

SSC United Student Association Bylaws

# South Seattle College

## United Student Association (Student Government) **BYLAWS**

**2025**

SSC United Student Association Bylaws

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### Definition and Abbreviations

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

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

## **Article 1: THE UNITED STUDENT ASSOCIATION MISSION**

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

## **Article 2: PERSONNEL**

### **Section A – General**

#### **2.1 Composition**

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

- (a) One (1) President
- (b) One (1) Vice President & Voter Educator/Legislative Liaison
- (c) Six (6) Officers:
  - (1) Communications Officer
  - (2) Sustainability
  - (3) Student Issues and Concern Officer
  - (4) Diversity and Inclusion
  - (5) Marketing Officer
  - (6) Treasurer

#### **2.2 Employment Pay Rates**

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

#### **2.3 Eligibility**

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

1. Be in good academic standing (not on academic probation) for the term prior to election and during the entire period of employment.
2. Be enrolled in five (5) credits or more during the entire term of employment.
3. Maintain a 2.5 or above cumulative GPA at the time of application and during the entire term of employment.
4. If you are applying for the Communications Officer, Marketing Officer, and Treasurer position, you need to complete the skill assessment.

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5. All candidates are required to attend one mandatory orientation and at least one weekly United Student Association meeting prior to the application deadline.
6. Not be under disciplinary sanctions within the SSC conduct process during the application process or at any time during the duration of one's position. It is very important to understand that the United Student Association student leadership position duties include visibility and participation in the campus community; secondary only to academics with respect to your activities at SSC.

### 2.4 Equal Opportunity

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

## Section B – Overall Student Leadership Position Expectations

### 2.5 Administrative Expectations

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

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



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Association President's and Vice President's hours prior to this will be negotiated depending on prior experience and staff availability.

14. Attend United Student Association annual retreats unless excused by the Advisor.
15. The United Student Association workdays are Monday – Thursday. Opportunity to work on Friday is at the discretion of the USA Advisor.
16. Each officer should chair the weekly meeting twice a year.

### **2.6 Campus and Community Responsibilities Expectations**

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

### **2.7 Role Modeling Expectations**

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

### **2.8 Policy and Procedure Expectations**

1. Must uphold the policies and procedures of SSC and the laws of the state of Washington in general

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

## Section C – Position Qualifications, Descriptions, and Responsibilities

### 2.9 The President

Hours: Sixteen (16) hours per week.

#### Qualifications to hold position:

1. Meet Overall Student Leadership Position Expectations as listed in Article 2, Section B
2. Be very well versed in the United Student Association bylaws. (Article 2, Section B)
3. Must not hold another President or Vice President roles during Presidency at South Seattle College with communication consult to Advisor.

#### President's duties are to:

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1. Preside over the United Student Association and be responsible for the overall administration.
2. Have a working knowledge of the Seattle Community College Rules and Regulations, Student Services and District Policies and Procedures.
3. Chair the United Student Association weekly meetings (work with Communications Officer and Advisor to develop agenda and minutes).
4. Work directly with officers to support their responsibilities. This includes:
  - a. One-on-one meetings with each officer twice per quarter.
  - b. Holding quarterly evaluations with the United Student Association Advisor
5. Appoint the United Student Association officers to committees, including Ad-hoc Committees.
6. Schedule special meetings with the United Student Association team when necessary.
7. Write monthly Board of Trustees report – a summary of the United Student Association activities.
8. Attend monthly Seattle Community College Board of Trustees meetings on the 2nd Thursday of each month during the academic year.
9. Meet weekly with the United Student Association Advisor.
10. Meet monthly with the SSC President.
11. Coordinate quarterly United Student Association visits by the SSC President, VP of Student Services and Student Life Dean as needed.
12. Compile an annual report of the United Student Association in June to Student Life Dean and the United Student Association Advisor.
13. Give the State of the United Student Association speech at the Annual President's Day Convocation in September.
14. Consider applying for the Student Commencement Address at the Graduation Ceremony in June
15. Planning annual Community College meet and greet discussing goals, issues, and events one per year, preferably in Winter quarter.
16. Maintain student email address databases and send out **mass email** with approval from Advisor and President.

**Commented [LT2]:** President's duty

### 2.10 Vice President and Legislative Liaison

Hours: Thirteen (13) hours per week

#### Qualifications to hold position:

1. Meet Overall Student Leadership Position Expectations as listed in Article 2, Section B (Titled "United Student Association Eligibility and Overall Student Leadership Expectations).
2. Must not hold any another President or Vice President roles at South Seattle College while in the position of Vice President with communication consult to Advisor.

#### Vice President's duties are to:

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1. Create one program per quarter, addressing legislative issues (include, but are not limited to: inviting legislators to speak on campus, College Civics Week, trip to Olympia, voter registration, etc.)
2. During Spring quarter, the Vice President needs to create a Legislative Forum and invite/reach out the legislators to campus.
3. Serve as the Parliamentarian of the United Student Association.
4. Coordinate annual bylaws revision committee in the beginning of February.
5. Assigns other United Student Association officers certain sections of the bylaws to review.
6. Meet with Seattle Community College District Director of External Affairs in early fall quarter to hear legislative activities of the year.
7. Chair the United Student Association meetings in the absence of the President.
8. Have a working knowledge of the Seattle Community College Rules and Regulations, Student Services and District Policies and Procedures.
9. Meet weekly with the United Student Association President and Advisor.
10. Attend ongoing student leadership training opportunities, conferences, and workshops.
11. Collaborate with the Communications Officer to chair the bylaws revision

### 2.11 Officers

1. General. The following six (6) sections (2.11 - 2.16) describe United Student Association executive officers. The officers should meet Overall Student Leadership Position Expectations as listed in Article 2, Section B of the United Student Association bylaws. (Section titled "Overall Student Leadership Expectations").
2. Six (6) officers include:
  - a. Communications Officer
  - b. Sustainability Officer
  - c. Student Concerns and Transportation Officer
  - d. Diversity and Inclusion Officer
  - e. Marketing Officer
  - f. Treasurer
3. All officers: Thirteen (13) hours per week. All (6) officers' general duties are the following:
  - a. Provide weekly summary report or updates to the United Student Association. United Student Association officers are expected to submit an executive summary to the United Student Association President and Advisor after coordinating each event.
  - b. Develop a regular schedule of office hours and provide this information to the President prior to the 1st week of the quarter.
  - c. Advertise meetings to members of the campus community to encourage student participation.
  - d. Serve on at least one (1) Campus-wide Committee.
  - e. Attend ongoing student leadership training opportunities including conferences and workshops as suggested by the Advisor.

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4. Specific duties for each position are below.

### **2.12 Communications Officer**

Hours: Thirteen (13) hours per week.

#### **Communication Officer's duties are to:**

1. Record meeting minutes, revise meeting minutes, and distribute to the USA via email every week.
2. The Officer is responsible for making sure guests sign in when they attend a USA meeting. The guest log should be digital and have the following sections: name, date, email and/or phone number, issue and group representing.
3. Compile all minutes in a drive folder where all team members can have access to the minutes.
4. To complete an annual archive of the current academic year's activities, minutes, and agendas.
5. Distribute the agenda to the USA team via email at least 24 hours before meetings, including online meetings.
6. Prepare meeting room, projector, room setup, and cleanup.
7. Cooperate with other United Student Association officers with promoting their public events.
8. Post and update bulletin board and the United Student Association website with current weekly minutes, agenda, and monthly Board of Trustees report.
9. Work side by side with the President to set up appointments and invite guests.
10. Serve as a member of the bylaw's revision process with the Vice President.
11. Consistently manage the United Student Association official email.

### **2.13 Sustainability Officer**

Hours: Thirteen (13) hours per week.

#### **Sustainability Officers' duties are to:**

1. Prioritize sustainability goals with one campus-wide, long-term, sustainability initiative or project and/or take part in current sustainability initiatives on campus. Examples include: continuing the work towards getting rid of plastic bottles on campus by opposing the renewal of contracts with vendors that sale plastic bottles to the bookstore and cafeteria. Other examples include movie sessions focusing on sustainability, inviting speakers, and holding conversations with administration/district to continue to move the initiatives forward.
2. Act as a student leader steward, advocating for changes in campus and district environmental policy by serving on the Campus Sustainability Committee to represent the students at South Seattle College, and the District Sustainability Committee (if schedule allowed).

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3. Promote Eco-friendly activities/initiative and program for the students, and SSC community to ensure that the environment is always a priority of the Sustainability Officer.
4. In charge of composting schedule and policy in Student Life.
5. Plan and organize an annual trip to the Washington Oregon Higher Education Sustainability Conference and work with the PR Officer to promote the event to students.
6. Plan and organize a service-learning project at least once a quarter with a focus on conservation, stewardship, and sustainability. Example: organize a clean-up where students can get free T-shirts.
7. Work with the Sustainability Committee to organize at least one event a year to educate students on recycling, such as the Trash Talk event, where students volunteer and help other students sort their trash at the cafeteria during lunch time.
8. Organize the annual Earth Fest in the Spring that will advocate for sustainability, and social justice.
9. Submit an executive summary to the United Student Association President and Advisor after each event.
10. Collaborate with the United Student Association Marketing Officer to promote events.
11. Work with the Diversity and Inclusion Officer to encourage the diversity of students involved with the Sustainability events.
12. Recruit and maintain the Sustainability Student Volunteer Group.
13. Collaborate with the Sustainability Committee to help raise the STARS rating for the sustainability state at South Seattle.
14. Collaborate with Student Issues and Concern Officer in transportation-related projects.

### 2.14 Student Issues and Concern Officer

Hours: Thirteen (13) hours per week.

#### **Student Issues and Concern Officer's duties are to:**

1. Hear student issues and concerns and assist with any plans of action.
2. Coordinate one student issues and concern focused forum per quarter and one general student forum per year as needed to meet student needs.
3. Address public transportation disparities at South Seattle College and implement advocacy efforts to increase transportation equity and accessibility for the student body in collaboration with Sustainability Officer.
4. Form a committee consisting of the majority of students to convene monthly and collectively address student issues and concern.
5. Work with designated student grievance officer to assist with student grievance process, and to promote understanding of grievance process.
6. Represent student interests in textbooks, book loan program, by serving on the Bookstore Committee and other supporting committees.
7. Advocate for student interests for Online Learning (OER).
8. Conduct one student survey on a quarterly basis to determine issues and types of desirable activities and report to the United Student Association and student body.
9. Maintain a weekly outreach table scheduled specifically focusing on student issues.

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10. The Officer will work cooperatively with the Diversity and Inclusion Officer and have one-on-one monthly meeting regarding the projects you are working on.
11. Devise an on-line template to solicit student feedback on a regular basis.

### **2.15 Diversity and Inclusion Officer**

Hours: Thirteen (13) hours per week.

#### **Diversity and Inclusion Officer's duties are to:**

1. Hear student issues and concerns and assist with any plans of action.
2. Coordinate one student forum per quarter and one program per year as needed to meet student needs.
3. Work with designated student administrator to assist with bias incident process, and to promote understanding.
4. Coordinate with the Vice President as needed to address student issues concerning legal matters.
5. Conduct one student survey on a quarterly basis to determine issues and types of desirable activities and report to the United Student Association and student body in collaboration with Student Issues and Concern Officer.
6. Maintain a weekly outreach table scheduled specifically focusing on diversity and inclusion issues.
7. Attending club meetings and supporting club activities, working with the Center for Equity, Inclusion and Diversity (CEID).
8. Serve as the student member of district or campus conduct appeals committees should any occur.
9. The Officer will work cooperatively with Student Issues and Concern Officer and have one-on-one monthly meeting regarding the projects you are working on.

### **2.16 Marketing Officer**

Hours: Thirteen (13) hours per week.

#### **Marketing Officer's duties are to:**

1. Develop a marketing plan for the United Student Association including both print and electronic format.
2. Work with Student Life staff to update the United Student Association website, Google apps, Instagram, Snapchat, and Facebook on a regular basis.
3. Support officers in distributing announcements and flyers of United Student Association events, activities, and programs.
4. Work in conjunction with United Student Association and campus to facilitate mutual exposure in every way possible.
5. Schedule weekly tabling/outreach on campus and ensure it is conducted.
6. Take photos at all United Student Association events and post on Facebook, websites, and other social media platforms.

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7. Ensure the United Student Association's presence in campus-wide activities involving outreach.
8. Marketing Officer will participate in extensive training directly related to marketing: Adobe programs, printing process, posting, and website management, etc.
9. Serve as recorder in absence of Communications Officer.
10. Announce on social media and post notice sign on the door of the meeting room to notify students when the United Student Association weekly meetings are cancelled.
11. Check the inventory monthly including ink and paper, A-boards, and office supplies.
12. Consistently manage the United Student Association Canvas page.

### 2.17 Treasurer

Hours: Thirteen (13) hours per week.

#### Treasurer's duties are to:

1. Responsible for the overall administration of the United Student Association budget, and reporting weekly updates to the Executive Committee, the United Student Association, and United Student Association Advisor.
2. Every two weeks prepares a report of amounts expensed and remaining (in dollars and percentages) for each line item on the budget.
3. Serve as a Chair of the Services and Activities Fee Board and report back to Budget Committee and United Student Association regarding issues, topics, and concerns regarding student fees.
4. Serve as a member of the UT Fee Committee and report back to Budget Committee and United Student Association regarding issues, topics, and concerns regarding student technologies fees.
5. Prices new supplies need and ensures that the United Student Association budget can afford them and submits order to Advisor.
6. Serve as Chair to the USA Budget Committee, develops agenda, record minutes, and hold meetings in Winter & Spring quarters.
7. Maintain weekly spreadsheet of the United Student Association expenses, and FMS provided by advisor.
8. Give Budget Committee meeting minutes to the Communications Officer to post on the United Student Association bulletin board and to the Advisor to post on the United Student Association website.
9. Complete the financial sections and activity/program project list of the quarterly, and annual reports. These include the budget vs. Actual expense report for each activity as well as the Year-to-Date Expense Summary report.

**Commented [HD3]:** We should include somewhere in our bylaws a paragraph describing what the executive committee is and what its responsibilities are. Something akin to "it's a sub-committee consisting of the President, Vice President, and Treasurer." You can ask Monica about what the committee's responsibilities are.

## Section D – Miscellaneous

### 2.18 The United Student Association Advisor Role

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



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

### 2.19 Removal from Office

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

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

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

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

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

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1. The United Student Association may place any officer on probation, either for any cause that is good cause for removal deemed to be in violation of officer good conduct standards as stipulated by the United Student Association Constitution and Bylaws, or after ten (10) days of absence from duty. A written report of any probation will promptly be presented to first the USA President and Advisor, then the entire United Student Association for further review.
2. Before removal, a letter shall be mailed to the United Student Association officer at his/her current address and an email will be sent to the student. This letter shall state the alleged caused for removal and the date on which the matter will be brought to the USA for recommendation (not less than seven (7) calendar days after mailing). The officer shall be given a reasonable opportunity to respond to both the Executive & United Student Association. A sample letter is in the United Student Association training manual for reference.
3. Removal from office shall immediately terminate an officer's right to any corresponding award, stipend, or other form of monetary compensation for performance of one's duties within the United Student Association. Officers who have been removed from the office are ineligible for appointment or candidacy to any S&A Fee funded position until the first day of the quarter following the quarter in which they were removed.
4. Any officer placed on probation may undergo reduction and/or cessation of any award, stipend, or other form of monetary compensation for performance of one's duties within the United Student Association. Any recommendation for award reduction shall be presented to the United Student Association, in conjunction with the Advisor. An overview of violations must accompany any request for any award reduction, as well as any steps taken to bring said officer into compliance. Determination of any officer's duties shall be conducted by the United Student Association, in reference to this Constitution and the Bylaws. Any actions by the United Student Association to suspend, alter, or terminate any award or stipend must meet a two-third (2/3) majority approval.

### **Article 3: THE UNITED STUDENT ASSOCIATION MEETINGS**

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

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

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

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

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

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

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

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

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

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

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

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

## **Article 4 – COMMITTEES**

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

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

1. Chaired by the United Student Association Treasurer.
2. The United Student Association budget process will follow the policies and procedures established by SSCC and Seattle Community College District.
3. Bi-weekly meetings to review fund requests, expenditures, balances, coordinate the United Student Association annual budget request. A full expenditure report shall be provided to the United Student Association every two (2) weeks.
4. All information regarding Student Activities (S&A) Fees, revenue and expenditure shall be made available upon request.
5. Once per quarter, conduct an open meeting to provide an opportunity for comments and feedback from students and the campus community.
6. A copy of the United Student Association budget shall be provided to each officer upon taking office.

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### 7. Request for Funds Process:

- a. Request for funds forms concerning finance requests of less than \$250.00 may be approved by the Dean of Student Life, USA Advisor and the United Student Association Treasurer – evidence by their three (3) signatures. Approval of such requests shall be reported at the next Budget Committee and United Student Association meetings. All expenditures utilizing Student Activities (S&A) Fees must be approved and signed by all parties as prescribed in the Constitution.
- b. Request for funds forms concerning finance requests above \$250.00 and less than \$500.00 must be approved by a majority vote of the Budget Committee. Notice of approval must be presented at the next United Student Association meeting.
- c. Request for funds forms concerning finance requests greater than \$500.00 must be in writing and approved by a majority vote of the United Student Association, following a favorable recommendation from the Budget Committee.
- d. Additional mid-year requests processed through the S&A Fee Board shall be presented by the United Student Association President and Vice President after United Student Association approval.

## Section B – Ad-hoc Committees

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

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

**4.4 Selection Committee** The Selection – Hiring Committee is created to ensure fair processes and consistent participation in the election and selection of incoming officers. They are chaired by the United Student Association position. The Committee coordinates the annual selection process every spring quarter. The Selection Committee coordinates any selection process for mid-quarter vacancies.

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

- (a) Bookstore
- (b) College Council

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- (c) Global District Committee
- (d) Safety
- (e) Wellness Center Committee
- (f) Faculty Tenure Committee
- (g) UT Fee Committee
- (h) Bias Incident Response Support Team
- (i) Hiring Committees
- (j) Art Gallery

## Article 5 – SELECTIONS

### Section A – General, Selection Process and Mid-term Vacancy

#### 5.1 General

1. A selection committee shall be assembled as stated in the Bylaws during the Winter & Spring Quarters.
2. This committee shall administer all aspects of the process.
3. Selections must adhere to these bylaws.
4. The Dean of Student Life and United Student Association Advisor shall be responsible for the timely completion.
5. An online selection packet which contains application details, timelines, job descriptions, and grievance process will be provided to applicants.
6. Incoming officers are expected to participate in student leadership training and position transition annually in the spring quarter.
7. If any positions are not filled or are suspended during the Spring quarter 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).

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8. The United Student Association has the right to hire students as needed for specific projects as deemed necessary.

### 5.2 Selection Process

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

### 5.3 Mid-term Vacancy (Fall/Winter Selections)

1. Vacancy Determination The United Student Association shall determine if midterm vacancies in any office will be filled. If an officer provided notice of resignation or if an officer is removed, that position will be offered to all South Seattle College students. The entire campus will be notified of the vacancy within 10 school days via the United Student Association website, Facebook, Instagram, Google apps, flyers, posters, as deemed necessary by the United Student Association officers and Advisor.
2. Midterm Vacancy Selection Process:
  - a. The Selection Committee consisting of minimum: the United Student Association President, two officers and the Advisor.
  - b. All applicants must attend a mandatory orientation to receive an application.
  - c. Refer to the Selection Hiring online packet for specific application details.
  - d. The committee will review applications and determine eligibility and interviews.
  - e. Interview with specific questions prepared in advance should be conducted in the same manner for each applicant. The committee shall select the most qualified candidate.
  - f. New member orientations shall be provided by the United Student Association President and Advisor.
  - g. The mid-term vacancy selections take place at a time deemed necessary by the members of the United Student Association.
  - h. If there is a mid-term vacancy in the Spring quarter, that position would be appointed by the United Student Association team.

## **Section B – Criteria for Positions**

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

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

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

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

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

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

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

1. Be currently enrolled at minimum 5 credits and successfully completed a minimum of 5 credits.
2. Able to process work on Microsoft Word and PowerPoint and keep organized files on Google Drive.
3. Prior office experience is highly preferred.



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

1. Be currently enrolled at minimum 5 credits and successfully completed a minimum of 5 credits.
2. Previous experience with event planning and organizing volunteers.
3. Must demonstrate knowledge of sustainability issues.
4. Demonstrate organizational skills.
5. A wide range of volunteer experience, which includes, but is not limited to working with diverse committees.
6. Prior leadership experience.
7. Networking and communication skills which included but is not limited to coordinating with other organizations, leaders, and administrations.
8. Public speaking skills.

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

1. Be currently enrolled at minimum 5 credits and successfully completed a minimum of 5 credits.
2. Prior public speaking experience.
3. Prior experience with planning and leading meetings and/or events.
4. Demonstrated organizational skills and advocacy skills.
5. Prior advocacy experience regarding Diversity and Inclusion.
6. A general knowledge of main student concern and issues.

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

1. Be currently enrolled at minimum 5 credits and successfully completed a minimum of 5 credits.
2. Prior public speaking experience.
3. Prior experience with planning and leading meetings and/or events.
4. Demonstrated organizational skills and advocacy skills.
5. Prior advocacy experience regarding Diversity and Inclusion.
6. A general knowledge of main diverse student concerns and how to possibly deal with them.

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

1. Be currently enrolled at minimum 5 credits and successfully completed a minimum of 5 credits.
2. Be able to design marketing materials with software, which includes but is not limited to Adobe Photoshop, Adobe Firework, Adobe Illustrator, Painter, and Publisher.
3. Demonstrate graphic design skills.

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4. Be able to process work efficiently while working on multiple projects for the United Student Association program officers. Have basic knowledge of Microsoft Word, and PowerPoint.
5. Experience of image handling (including editing, printing, etc.) is highly preferred.

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

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

## Article 6 – LEADERSHIP TRAINING AND OUTREACH

### 6.1 Leadership training

1. Student Life Staffs and Advisor are responsible for providing updated training information and materials.
2. Must read any materials provided to officers of the United Student Association as a part of the student government.
3. Are required to attend the Statewide College Unions Student Program (CUSP) Leadership Conference held the first week of September for all student government positions at the community colleges in Washington State. Depending on the United Student Association budgets, officers may also attend the annual Northwest Student Leadership Conference (NWSLC) held at Portland State University in Portland, Oregon. Officers are encouraged to attend the Washington State Multicultural Student Services Directors Council (MSSDC) Student of Color Conference held annually in April. United Student Association Advisor and the Dean of Diversity and Retention and Student Life must approve travel to any conference.
4. Must participate in the annual United Student Association Leaders Retreat.

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5. Must participate in the outgoing/incoming Student Leadership Training/Transition during May of each year.
6. Must participate in pre-fall training: to be scheduled at least 2 weeks prior to the beginning of fall quarter classes or during summer quarter. General subjects to include: constitution/bylaws, parliamentary procedures, meeting facilitation, public speaking, communication skills, cultural sensitivity and diversity awareness, delegation, meeting facilitation, time management, campus resources, etc. Specialized subjects to include: program planning, graphic design and multimedia software, digital picture taking, food handlers training, etc.
7. Must participate in ongoing leadership development training opportunities which will be held throughout the academic year.

### 6.2 Outreach

All United Student Association officers are expected and required to:

1. Conduct campus outreach at least 2 hours per week as a team: tabling in the cafeteria, Clock tower Plaza, in front of bookstore or library, etc. Marketing Officer is responsible for organizing the schedule. Student Concerns and Transportation Officer is responsible for providing surveys. Communications Officer and Marketing Officer are responsible for setting up the marketing kit.
2. Classroom visits are required. The United Student Association Advisor will coordinate with faculty.
3. Participate in campus wide events and outreach including New Student Welcome, Annual Health Fair, club fair, Graduation, International Student Orientation, etc.

## Article 7 – GOVERNING PRINCIPLES OF S&A FEES AND VOLUNTARY STUDENT FEES

### 7.1 Governing Principles

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

**Article 8 – AMENDMENT OF BYLAWS**

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.

Amended March 2019

Amended August 2024

**Appendices**

**No 1. United Association Attendance Sheet**

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

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### No 2. USA Accountability Form

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.

Per the By-Laws, a documented violation will result in removal from office 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.

#### Attendance Violation:

Date(s) of Occurrence: \_\_\_\_\_

Date(s) of USA Meeting: \_\_\_\_\_

Does the Council find the absence valid?      Yes      No

Is further action required?      Yes      No

(Leaves in notes, staple more paper if needed)

Notes: \_\_\_\_\_

#### Duties & Tasks Violation:

Date(s) of Occurrence: \_\_\_\_\_

Date(s) of USA Meeting: \_\_\_\_\_

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

Yes      No

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

Development for counsel?      Yes      No

Is further action required?      Yes      No

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(Leaves in notes, staple more paper if needed)

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Integrity & Mission Violation:**

Date(s) of Occurrence: \_\_\_\_\_

Date(s) of USA Meeting: \_\_\_\_\_

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

Yes          No

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

Development for counsel?          Yes          No

Is further action required?          Yes          No

(Leaves in notes, staple more paper if needed)

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_