Must participate in ongoing leadership development training opportunities which will be
868 held throughout the academic year

869 **6.2 Outreach**

870 All United Student Association officers are expected and required to:

871 1. Conduct campus outreach at least 2 hours per week as a team: Tabling in the cafeteria,
872 Clock tower Plaza, in front of bookstore or library, etc. Marketing Officer is

873 responsible for organizing the schedule. Student Concerns and Transportation Officer
874 is responsible for providing surveys. Communications Officer and Marketing Officer are
875 responsible for setting up the marketing kit.

876 2. Classroom visits are required. The United Student Association Advisor will coordinate
877 with faculty.

878 3. Participate in campus wide events and outreach including quarterly New Student 879
Welcome, Annual Health Fair, quarterly club fair, Graduation, International Student 880
Orientation, etc.

881 **Article 7: GOVERNING PRINCIPLES OF S&A FEES AND VOLUNTARY STUDENT FEES**

882 **7.1 Governing Principles**

883 There are two sources of statutory authority for raising funds for student purposes. Student and
884 activities fees are authorized and described with guidelines and budgeting procedures in RCW
885 28B.15.041 through .045. A separate authority exists in RCW 28B.15.610 for “voluntary student
886 fees” (VSF). The VSF is a charge which the students voluntarily maintain upon themselves for
887 student purposes only. Students are authorized to create or increase VSF for each academic
888 year when passed by a majority vote of the student government or its equivalent, or referendum
889 presented to the student body. There is little else in the statute concerning these fees. The grant
890 of authority to students to create or increase a fee also implies the same authority to abolish or
891 decrease a fee by the same process. Provided, if the students vote VSF to support a bond or
892 other binding contractual obligation, they may not subsequently breach that obligation by
893 removing that pledge. Note, the VSF is the only authorized vehicle, aside from tuition and S&A
894 fees, for assessing across-the-board fees on all students (as distinguished from special user
895 fees).

896 **Article 8: AMENDMENT OF BYLAWS**

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

899 Amended March 2019

900 Amended August 2024

901

Appendices

902

No 1. United Association Attendance Sheet

Name	USA Meeting (date)	Tabling (date)	Leadership Training (date)	Administrator Meeting (date)

903

904

No. 2- USA Accountability Form

905

The purpose of this form is to document violations of USA member obligations set out in the Constitution, By-Laws and Standards of Conduct. This form can be initiated by any USA officers or the Advisor of the USA.

906

907

908

Per the By-Laws, a documented violation will result in removal from office only by a majority vote of USA officers. This form is for record keeping only and does not require that further action be initiated. However, it will be used as evidence should further action be initiated after the fact of the violation.

909

910

Attendance Violation

911

Date(s) of Occurrence: _____

912

Date(s) of USA Meeting: _____

913

Does the Council find the absence valid? Yes No

914

Is further action required? Yes No

915

(Leaves in notes, staple more paper if needed)

916

Notes: _____

919 **Duties & Tasks Violation:**

920 Date(s) of Occurrence: _____

921 Date(s) of USA Meeting: _____

922 Does the Council find the Officer failing in their duties and tasks per the Constitutional By-laws?

923 Yes No

924 Has the Officer met with the United Student Association and/or Advisor? Yes No

925 Development for counsel? Yes No

926 Is further action required? Yes No

927 (Leaves in notes, staple more paper if needed)

928 Notes: _____

929 _____

930 _____

931 **Integrity & Mission Violation:**

932 Date(s) of Occurrence: _____

933 Date(s) of USA Meeting: _____

934 Does the Council find the Officer compromising the integrity and mission per the Rules of

935 Conduct? Yes No

936 Has the Officer met with the United Student Association and/or Advisor? Yes No

937 Development for counsel? Yes No

938 Is further action required? Yes No

939 (Leaves in notes, staple more paper if needed)

940 Notes: _____

941 _____

942 _____