

Bylaws of the
ASSOCIATED STUDENTS
OF
NORTHWEST INDIAN COLLEGE

ARTICLE I

Name

The name of this organization shall be the Associated Students of Northwest Indian College, hereafter called the ASNWIC. The governing body of this association shall be the Northwest Indian College Student Executive Board, hereafter called the NWICSEB.

ARTICLE II

Purpose

The Bylaws are the rules governing the internal affairs of this organization, and will support and clarify the Constitution.

ARTICLE III

Officers of the Association

Section 1

The officers of the Executive Board shall consist of the President, Vice President for Activities, Vice President for Finance, Vice President for Clubs and Organizations, and Vice President for Extended Campuses.

Section 2

The College President or his/her designee shall appoint Advisor/s to Executive Board each academic year, with the advisement NWICSEB (Student Executive Board).

Section 3

The Executive Board is directly responsible to the ASNWIC, and will explore and develop innovative programs for increased student well being.

Section 4

The NWICSEB shall be responsible for seeking student opinions and ideas for services to NWIC students, and shall represent the students in all matters requiring Executive Board action.

ARTICLE IV

Executive Board Meetings

Section 1¹

Regular Executive Board meetings shall be held at least once per month during the academic year, with the exception of summer quarter.

Section 2

Special meetings may be called by the President or by written request signed by a plurality of the Executive Board members, if at least twenty-four (24) hours oral and/or written notice is given to the members.

Section 3

A quorum shall be declared at any given meeting when more than half of members are present

ARTICLE V

Duties of the Executive Board Officers

Section 1

The President of the ASNWIC, as the Chief Executive Officer of the Associated Students of the Northwest Indian College shall:

- a. Attend all regular and special meetings of the Executive Board.
- b. Be responsible for the management of ASNWIC operations; and the implementation of ASNWIC programs; and work cooperatively with all elements of the college and the community.
- c. Call and reside at all regular and special meetings of the Executive Board.
- d. Prepare the agenda for regular and special meetings of the Executive Board.
- e. Maintain attendance (roll call) at all meetings.
- f. Attend or appoint an Executive Board member to attend meetings of the NWIC President's Advisory Staff, as requested, and/or the College Board.
- g. Provide leadership in the development of college policies by representing and involving students in the decision-making process.
- h. Meet weekly with the Executive Board advisor/s.
- i. Have the authority to create committees and appoint their chairperson with the advice and consent of the Executive Board.
- j. Assist all executive officers
- k. Carry out responsibilities within the guidelines of the Constitution and Bylaws.
- l. Be accountable to the Executive Board for reports summarizing related activities.
- m. Have the authority to call special meetings provided at least twenty-four (24) hours notice is given to the members.
- n. Appoint members of the election committee, with the advice and consent of the Executive Board, not less than five (5) weeks prior to said elections.
- o. In the event that an Executive Board office is vacant, with the advice and consent of the Executive Board, appoint a replacement from the Associated Students.

- p. Preside over or attend all training/orientation sessions.

Section 2

The Vice-President of Finance of the ASNWIC shall

- a. Attend all regular and special meetings of the Executive Board.
- b. Assist the President in all matters related to Associated Student Affairs.
- c. The Vice President of Finance of the ASNWIC shall assume the role and duties of the President in the event of absence or resignation
- d. Provide the Executive Board with current information and reports regarding College and Associated Students financial matters.
- e. Be responsible for Executive Board business related matters.
- f. Prepare the ASNWIC annual budget request
- g. Present the annual budget request for approval to the ASNWIC Executive Board.
- h. Present approved budget request to NWIC Administration
- i. Present approved budget to the Student Executive Board.
- j. Keep records of all financial transactions.
- k. Provide a written budget report monthly to ASNWIC
- l. Prepare purchase orders, requisition forms, or supply requests as needed.
- m. Maintain a working relationship with institutional accounting office.
- n. Participate in all training/orientation sessions.

Section 3

The Vice-President of Activities of the ASNWIC shall:

- a. Attend all regular and special meetings of the Student Executive Board.
- b. Assist the president in all matters related to Associated Student Affairs.
- c. Develop and oversee all co-curricular activities funded by the ASNWIC.
- d. Provide the Executive Board with current information and reports regarding College and Associated Students matters.
- e. Be responsible for all ASNWIC public relations, and for keeping all segments of the college informed of the activities of the Executive Board.
- f. Serve as the organization's recognition coordinator
- g. Facilitate elections, as stated in the election code.
- h. Maintain all relevant documentation concerning the history of ASNWIC.
- i. Log all ASNWIC events, meetings, council member pictures for the purpose of record and historical memory.
- j. Participate in all training/orientation sessions.

Section 4

The Vice-President for Clubs and Organizations of the ASNWIC shall:

- a. Attend all regular and special meetings of the Student Executive Board.
- b. Assist the president in all matters related to the Associated Student Affairs.
- c. Provide the Executive Board with current information and reports regarding College and Associated Students matters.
- d. Advise on public relations.
- e. Develop and coordinate all interclub activities through a club council.
- f. Be responsible for ensuring student clubs and organizations report quarterly.

- g. Maintain a relationship with NWIC clubs/organizations by meeting with designated officers.
- h. Maintain a calendar of events for NWIC activities.
- i. Participate in all training/orientation sessions

Section 5

The Vice President for Extended Campus of the ASNWIC shall:

- a. Attend all regular and special meetings of the Student Executive Board.
- b. Assist the president in all matters related to the Associated Students affairs.
- c. Provide the Executive Board with current information and reports regarding College and Associate Students matters.
- d. Be responsible for ensuring activities and services of the ASNWIC are extended to the extended campus.
- e. Provide minutes to all appropriate members and institutional staff.
- f. Keep Associated Students informed by posting minutes
- g. Maintain a phone and e-mail directory of all members
- h. Participate in all training/orientation sessions.

Section 6

The Advisor/s shall:

- a. Attend all regular and special meetings of Student Executive Board
- b. Monitor Student Executive Board officer's academic eligibility status.
- c. Maintain a relationship with the institutional accounting.
- d. Audit finances with the Vice President for Finance.
- e. Meet weekly with the organization's President
- f. Attend and advise officers during trips to conferences, business meetings, etc.
- g. Provide orientation and developmental activities for new student members of NWIC student committees and councils to assist in developing group cohesiveness.
- h. Assist the organization with election concerns.
- i. Maintain a background history and insight to the organization.
- j. Hold a goal-setting meeting for the Student Executive Board.
- k. Coordinate an officer retreat annually.

Article VI

Council of Seniors

Section 1

Each fall, the Executive Board shall appoint Council of Seniors for the purpose of negotiating disagreements between students, student groups and students and staff.

Section 2

The duties of the Council of Seniors shall be limited to mediating disagreements. All other leadership prerogatives shall reside with the Executive Board of the ASNWIC.

Section 3

Council of Seniors shall:

- a. Council of Seniors will be comprised of one appointee by the college President, one appointee by the President of ASNWIC, and one appointee from the Student Executive Advisor.
- b. Each appointee shall be a duly enrolled student of NWIC and of Elder status, or of the senior age group.
- c. The appointees shall meet with all involved parties to seek a resolution in all good faith.
- d. Should an agreement not be reached then the normal college procedure shall be followed.

Section 4

Upon appointment, each Senior shall serve for one full year. Succeeding Executive Boards may choose to continue the individual appointment for an additional term or terms.

ARTICLE VII

Student Executive Board Academic Status

Section 1

Any member of the ASNWIC who occupies a position on the Student Executive Board shall have academic and financial standing with the NWIC as demonstrated by a signed academic release form.

Section 2

In the event that a member of the Executive Board fails to pass six (6) credit hours per quarter and maintain a GPA of 2.5, s/he shall automatically be removed from offices as prescribed in the ASNWIC Constitution, Article VII, Section 1.

ARTICLE VIII

Elections

Section 1

The Executive Board shall establish rules and regulations for the administration of all elections. Rules, regulations and the election process, enumerated within these bylaws shall be presented to all eligible candidates.

Section 2

An election committee shall be established to administer all student elections.

Section 3

The members of the election committee shall be appointed by the President, upon ratification by the Executive Board, not less than four (4) weeks prior to said election.

Section 4

The election committee shall supervise voting polls, voting; verify that the number of ballots matches the number of voting student signatures on the sign up sheet, the tabulation of votes, and the announcement of election votes.

Section 5

A member of Executive Board shall chair the election committee, and the Executive Board advisor/s shall be an ex-officio member.

Section 6

The election committee shall hear and adjudicate all complaints concerning elections; and shall have the authority to disqualify any candidate or void any election when in the best interest of the ASNWIC.

Section 7

Candidates filing complaints against the election committee may appeal to Executive Board or seek mediation through the Council of Seniors. If this fails, the candidate may seek a hearing with the Board of Trustees whose decision shall be final and binding to all parties.

Section 8

The regular spring election shall be held before the ninth week of spring term.

Special elections shall be held on an as-needed basis to be initiated by the ASNWIC President with a plurality vote of the Executive Board.

Section 9

Election Committee

The members of the election committee shall be appointed by the President with the advice and consent of the Executive Board, not less than four (4) weeks prior to said elections.

The election committee shall supervise voting polls, voting, the tabulation of votes, and the announcement of election votes.

A member of Executive Board shall chair the election committee, and the Executive Board Advisor/s shall be an ex-officio member.

The election committee shall hear and adjudicate all complaints concerning elections; and shall have the authority to disqualify any candidate or void any election when in the best interest of the ASNWIC.

Section 10

Election Procedures

The regular spring election voting shall be held before the ninth week of spring term for two (2) days.

The winner shall be the holder of the plurality number of votes cast in the election.

Special elections shall be held on an as-needed basis to be initiated by the ASNWIC President with the advice and consent of the Executive Board.

Election dates, polling hours, polling locations and the availability of absentee ballots shall be advertised publicly throughout Lummi campus and non-Lummi campus sites at least one (1)

week prior to election week. Non-Lummi campus site coordinators shall verify that students are eligible for voting.

Section 11 Ballots

The names of registered candidates running for positions shall appear vertically under that position title on the ballot in order drawn by lot. In the voters' pamphlet, candidates shall appear in the reverse order drawn.

The names on the ballot shall read exactly as they appear on the candidates' approved registration form.

Section 11 Absentee Ballots

Absentee ballots shall be available by at least the third school day prior to the election.

To receive an absentee ballot the student's identification card or number must accompany a request to the election chair.

Absentee ballots must be postmarked by 12:00 midnight the first day of the election or must be brought in person and received by the Student Executive Board Advisor by 5:00 p.m. the day before the election, in order to be valid.

Section 12 Write-in Ballots

When writing in a candidate, the name of the candidate must be legible and valid.

Determination of voter intent will be based on names as they are spelled in Student Records.

Section 13 Ballot Counting

Ballots shall not be counted until 4:00 p.m. on the last day of elections.

The Election Committee shall count the ballots. The ballots shall be counted at least two (2) times. All counted ballots should match the number of signatures on the vote sign-up sheet. All ballots shall be stored in a secure location until one (1) week following ratification of the election results by the Northwest Indian College Student Executive Board (NWCSEB).

Section 14 Election Results

Candidate Elect – The candidate receiving a plurality of the votes cast for each position in the election shall be declared the winner.

Section 15 Posting of Election Results

Unofficial results shall be given to campus and community publications on the last night of the elections.

By 9:00 a.m. of the day following the election, the Executive Board Advisor shall post unofficial election results at locations on campus and copies of the results shall be faxed to extension sites.

The election results shall include the number of eligible ballots cast and the number of votes for each candidate.

Section 16 Ratification of Election Results

The election chair shall report the unofficial election results to the NWICSEB at its next regular meeting.

There shall be a one-week period after the unofficial results are posted to file a written grievance with the Election Committee.

The results shall not be official until the final count of all absentee ballots and all grievances are addressed.

The results of the election shall become official after ratification of the election by the NWICSEB or, if no action is taken, results will become official two weeks after the last day of the election.

Section 17 Definition of a Candidate

A candidate shall be any student currently enrolled in a minimum of twelve (12) credits at Northwest Indian College and an educational background of at least twelve (12) credits during the current academic year on file at the time of applying for candidacy.

A candidate shall be in good standing with NWIC financially and academically.

A candidate shall have a program of study on file.

Registered candidates shall be held to the provisions of this code.

Write-in candidates shall be held to all academic requirements for holding office.

Office Positions – The following positions shall be open for election:

- President of Associated Students
- Vice-President for Finance
- Vice President for Activities

- Vice President for Clubs and Organizations
- Vice President for Extended Campuses

Section 18 Eligibility

To be eligible to run for office a completed academic release each candidate shall provide form to the election committee before s/he can participate in the election process.

To be eligible to run for office, one must, at the time of election, meet the requirements set forth in the Bylaws of the Associated Students of the Northwest Indian College (ASNWIC) Article V, Sections 1 through 5 and VI, Section 1.

The election chair shall verify the eligibility of all registered Candidates before the Candidates Meeting is held.

Election Committee members are not eligible to pursue an ASNWIC elected position during the academic year that they serve on the Election Committee.

A candidate may run for only one office

Section 19 Filing Period

The filing period for candidates lasts at least ten (10) school days. It shall begin from the time of the first public announcement and end at 5:00 p.m. of the last day of filing. No applications shall be accepted after this time.

The Election Committee throughout Lummi Campus and Extension sites shall post appropriate announcements.

Section 20 Filing Procedure

All candidates shall receive the following:

A copy of position duty as stated in the ASNWIC Bylaws for position sought,

A copy of the ASNWIC Constitution and Bylaws,

Registration form, which includes:

1. Candidate's Name;
2. Position Sought;
3. Candidate's credit load;
4. Candidate's current grade point average;
5. Candidate's address; and

6. Candidate's telephone number or number where the candidate may be reached.

Grievance form,

Petition form.

Section 21 Petitions

Those who wish to run for an office must have a petition signed by 20 members of ASNWIC or percentage appropriate signatures for extension sites. This petition must be submitted to the Election Chair by the close of the filing period. Associated Student members must legibly print their name on the petition alongside their signature for verification of enrollment status.

The petition must have the position that the candidate is seeking clearly identified on the form. If the candidate files for a position other than the one stated on the form, s/he must notify all parties who signed the petition before the change is made.

Section 22 Candidates Meeting

The Student Election Committee shall conduct a meeting of the candidates, and current Student Executive Board members within two (2) days following the closing of the filing period.

Each candidate shall be notified of the meeting, which shall be publicly announced.

All candidates shall be held responsible for all information presented at the candidates meeting.

This meeting shall include the announcement of all campaign information, schedule, and rules for the general election, and a drawing to determine the order of candidate names on the ballots and voter pamphlet.

Section 23 Candidate Advertising Policy

The intent of the following posting policies, when considered together, is to ensure creative, fair, and controlled posting for all candidates. It is to be further understood that these policies are aimed at minimizing litter and achieving the highest combined quality of all candidates' campaigns.

All candidates must have prior approval of all postings from the election committee. The initials of the election chair on postings will demonstrate approval.

It is candidate's responsibility to maintain his/her postings and clean them up if they should fall.

All postings will be put together with material that will not disintegrate or run into the surface to which they are affixed.

Candidates are advised to firmly affix materials to surface and to use a type of paper that will not deteriorate.

There shall be no yard signs allowed on campus.

The maximum size of complete sign/banner is three feet (3') by ten feet (10') or thirty square feet (30'), whether composed of one or more pieces.

All campaign literature must be down within forty-eight (48) hours after the polls close on the final day of election.

If flyers are to be handed out, it is each candidate's responsibility to insure that those that are not disposed of properly are cleaned up. It is advised that paper flyers be recycled.

Flyers shall be no larger than 8.5" by 11" (standard paper size).

Posting of material is limited to designated portions of buildings only. No posting shall take place on painted or glass surfaces. In order to give candidates equal and fair access, postings shall be limited to one posting per candidate per surface. This shall be interpreted to mean one posting per candidate on any given building post. It is up to the discretion of departments or programs to allow candidates to post upon surfaces under their control. Candidates must seek permission from each department and program to post. If departments and programs allow one candidate to post, they must also allow all candidates to post.

Use of any classroom chalkboard/whiteboard space is prohibited for campaigning purposes.

Section 24

Grievance and Complaints

The election committee shall address and adjudicate all written complaints concerning elections; and shall have the authority to disqualify any candidate or void any election when in the best interest of the ASWIC.

Candidates filing written complaints against the election committee may appeal to the Council of Elders for mediation and the Board of Trustees whose decision shall be final and binding.

Article IX

Replacement Process

Section 1

In the event of a vacancy in an office of the Executive Board, the process for replacement shall be as follows:

- a. The Vice President for Finance shall replace the President.

- b. The President shall appoint, upon ratification by the Executive Board, a replacement for Vice President for Finance.
- c. The President shall appoint, with the advice and consent of the Executive Board, a replacement from the NWIC Associated Students for any other member of the Executive Board

Section 2

Vacancies shall be filled within two (2) weeks from the date that the vacancy occurred and shall be ratified by the Executive Board at the next regular meeting of the Executive Board.

Section 3

Notification for any vacancies will be posted for a minimum of one (1) week in campus facilities.

Article X

Referendum, Initiative, and Recall

Section 1

Referendum measures shall be submitted to a vote of the ASNWIC at a regular or special election, with the advice and consent of the Executive Board.

Section 2

Initiative measures shall be submitted to a vote of the members of the ASNWIC at a regular or special election, upon the submission of a petition bearing the signatures of ASNWIC numbering at least 30% of campus site enrollment.

Section 3

A petition signed by the plurality of the NWICSEB members may initiate recall proceedings against any officer. After proper notice and the opportunity for a hearing, any officer may be recalled by a majority vote of the ASNWIC assembled. Recall procedures will be according to Robert's Rules of Order, Newly Revised, or any other appropriate accepted parliamentary process.

Article XI

Student Clubs and Organizations

Section 1

Any proposed student organization shall submit a request for recognition to the Executive Board annually and may be officially recognized if its purpose is in concert with the objectives of the College. Such requests shall include:

- a. The club Constitution, Bylaws, and goals of the club and/or goals of an organization.
- b. The name of the advisor of such organization.
- c. The officer(s) of the club or organization.
- d. Six (6) members to start and maintain a club or organization.
- e. A yearly budget projection

Funding requests for off-campus activities will be reviewed on a case-by-case basis, but will

Section 2

Each student club or organization shall submit a report at the beginning of each quarter to the ASNWIC Vice President for Clubs and Organizations. This report shall consist of:

- a. The names of officers and their title or position, and the names of current members
- b. The name of the advisor.
- c. A plan of previous and planned activities

Section 3

The club or organization shall be responsible for notifying the ASNWIC Vice President for Clubs and Organizations upon any changes in the required information as stated in section 1 and 2 Article X.

Section 4

A representative from each club or organization shall attend a regular meeting chaired by the Vice President for Clubs and Organizations, and report about the club or organization's activities. The representative shall report on the quarterly place, time and day the club or organization meetings and activities.

Section 5

Failure to provide the requested information to the ASNWIC Vice President for Clubs and Organizations, as stated in sections 1, 2, and 3 may result in dissolution of said club or organization by the Executive Board and the redistribution of its assets by the budget committee.

Section 6

Membership in all clubs or organizations must be open to all currently enrolled NWIC students without regard to race, gender, age, religion, political ideas or affiliation, national organ or ancestry, marital status, and physical or mental handicap.

Section 7

A recognized NWIC club must report to the NWIC Foundation office any effort to obtain funds from outside sources for club activities and events. Any donations received must be reported to the foundation office. When making a formal request for funding to an outside source, the request must include the following:

- a. Name of club
- b. Specific Event Title
- c. How much the club is requesting
- d. What the funds will be used for

Article XII

Finances

Section 1

The Vice President for Finance shall assume authority and responsibility for the development of the annual student activities line item budget for the coming year.

Section 2

Executive Board shall carry out its responsibilities with the advice and guidance of the advisor and in accordance with the ASNWIC Financial Code.

Section 3

A tentative budget shall be prepared each Spring for the following year by the Executive Board, which shall periodically review program budgets and make account transfers, as necessary, and which shall conduct an annual review of all student-funded programs, including provisions for the implementation of new programs for the orderly discontinuance of existing programs.

Section 4

Funds within the ASNWIC Budget may not be utilized or transferred for NWIC departmental expenditures without the approval of the NWICSEB and the NWIC Board of Trustees.

Section 5

Funds within the ASNWIC Budget may not be utilized for non-student activities, or activities where students are not majority participants, or for non-campus activities, such as travel, conferences, or events.

In the event of dispute or disputes involving the services and activities fund budget recommendations, of the college President, or designee, shall meet with the Executive Board in a good faith effort to resolve such dispute or disputes.

Section 6

On or before April 1st, the NWIC President will notify the ASNWIC President of the board approved revenue projection to be allocated for the development of the ASNWIC budget for the

year beginning for the following July. The NWICSEB and the Advisor/s will develop a budget consistent with the projected revenue and needs of the Executive Board and recognized or approved student clubs or organizations. The proposed budget will be submitted to the Vice President of Student Services for review, prior to submission to the NWIC Board of Trustees. The Executive Board will make a "good faith" effort to resolve any differences prior to submission to the College Board. The ASNWIC President shall make the budget presentation to the College Board. Upon approval by the NWIC Board of Trustees, an officially approved budget will be filed with the college financial offices, Executive Board, and the Advisor of Student Activities. The NWICSEB will have the responsibility for disseminating the approved budget to the respective student club or organization representatives and ensuring that all expenditures are made in accordance with the ASNWIC Financial Code.

Article XII

Interpretation

Section 1

Interpretation of the ASNWIC Constitution and Bylaws shall be the responsibility of the ASNWIC Executive Board, as per Article III of the ASNWIC Constitution, with the appeal to the college President or designee and the NWIC Board of Trustees.

Section 2

Students, Faculty, classified staff, and administrators, have the right to appeal the decision of the ASNWIC Executive Board through the following:

- a. Bring the appeal to the attention of the Executive Board during a scheduled meeting.
- b. Submit the issue to the Council of Seniors for mediation. If the Seniors are unable to resolve the issue, it may move forward through administrative channels
- c. If further discussion, between parties, does not resolve the issue, a written statement can be submitted to the college President, or designee within five working days. The grievant shall meet with the college President or designee, as well as the Associated Students President to present evidence related to the grievance.
- d. If there is need to further resolve the issue the grievant shall meet with the President of the College, or designee and the Associated Students President to discuss the grievance.
- e. In the event the issue is not resolved, the College President will present the facts to the Board of Trustees.
- f. The grievant will be notified in writing within forty-five (45) days of receipt of the appeal. The decision of the Board of Trustees will be final.

Section 3

The College Board shall make the final interpretation concerning any appeals of the ASNWIC Constitution and Bylaws, grievances and/or funding decisions.

Article XIII

Parliamentary Authority

Robert's Rules of Order, Newly Revised any other appropriate accepted parliamentary process is the parliamentary authority for the Executive Board.

Article XIV

Council of Seniors

Section 1

Each fall, the Executive Board shall appoint Council of Seniors for the purpose of negotiating disagreements between students, student groups and students and staff.

Section 2

The Council of Seniors shall consist of not fewer than three, nor more than seven, NWIC students who are eligible for Elder status in the admission process.

Section 3

The duties of the Council of Seniors shall be limited to mediating disagreements. All other leadership prerogatives shall reside with the Executive Board of the ASNWIC.

Section 4

Upon appointment, each Senior shall serve for one full year. Succeeding Executive Boards may choose to continue the individual appointment for an additional term or terms.

Article XV

Amendments

Section 1

The Bylaws may be amended by a plurality vote of the Executive Board, provided that at least one week prior notice is given to the Executive Board; provided further, that the students, faculty, classified staff, and administrators are given the opportunity to speak to the amendments.

Section 2

The College Board at NWIC shall be notified and approve of the amended changes to the Bylaws of the ASNWIC Constitution.

Article XVI

Implementation

Section 1

These Bylaws shall be implemented immediately upon plurality vote of the Executive Board, followed by approval of the College President and the NWIC Board of Trustees, when appropriate.