

Spokane Falls Community College A.S. Constitution

Proposed by Assoc. Students, March 11, 2021

This A.S. Constitution shall be in effect April 8, 2021

PREAMBLE

The Associated Students of Spokane Falls Community College, to ensure that we are suitably represented and exercise our right of free inquiry and free speech in a responsible manner; to participate in decisions concerning our education at Spokane Falls Community College; to better college-community relations; and to provide varied opportunities for the continuing personal, social, educational, recreational, and cultural development of the students, do hereby establish this Constitution.

ARTICLE I

NAME

The name of this organization shall be the Spokane Falls Community College Associated Students, hereinafter referred to as the SFCC ASG.

ARTICLE II

AUTHORITIES AND POWERS

Section 1. Charter

The SFCC ASG is established under the terms of a charter granted by the Washington State Community College District 17, and the acts and functions of the SFCC ASG shall be subject to such conditions and limitations as may be prescribed by the charter through its Board of Trustees.

Section 2. Approval

All of the acts and functions of the SFCC ASG and its subsidiary agents or agencies shall be subject to the approval of the Washington State Community College District 17 Board of Trustees. Disapproval of an act or function of the SFCC ASG shall require a two-thirds (2/3) majority vote of the College Administrators; this action may be appealed by the SFCC ASG to the College President, the Chancellor, and finally to the Board of Trustees.

Section 3. Powers

All powers granted herein shall be vested in the SFCC ASG Senate, a single legislative body.

Section 4. Student Body Authority

Any decision made by a SFCC ASG governing body may be overturned by a petition signed by ten percent (10%) of registered SFCC students. In addition, any initiative, referendum, or recall may be enacted by a petition signed by 25% of registered SFCC students.

ARTICLE III

MEMBERSHIP

All students of Spokane Falls Community College, upon paying quarterly tuition and fees and/or holding a current SFCC Identification Card, shall be members of this organization and subject to the Rules of Conduct and Procedures of Enforcement, Washington State District 17.

ARTICLE IV

FEES

Section 1. Services and Activities (S&A) Fees

SFCC ASG membership fees are paid quarterly, in the form of Services and Activities Fees as specified by state law. This includes Running Start and International Students.

Section 2. Student Government Work Grants

The SFCC ASG shall make S&A work grants available to elected and appointed SFCC ASG officers as specified in the Washington State District 17 Governance Model for Services and Activities Fees and in the SFCC ASG S&A Budget Book.

ARTICLE V

SFCC ASG OFFICERS AND SELECTIONS

Section 1. Oath of Office

Prior to taking office, every member of the SFCC ASG Senate will publicly pledge and affirm the following oath of ethical leadership and conduct:

“In consideration for the privilege of being a participating member of the SFCC ASG Senate, I promise to execute my duties to the best of my ability and maintain the highest standard of ethical conduct.”

Section 2. Requirements of SFCC ASG Officers

A. Members of the SFCC ASG and candidates for office must maintain:

1. 10 or more credits per quarter;
2. A cumulative college-level GPA of 2.5 or better; and
3. A quarterly college-level GPA of 2.5 or better.
4. Must have completed a minimum of one quarter at SFCC before applying for a position.

B. Academic Probation

Any Senate member not meeting the above requirements may appeal to the SFCC ASG Senate for probation, which may be granted one time per academic year.

1. In order to be granted probationary status, the SFCC ASG officer must submit a written request to the SFCC ASG President prior to the start of the following quarter. The SFCC ASG

President shall consult with the Director of Student Funded Programs and bring a recommendation to the SFCC ASG Senate.

2. The SFCC ASG Senate must pass a motion, by secret ballot, with a two-thirds (2/3) majority approving the request, excluding the member requesting probationary status.
3. General Criteria for accepting a request for current quarter probation for violating officer requirements during the previous quarter is as follows:
 - i. Any member whose quarterly GPA falls below 2.5, but who's cumulative GPA remains at or above 2.5.
 - ii. Any member who receives an incomplete, or "Z" grade, in a class, causing their credit load for that quarter to fall below 10.
 - iii. Any member whose cumulative GPA falls below 2.5 due to medical or family emergencies. Documentation is required.
4. Officers whose situations do not fall within the general criteria shown above:
 - i. Officers may bring their petition before the SFCC ASG President and the Director of Student Funded Programs, where a recommendation to the SFCC ASG Senate will be made based on the merits of the request.
 - ii. The SFCC ASG Senate will then vote on the recommendation of the SFCC ASG President and the Director of Student Funded Programs.
 - iii. All conditions and monitoring of probationary status will be established and performed by the SFCC ASG President and the Director of Student Funded Programs on a case-by-case basis.
5. Officers may apply for more than one probationary period under the conditions that (1) their cumulative GPA is above work-study requirement (2.0) and that (2) their quarterly GPA during the probationary period is greater than or equal to 3.0.

Section 3. SFCC ASG Executive Senate Officers with Voting Rights

- A. SFCC ASG President (voting only in case of a tie)
- B. SFCC ASG Academic Vice President
- C. SFCC ASG Activities Vice President

Section 4. SFCC ASG Appointed Senate Officers with Voting Rights

The SFCC ASG Selection Committee shall appoint officers with voting rights from a list of qualified students and submit their selections to the SFCC ASG Senate for confirmation. There will be fourteen (14) voting SFCC ASG Senate members; in addition, the SFCC ASG President may vote only to break a tie. The Senate will vote to confirm remaining appointees, not previously selected.

- A. Secretary
- B. Legislative Director
- C. Director of Marketing
- D. Senators: Four (4) representing campus districts.
- E. Club Liaisons 1 and 2 (elected by the Activities Board)
- F. Food Bank Director
- G. Faculty Representative (elected by their respective peers)
- H. Administrative Representative (elected by their respective peers)

Section 5. Ex-Officio Members (non-voting)

- A. Director of Student Funded Programs (Senate Advisor)

Section 6. Duties and Powers

- A. **SFCC ASG President**
 - 1. Shall have no vote in the Senate, except in the case of a tie.
 - 2. Shall sign all documents approved by the Senate.
 - 3. Shall have veto power over all actions of the Senate and Activities Board, provided that notice of such veto is distributed to Senate Officers no later than five (5) academic days following the enactment. If the President takes no action within five (5) academic days, the action shall be considered approved.
 - 4. The Senate may override a Presidential veto by a two-thirds (2/3) majority vote.

5. Shall attend Board of Trustees meetings and be responsible for representing the SFCC ASG on this Board.
 - i. Shall be responsible for reporting the business of the Board of Trustees to the SFCC ASG.
 - ii. Shall be responsible for reporting the business of the SFCC ASG to the Board of Trustees.
6. Shall have spending authority as described under Article XI, Section 2.
7. Shall review and approve SFCC ASG officer's work-accomplished reports.
8. Abide by all shared duties of all ASG members.

B. SFCC ASG Academic Vice-President

1. Shall be a voting member of the Senate.
2. Shall assume all duties of the President in their absence.
3. Shall succeed the President if they become unable to perform their duties.
4. Shall appoint student members to college and district committees as required. Shall be a member of the Selection Committee, unless running for office, as outlined in Article X, Section 3, Part
5. Shall supervise the work of the Senators and meet weekly to coordinate their activities and resources.
6. Shall coordinate the writing and conducting of student surveys.
7. Shall review Senator work-accomplished reports.
8. Abide by all shared duties of all ASG members.

C. SFCC ASG Activities Vice-President

1. Shall be a voting member of the Senate.
2. Shall be the chairperson of the Activities Board, and will vote only to break ties.
3. Shall have the power to recommend activities and programs from the Activities Board to the Senate.
4. Shall supervise the work of SFCC ASG Activities Board Programmers.

5. Shall act as the primary liaison between the Senate and the Activities Board.
6. Shall review SFCC ASG Activities Programmers' work-accomplished reports.
7. Member of the Selection committee
8. Abide by all shared duties of all ASG members.

D. SFCC ASG Secretary

1. Shall be a voting member of the Senate and Activities Board.
2. Shall be responsible for keeping, maintaining, and publishing minutes, preparing agendas, and compiling reports.
 - i. Every motion and voted action item in both the SFCC ASG Senate and Activities Board is to be recorded in detail on the minutes for that meeting by the SFCC ASG Secretary.
3. Shall assist Student Funded Programs staff and club treasurers in the accounting of SFCC ASG S&A funds.
4. Will initiate Support Budget fund transfers.
5. Shall receive and file financial reports of all activities receiving SFCC ASG S&A funds, and shall weekly submit a brief financial report to the Senate.
6. Shall be a member of the Joint Service and Activity Fee Budget Committee (JSAFBC)
7. Qualifications for Secretary will include a demonstration of proficiency in computer applications, and office management skills.
8. Abide by all shared duties of all ASG members.

E. Legislative and Finance Director

1. Shall be a voting member of Senate
2. Shall attend Tech Fee Committee
3. Attend legislative and finance committee meetings
4. Program one or more events with Legislators per quarter

5. Shall be the Campus WACTCSA Delegate
6. Hosts Voter Registration events
7. Shall receive and file financial reports of all activities receiving SFCCAS S&A funds.
8. Shall sign all SFCCAS Support Budget purchase requests and present these to the President for co-signature.
9. Shall be a member of the Joint Service and Activity Fee Budget Committee (JSAFBC).
10. Abide by all shared duties of all ASG members.

F. Club Representative

1. Shall be voting members of the Senate and Activities Board.
2. Shall be elected by the members of the Activities Board from a pool of qualified applicants no later than the fourth (4th) academic week of the Fall Quarter.
3. Shall support club representation by performing the following:
 - i. Checking club attendance at SFCC ASG Activities Board meetings
 - ii. Retrieving minutes and reports for clubs absent from SFCC ASG Activities Board meetings
 - iii. Establishing and facilitating good communication between clubs and the SFCC ASG Activities Board
 - iv. Ensuring that clubs are taking part in special events throughout the year, particularly "Club Days" and "Theme Weeks."
4. Shall be a member of the Joint Service and Activity Fee Budget Committee (JSAFBC).
5. Abide by all shared duties of all ASG members.

G. SFCC ASG Director of Marketing

1. Shall be a voting member of the Senate and Activities Board.
2. Shall be responsible for publicizing and advertising all events and activities of the Senate and Activities Board.

3. Shall be the primary contact for all media interaction.
4. Abide by all shared duties of all ASG members.

H. Senators

1. Shall be voting members of the Senate.
2. Shall be the direct student representatives to the Senate for their respective districts.
3. Shall be responsible for reporting information from their constituencies back to the Senate.
4. Shall be responsible for the writing and conducting of student surveys, under the direction of the Academic Vice-President.
5. Shall be the liaisons between their respective Deans and Department Chairs and the Senate.
6. Shall be responsible for seeking student representation on campus committees as deemed appropriate.
7. Abide by all shared duties of all ASG members.

I. Programmers

1. Shall be a voting member of the Activities Board
2. Shall program activities for specific genres depending on the Programming Title
3. Abide by all shared duties of all ASG members.

I. Food Bank Director

1. Coordinate and operate the ASG Food Bank
2. Coordinate and operate the ASG Thanksgiving Baskets.
3. Assist students with information regarding social and health services available to them.
4. Establish communication lines with outside agencies that can help students in times of crisis.

5. Assist students with tragedy relief.
6. Be the fund-raising coordinator for the ASG Food Bank, Tree of Sharing, Thanksgiving Baskets and Associated Student related food drives.
7. Shall be a voting member of the Senate.
8. Assure receipts and/or other proof of purchase documentation are submitted to the Student Activities office in a timely manner.
9. Appoint and delegate responsibilities to the work-study position for the ASG Food Bank.
10. Maintain accurate and current information as required by Second Harvest.
11. Maintain the ASG Food Bank food storage area and a regular cleaning schedule as required by the food and health regulations of Second Harvest.
12. Abide by all shared duties of all ASG members.

J. Faculty Representative

1. Shall be a voting member of the Senate.
2. One (1) faculty member shall be appointed by the faculty union.
3. Shall represent the SFCC faculty during Senate meetings.
 - i. Shall be responsible for reporting information to and from his/her peers on behalf of the Senate.

K. Administration Representative

1. Shall be a voting member of the Senate.
2. One (1) administrator shall be appointed by the college president.
3. Shall represent the SFCC Administrative Staff during Senate meetings.
 - i. Shall be responsible for reporting information to and from his/her peers on behalf of the Senate.

L. Director of Student Funded Programs (Senate Advisor)

1. Shall be an ex-officio, non-voting member of the Senate.
2. Shall advise the Senate on financial, procedural, and legal matters.

3. Upon vacancy, the advisor will be appointed by the Vice President of Student Services with the assistance of the SFCC ASG Senate.

Section 7. Officer Selections

- A. The Executive Selection Committee shall announce rules, dates, and regulations for candidacy at least three (3) weeks prior to the Executive Selections. The committee composition is described in Article X, Section 3, Part B.
- B. Selections shall be made by consensus of the Executive Selection Committee.
- C. Executive selection of the SFCC ASG President and Vice Presidents shall take place no later than the sixth (6th) academic week of Spring Quarter. The Selection Committee (as described in Article 10, Section 4, Part B) shall complete selections of the remaining vacancies by the eighth (8th) week of Spring Quarter.
- D. Selected SFCC ASG officers shall take the oath of office during the last Senate meeting of Spring Quarter with the understanding that his/her term of office does not begin until Spring Quarter has ended.
- E. Before a student shall be considered a candidate for Presidential or either Vice Presidential position, a petition in the proper form signed by a minimum of one hundred (100) members of the SFCC ASG body must be presented to the Election Committee, via the office of the Associated Student Government. The remaining positions will file a petition signed by a minimum of fifty (50) members of the SFCC ASG.
- F. A candidate for office must be enrolled in ten (10) credits or more at Spokane Falls Community College for at least one full quarter immediately prior to and during the quarter of candidacy and during the term of office. Candidates must be continuously enrolled and satisfactorily complete ten (10) credits or more with a minimum quarterly GPA of 2.5 and maintain an overall Spokane Falls Community College cumulative grade point average of 2.5, immediately prior to and during the quarter of candidacy.
- G. ASG officers shall be allowed to participate in a maximum of two academic years.

ARTICLE VI **MEETINGS**

Section 1. Legal Sessions

The Senate shall meet a minimum of one (1) time every academic week of the Fall, Winter, and Spring

quarters, with the option to exclude the first week of each quarter, finals week, and any weeks with three or fewer days unless holding a meeting during these times is deemed appropriate.

- A. All legal sessions of the SFCC ASG Senate as described herein are to be open to the entire SFCC ASG membership, who shall be free to address the Senate during the appropriate portion of the session.
- B. Sessions of the SFCC ASG Senate are to be conducted according to parliamentary procedure.

Section 2. Special and Summer Sessions

A. Special Sessions

The SFCC ASG President, Academic Vice-President, or Activities Vice-President may call a special session of the Senate. Written and verbal notice must be given two (2) days prior to the scheduled special session.

B. Summer Sessions

A minimum of two (2) meetings during the summer quarter are required. The SFCC ASG Senate, prior to the end of the spring quarter, will determine dates, times, and locations for summer sessions.

Section 3. Actions

- A. All actions of the SFCC ASG Senate require a simple majority (50% plus one vote) of occupied positions to pass, unless noted elsewhere in this document.
- B. Every motion and voted action item in both the SFCC ASG Senate and Activities Board is to be recorded in detail on the minutes for that meeting by the SFCC ASG Secretary.

Section 4. Attendance

- A. All voting members of either the SFCC ASG Senate or the SFCC ASG Activities Board are required to attend each regularly scheduled meeting of their board.
- B. A Senate member who cannot attend a meeting must give the SFCC ASG President timely notice (48 hours) and state the reasons for his/her absence.
 - 1. Timely notice notwithstanding, compelling or urgent circumstances must exist to excuse an absence.
- C. Unexcused absences are defined as:
 - 1. Failure to attend a regularly scheduled Senate Meeting without giving the SFCC ASG President timely notice.

2. Lack of good cause for such an absence, as defined by the SFCC ASG President.
 3. Arriving at a regularly scheduled Senate Meeting after the commencement of New Business, or departing prior to conclusion of Old Business without giving the SFCC ASG President timely notice.
- D. Senate Members are permitted only two (2) unexcused absences each academic quarter.
1. After the first and second unexcused absence, that SFCC ASG Officer will receive, respectively, verbal and written notice of non-attendance. Upon accumulating three unexcused absences in a single quarter, that SFCC ASG Officer will be:
 - i. Declared a non-participant in the SFCC ASG Senate.
 - ii. Considered to have voluntarily resigned from office.

ARTICLE VII

SENATE

Section 1. Definition

The SFCC ASG Senate shall be the official governing body of the SFCC ASG and shall be the focal point of the decision-making process of the SFCC ASG population.

Section 2. Authorities and Powers

- A. The Senate shall have the authority:
1. To formulate the rules and government for the SFCC ASG and regulation of student welfare within the provisions of this Constitution.
 2. To approve the SFCC ASG Services and Activities budget recommended by the Joint S&A Fee Budget Committee and all SFCC ASG S&A expenditures.
 3. To approve the sanction of new clubs, oversee existing clubs, and review the sanction of any club when that club fails to maintain the qualifications of recognition.
- B. The Senate shall have powers as necessary and proper under this Constitution to perform its functions and duties.

Section 3: Dissolution Clause

The SFCC ASGG may be dissolved only with the authorization of the Board of Trustees. Upon dissolution or other termination of the SFCC ASGG all remaining assets of the SFCC ASG after payment of all its debts, obligations and necessary final expenses, or after the adequate provision thereof, shall be distributed to the same tax rated campus organizations (with purposes similar to those of the SFCC ASG) chosen by the then existing Board of Trustees.

Section 4. Officer Appointments

- A. A committee made up of the newly selected ASG President, Activities Vice President, the Academic Vice President and the two Club Liaisons in conjunction with the Senate Advisor, will select the members of the programming positions and senate staff for the forthcoming year from a pool of eligible applicants. Their recommendations shall be presented to the SFCC ASG Senate for confirmation as candidates are selected by said committee.
- B. All applications for unoccupied positions will be brought to the Student Funded Programs office to verify the applicant's academic eligibility. Upon verification, an interview with the above mentioned committee will be scheduled.
- C. The ratification of an SFCC ASG Senate appointee must be placed on the agenda of the following SFCC ASG Senate meeting as an action item and will require a two-thirds (2/3) majority vote for confirmation.

Section 5. Minutes

- A. The Senate shall keep minutes of its legal sessions on file and shall publicize the records within four (4) academic days.
- B. All transactions shall be recorded in detail on the Minutes, to include motions, seconds, and vote distribution, and the names of those making motions, seconding motions, and voting.

ARTICLE VIII **ACTIVITIES BOARD**

Section 1. Composition and Purpose

- A. The Activities Board shall be a planning and recommending body of the SFCC ASG Senate.
- B. The Activities Board shall be comprised of a representative from each club sanctioned by the SFCC ASG, and the SFCC ASG Activities Officers:

1. SFCC ASG Activities Vice-President (chair)
 2. SFCC ASG Secretary
 3. SFCC ASG Director of Marketing
 4. SFCC AS Associated Student Club Representative
 5. Concert/Comedy Programmer
 6. Outdoor Programmer
 7. Outreach Programmer
 8. Special Events Programmer
- C. Representatives shall recommend student activities and programs to the SFCC ASG Activities Board.

Section 2. Meetings

- A. The Activities Vice-President, or the Vice-President's designee, shall be chair of the Activities Board and its meetings.
- B. The Activities Board shall meet a minimum of one (1) time every academic week of the Fall, Winter, and Spring quarters, with the option to exclude the first week of each quarter, finals week, and any weeks with three or fewer days unless holding a meeting during these times is deemed appropriate.
- C. The SFCC ASG Secretary shall prepare agendas and minutes for all meetings.

Section 3. Voting Rights

One representative from each club or organization, each Programmer, SFCC ASG Secretary, SFCC ASG Director of Marketing, and the Club Liaisons will each have one vote on the SFCC ASG Activities Board. The SFCC ASG Activities Vice-President will vote only in case of a tie.

ARTICLE IX **CLUBS, ORGANIZATIONS, AND CHARTERS**

Section 1. Requirements for Recognition and Reinstatement

- A. Recognized clubs must seat one (1) representative on the Activities Board.
- B. Before recognition or reinstatement, clubs must submit the following documents to the SFCC ASG Senate, via the SFCC ASG Activities Board:

1. A Constitution and a Statement of Purpose and Goals.
 2. Selection of the faculty advisor will ultimately be decided through protocol determined by the Faculty Union and the Vice President of Student Services with the assistance of the Senate Advisor.
 3. A tentative outline of activities.
 4. A tentative budget.
- C. In order to be recognized or reinstated after submitting the aforementioned documentation, a proposed club must receive a simple majority vote (50% + one vote) by the Activities Board and SFCC ASG Senate.

Section 2. Club Sanctions and Revocation of Charter

Before the charter of any club may be revoked for not fulfilling its goals or stated purpose, the SFCC ASG Senate must:

- A. Notify offending club of charges against the club and set an open hearing of the club five (5) academic days after notification.
 1. Two-thirds (2/3) of voting SFCC ASG Senate Officers will constitute a legal hearing.
 2. The SFCC ASG Activities Vice-President will facilitate this open hearing with the SFCC ASG President and Director of Student Funded Programs.
- B. Formal action, if taken, will be approved by secret ballot. A two-thirds (2/3) vote of attending SFCC ASG Senate Officers is necessary for specific sanctions.
- C. The club's budget will be frozen effective the date of notification of charges.
 1. Purchase requisitions dated prior to notification of charges will be honored.
- D. If a club charter is revoked, after one (1) complete quarter, not including the quarter of charter revocation, the club may petition for reinstatement according to the procedures outlined in Article IX, Section 1.

Section 3. Attendance Requirements and Waivers

- A. Representatives from all clubs sanctioned by the SFCC ASG Senate must attend each regularly

scheduled meeting of the SFCC ASG Activities Board.

1. If a club is unable to attend a particular Activities Board meeting, they must notify the SFCC ASG Activities Vice-President at least forty-eight (48) hours prior to the Activities Board meeting.
 2. After two (2) unexcused absences, the offending club's advisor will be notified of their representative's absences.
 3. Upon three (3) unexcused absences, the SFCC ASG Senate will place sanctions upon the offending club, and the procedures as described in Article IX, Section 2, will be followed.
- B. Clubs that are unable to attend the SFCC ASG Activities Board meetings may appeal to the SFCC ASG Activities Board for exemption from required attendance for a single quarter.
1. Clubs wishing to appeal must submit written justification to the SFCC ASG Activities Vice-President.
 2. The SFCC ASG Activities Vice-President will review all appeals for exemption on a case-by-case basis and grant exemption as appropriate.
 3. Clubs may appeal for exemption indefinitely; however, each quarter a new appeal must be filed with the SFCC ASG Vice-President and is subject to approval as outlined in Article IX, Section 3, Part B, 1 & 2.
 4. If exemption is granted, the club is required to submit a club report to the SFCC ASG Secretary no later than the day before each regularly scheduled SFCC ASG Activities Board meeting, at the time specified by the SFCC ASG Secretary.

C. Service Projects

1. A service project is defined as a volunteer opportunity organized by a club, ASG Outreach Programmer, or Community Engagement Office.
2. Clubs must submit a list of active members (names and total number) by the fourth activities board meeting to a Club Liaison.
3. Two service projects must be completed per academic year by each active club.

ARTICLE X **COMMITTEES**

Section 1. Formation

The SFCC ASG President and SFCC ASG Senate have the power to establish committees to facilitate the proper function of the SFCC ASG Senate.

Section 2. Record of Function

At the end of the academic year, a list of committees in operation that year must be compiled, with a description of their function, business handled, membership, contacts, and responsibilities, and archived with the SFCC ASG Senate and SFCC ASG Activities Board minutes for that year.

Section 3. Executive Selection Committee

A. Purpose

To conduct yearly SFCC ASG Presidential and Vice Presidential Selections and serve as the final arbiter concerning all selection rules, regulations, issues, and disputes.

B. Composition

1. The Executive Selection Committee shall be composed of five (5) members, chaired by the SFCC ASG President and including the Academics Vice President, Activities Vice President, Club Liaisons One and Two.
2. All candidates running for office during the next selection cycle will be considered unqualified and will be exempt from participation in the Executive Selection Committee.
3. If the SFCC ASG President is unqualified to be chair of the Executive Selection Committee, the SFCC ASG Academics Vice President shall chair the committee in their place.

Section 4. Selection Committee

A. Purpose

To conduct yearly SFCC ASG Officer Selections and serve as the final arbiter concerning all selection rules, regulations, issues, and disputes.

B. Composition

1. Following Executive Selections and Club Liaison Elections via the SFCC ASG Activities Board, the Selection Committee shall begin the all-staff selection process.

2. The Selection Committee shall be composed of five (5) members, chaired by the SFCC ASG President Elect and including the Academics Vice President Elect, Activities Vice President Elect, Club Liaison 1 Elect and Club Liaison 2 Elect.
3. If the SFCC ASG President Elect is unqualified to be chair of the Selection Committee, the SFCC ASG Academics Vice President shall chair the committee in their place.

ARTICLE XI

FINANCIAL PROCEDURES

Section 1. Guidelines

The SFCC ASG will follow published guidelines and procedures governing the establishment and funding of programs and activities supported by Services and Activities (S&A) fees as specified in the Washington State Community College District 17 Financial Procedures Manual for Services and Activities Fees and the Joint Services and Activities Fee Committee Budget Guidelines

Section 2. Presidential Spending Authority

- A. The SFCC ASG President shall be authorized to approve funding requests not to exceed \$300 without prior approval from the SFCC ASG Senate.
- B. The SFCC ASG President must record all transactions without prior SFCC ASG Senate approval in a written log, which shall include the following:
 1. Amount of funds requested
 2. Purpose of funds
 3. Budget number from which it is to be withdrawn
 4. Names and signatures of all involved parties
 5. Terms for repayment, if any
 6. Co-signature of one mandatory witness
- C. A copy of the written transaction log must be shared with the SFCC ASG Treasurer, who shall include any activity in their weekly SFCC ASG Senate report. Any member of the SFCC ASG Senate may inspect the log upon demand.

Section 3. : SUSPENDING OF NORMAL OPERATIONS

In the event of extreme circumstances restricting or suspending normal operations at the College, guidelines and requirements set by both the SFCC Constitution and Bylaws and the Club & Organization Handbook may be suspended, reviewed and/or adjusted to meet the needs of the students during that time. This process will happen with a majority vote of the Student Senate Board.

ARTICLE XII
VACANCIES

Section 1. Presidential Succession

- A. In the event of the office of the SFCC ASG President being vacant, the Academic Vice-President shall succeed to the office of the SFCC ASG President. The new SFCC ASG President must then appoint a new Academic Vice-President within ten (10) academic days if there are qualified applicants available.
1. This appointment must be approved by a two-thirds (2/3) majority vote of the SFCC ASG Senate.
- B. Should both the offices of SFCC ASG President and SFCC ASG Academic Vice-President be vacant simultaneously, the SFCC ASG Activities Vice-President shall call for a special election to take place within ten (10) academic days, the SFCC ASG Activities Vice-President acting as interim president in the meantime.
- C. Should all three of the aforementioned offices be vacant, the procedures as described in Article XII, Section 1, Part B, shall be followed, with the order of succession being as follows until a special election takes place:
1. Secretary
 2. Treasurer
 3. Director of Marketing

Section 2. Appointments to Vacant Positions

- A. Vacant positions shall be opened to the rest of the office by the President for any who wish to assume the position, subject to the President's approval. After the position has been made available to the SFCC ASG, the President may fill them by appointment, provided that qualified applicants exist.
- B. Appointments to vacant positions must be approved by a two-thirds (2/3) majority vote of the SFCC ASG Senate.

ARTICLE XIII
AMENDMENTS

Section 1. Constitutional Amendments

A recommendation to amend this Constitution may be proposed by a two-thirds (2/3) majority vote of the SFCC ASG Senate or by a petition with signatures from three hundred (300) enrolled students.

Section 2. Posting of Amendments

Any proposed amendment must be available on the SFCC ASG website for viewing at least ten (10) academic days prior to the SFCC ASG Senate vote. A posted notification must be added to all Senator's boards at least ten (10) days prior to the SFCC ASG Senate vote and must state where the amendments can be viewed.

Section 3. Adoption

A two-thirds (2/3) vote of approval of the SFCC ASG Senate is required to adopt any amendment.

Section 4. Student Authority

Article II, Section 4, and Article XIII, Section 4, cannot be amended in any function or capacity without a petition signed by fifty percent (50%) of registered SFCC students.

ARTICLE XIV

RATIFICATION

This document was moved and approved by two-thirds (2/3) vote of the SFCC ASG Senate on April 8, 2021.

This A.S. Constitution shall be in effect April 8, 2021.

Parleen Kaur
Associated Student President
Spokane Falls Community College
2021-2022

Kimberlee Messina
President
Spokane Falls Community College

