

1

South Seattle College

2

United Student Association

3

(Student Government)

4

BY-LAWS

5

March 2019

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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 officers 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
115 commitment by promoting and encouraging self-development, community involvement, and
116 cultural sensitivity.

117 Article 2: PERSONNEL**118 Section A – General****119 2.1 Composition**

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

- 122 (a) One (1) President
- 123 (b) One (1) Vice President & Legislative Liaison
- 124 (c) Six (6) Officers:
 - 125 (1) Secretary
 - 126 (2) Sustainability
 - 127 (3) Issues and Concerns
 - 128 (4) Diversity and Inclusion
 - 129 (5) Public Relations
 - 130 (6) Treasurer

131 2.2 Employment Pay Rates

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

134 2.3 Eligibility

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

- 139 1. Be in good academic standing (not on academic probation) for the term prior to election
140 and during entire period of employment.
- 141 2. Be enrolled in five (5) credits or more during the entire term of employment.

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

153 **2.4 Equal Opportunity**

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

157

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

159 **2.5 Administrative Expectations**

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

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

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

192 **2.6 Campus and Community Responsibilities Expectations**

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

209 **2.7 Role Modeling Expectations**

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

222 the campus community.

223 **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 Secretary and Advisor
- 270 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. Give 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: Fifteen (15) 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 Secretary 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. Secretary
329 b. Sustainability
330 c. Issues and Concerns
331 d. Diversity and Inclusion
332 e. Public Relations Officer
333 f. Treasurer

- 334 3. Treasurer: Sixteen (16) hours per week. All other officers: Thirteen (13) hours per week.
335 4. All (6) officers' general duties are the 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 Secretary**

351 Hours: Thirteen (13) hours per week.

352 **Secretary'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 Public Relations 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 **2.14 Issues and Concerns Officer**

412 Hours: Thirteen (13) hours per week.

413 **Issues and Concerns Officer's duties are to:**

- 414 1. Hear student issues and concerns, and assist with any plans of action.
- 415 2. Coordinate one student forum per quarter and one workshop per year as needed to
- 416 meet student needs.
- 417 3. Represent student interests on textbook, book loan program, by serving on the
- 418 Bookstore committee and other supporting committees.
- 419 4. Address safety, security and transportation issues.
- 420 5. Work with designated student grievance officer to assist with student grievance process,
- 421 and to promote understanding of grievance process.
- 422 6. Maintain Textbook Exchange Bulletin Board and website.
- 423 7. Conduct one student survey on a quarterly basis to determine issues and type of
- 424 desirable activities and report to the United Student Association and student body.
- 425 8. Maintain a weekly outreach table scheduled specifically focusing on student issues.
- 426 9. The Officer will work cooperatively with Diversity and Inclusion Officer and have one- on-
- 427 one monthly meeting regarding the projects working on.
- 428 10. Devise an on-line template to solicit student feedback on a regular basis.

429 **2.15 Diversity and Inclusion Officer**

430 Hours: Thirteen (13) hours per week.

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

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

449 **2.16 Public Relations Officer**

450 Hours: Thirteen (13) hours per week.

451 **Public Relations Officer's duties are to:**

- 452 1. Develop a marketing plan for the United Student Association including both print and

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

471 **2.17 Treasurer**

472 Hours: Sixteen (16) hours per week.

473 **Treasurer's duties are to:**

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

- 494 9. Complete the financial sections and activity/program project list of the quarterly, and
495 annual reports. These include the budget vs. actual expense report for each activity as
496 well as the Year-to-Date Expense Summary report.

497 **Section D – Miscellaneous**

498 **2.18 The United Student Association Advisor Role**

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

519 **2.19 Removal from Office**

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

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

- 531 1. Illness, with absence from school,
532 2. Death in the family,

533 3. Legal summons. In the event of an unforeseen need to miss a meeting, phone and if
534 possible e-mail the Advisor and President as soon as possible of the absence and
535 submit the reason in writing as soon as possible along with an explanation as to why the
536 reason could not be submitted 24 hours in advance.

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

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

541 1. The United Student Association may place any officer on probation, either for any cause
542 that is good cause for removal deemed to be in violation of officer good conduct
543 standards as stipulated by the United Student Association Constitution and Bylaws, or
544 after ten (10) days of absence from duty. A written report of any probation will promptly
545 be presented to first the USA President and Advisor, then the entire United Student
546 Association for further review.

547 2. Before removal, a letter shall be mailed to the United Student Association officer at
548 his/her current address and an email will be sent to the student. This letter shall state the
549 alleged cause for removal and the date on which the matter will be brought to the USA
550 for recommendation (not less than seven (7) calendar days after mailing). The officer
551 shall be given a reasonable opportunity to respond to both the Executive & United
552 Student Association. A sample letter is in United Student Association training manual for
553 reference.

554 3. Removal from office shall immediately terminate an officer's right to any corresponding
555 award, stipend, or other form of monetary compensation for performance of one's duties
556 within the United Student Association. Officers who have been removed from office are
557 ineligible for appointment or candidacy to any S&A Fee funded position until the first day
558 of the quarter following the quarter in which they were removed.

559 4. Any officer placed on probation may undergo reduction and/or cessation of any award,
560 stipend, or other form of monetary compensation for performance of one's duties within
561 the United Student Association. Any recommendation of award reduction shall be
562 presented to the United Student Association, in conjunction with the Advisor. An
563 overview of violations must accompany any request for any award reduction, as well as
564 any steps taken to bring said officer into compliance. Determination of any officer's
565 duties shall be conducted by the United Student Association, in reference to this
566 Constitution and the Bylaws. Any actions by the United Student Association to suspend,
567 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 Public Relations 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 Secretary. 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 Secretary, and posted on-line and
588 on the United Student Association bulletin board(s). There shall be one binder containing paper
589 copies of the minutes in the United Student Association office. Electronic copies of the meeting
590 minutes should be maintained by all officers of the United Student Association. All electronic
591 documentation pertinent to United Student Association shall be kept on a backup flash drive to
592 be kept in the office. This drive will then be backed up once a week on at least one other drive
593 that will be kept by the United Student Association Advisor. Correspondence from
594 administrators, students, student clubs and organizations, individuals, other educational or
595 community leaders shall be sent to the President of United Student Association and announced
596 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 Elections and Selections Committee** The Election and Selection Committees are created
662 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 re-election to
664 any United Student Association position. The Election Committee coordinates the annual
665 election process every spring quarter. The Selection Committees coordinates any selection
666 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) President's Committee on Diversity and Retention

676 (e) Safety

677 (f) Faculty Tenure Committee

678 (g) UT Fee Committee

679 (h) Bias Incident Response Support Team

680 (i) Hiring Committees

681

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

- 685 1. An election committee shall be assembled as stated in the Bylaws during Winter &
686 Spring Quarters.
- 687 2. This committee shall administer all aspects of the elections process.
- 688 3. Campus-wide elections 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 of the elections and the monitoring of the ballot count.
- 691 5. An election handbook which contains application details, timelines, online election
692 procedures, the grievance process and election campaign rules and regulations will be
693 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 elections process,
697 the process for mid-quarter vacancies will be enacted at a time to be determined by United
698 Student Association officers during summer quarter or pre-fall training (also depending on
699 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 Elections 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 election 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 to run for office and will be
711 informed of the reasons for their ineligibility.
- 712 6. Those who meet the criteria will be informed of their candidacy status and the next steps
713 of the process.
- 714 7. An interview will be conducted for each applicants and will determine eligibility to run for
715 elections.
- 716 8. The committee will announce the candidates to the campus community.
- 717 9. The candidates must prepare for and attend a town-hall style forum hosted by the
718 committee.
- 719 10. Elections will take place online with the support of the United Student Association
720 Advisor & campus Web Designer to design the online ballot
- 721 11. The results will then be tabulated and reported to the candidates.
- 722 12. The candidates will be expected to respond as to whether or not they accept the

723 position.

724 13. The results will then be announced to the campus community.

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 and preliminary interview after
736 submitting a complete application.

737 c. Refer to the Election handbook for specific application details.

738 d. After the applicant has attended a mandatory orientation and applications have been
739 approved, applicants will be assigned an interview time.

740 e. All applicants shall present themselves for an interview by the United Student
741 Association Selection Committee.

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

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

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

749 i. If there is a mid-term vacancy in the Spring quarter, that position would be appointed
750 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

758 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 Secretary** 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 Issues and Concerns Officer** To be eligible to apply for this position, a person must meet
803 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 issues and concerns how to possibly deal with
810 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 issues and concerns how to possibly deal with
820 them.

821 **5.11 Public Relations 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. Public Relations Officer is

873 responsible for organizing the schedule. Issues and Concerns Officer is responsible for
874 providing surveys. Secretary and Public Relations Officer are responsible for setting up
875 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 elections and it may be amended by a two-thirds
898 vote of the United Student Association Bylaws Committee with 30 days written notice.

899 Amended March 2019

900

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

911

912

Attendance Violation

913

Date(s) of Occurrence: _____

914

Date(s) of USA Meeting: _____

915

Does the Council find the absence valid? Yes No

916

Is further action required? Yes No

917

(Leaves in notes, staple more paper if needed)

918

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 _____