



Constitution of the Associated Students of Yakima Valley College

PREAMBLE

The success of the Associated Students of Yakima Valley College depends on the exchange of ideas. The Diversity of our students, faculty, and staff helps us fulfill our **mission** to explore, discover, create, and engage. We remain committed to supporting every Yak's pursuit of excellence. As we enhance the breadth and depth of our perspectives, we purposefully prepare for our future. Our ability to foster an equitable and inclusive environment for all who join the ASYVC family will determine our collective success. We eagerly accept this challenge. As the ASYVC we achieve excellence through inclusion, diversity, equity, and access.

Article I-NAME

The name of this organization shall be the Associated Students of Yakima Valley College, hereafter referred to as ASYVC.

The recognized governing structure of the ASYVC shall be in the office of the Yakima Student Council (YSC), Grandview Student Council (GSC), and the ASYVC Senate.

The YSC and GSC will hereafter be referred to as the ASYVC Executive Board.

Article II-OBJECT

We, the Associated Students of Yakima Valley College, ordain and establish the Constitution stated below to insure that we as students of Yakima Valley College (YVC) are suitably represented and are able to exercise our rights to participate in decisions concerning our education at Yakima Valley College and to represent students' needs and desires under the Constitution and within its jurisdiction. [YVC Code of Students Rights and Responsibilities, WAC 132P-33-020(20)]

Article III-MEMBERSHIP

- Section 1.** All students currently enrolled in one or more credits through Yakima Valley College are members of the ASYVC and shall be referred to as the student body. [YVC Code of Students Rights and Responsibilities, WAC 132P-33-020]
- Section 2.** Voting members shall include one representative from each recognized club, or cultural program, Athletics, and all members of the ASYVC Executive Boards. A representative may only represent one club or organization during a vote.
- Section 3.** Established clubs and programs shall be re-recognized upon the yearly submittal of the proper application forms at the beginning of fall quarter. The Senate must approve the club by a two-thirds majority vote.



At any time during the academic year, new clubs can petition for recognition. They must have at least three (3) members/officers; consisting of a President, Treasurer, and Senate Representative. They must also have an advisor who is a YVC employee and a club constitution to petition for recognition. [YVC Code of Students Rights and Responsibilities, WAC 132P-33-080]

Section 4. To maintain recognition status, each club shall attend all senate meetings. If a club is absent for three or more meetings per quarter voting privileges will be revoked, and the club's financial account frozen.

Quarterly reports are due at the end of each quarter to retain recognition for the following quarter. These reports will be part of the yearly S&A Budget request packet. Submit all paperwork to the ASYVC Secretary to be added to the Senate agenda. All documents must be on file to retain recognition.

To be reinstated after privileges have been revoked, a club must be represented at two consecutive Senate meetings. Prior to the second consecutive meeting attended, the representative must ask to be placed on the agenda to request reinstatement of their club by the Senate.

Article IV- ORGANIZATION

[RCW 42.30.200 Governing body of recognized student association at college or university]

Section 1: STRUCTURE

The government of the ASYVC shall consist of two branches: the Executive, consisting of the Yakima and Grandview Student Councils and the Legislative, consisting of the voting members of the ASYVC Senate.

Section 2: OFFICERS AND JOB DESCRIPTIONS

Yakima Student Council shall be selected as outlined in this constitution and vested in the offices of President, Vice President, Treasurer, Secretary, Public Relations & Marketing, Director of Event Programming, Director of Inclusion, Diversity, Equity & Access (IDEA) Programming, and Lead Student Ambassador.

JOB DESCRIPTIONS

GENERAL DUTIES FOR ALL MEMBERS OF ASYVC EXECUTIVE BOARD:

1. Each member of ASYVC Executive Board is a voting member at joint Executive Board Meetings and Senate.
2. Each member of ASYVC Executive Board will attend all Senate and joint Executive Board Meetings.
3. ASYVC Executive Board members will participate on various committees, as decided upon by the Executive Board and the Coordinator of Student Life.



4. Members of ASYVC Executive Board will attend Diversity Series Committee meetings as their schedules allow.
5. All members must attend all ASYVC sponsored events on their respective Campus.
6. ASYVC Executive Board members will attend various club meetings, as decided upon by the Coordinator of Student Life.
7. All ASYVC Executive Board members will maintain accurate records and information on all programs, responsibilities, and materials as directed by the Coordinator of Student Life.
8. Each member of ASYVC Executive Board must maintain a 2.5 Cumulative GPA and be enrolled in 10 or more credits.

A. YSC and GSC Presidents

Responsibilities:

1. The Presidents will attend all Board of Trustees meetings.
2. The Presidents serve on the ASYVC Services & Activities (S&A) Fee Budget Committee.
3. The Presidents will serve as co-chairs of the ASYVC Senate.
4. The Presidents will make all recommendations for appointments to the college boards and committees for confirmation of the Senate, and recommend to the Senate any replacements for appointments due to lack of attendance or failure to perform duties.
5. The Presidents may delegate any of those duties that are deemed necessary to accomplish the goals and objectives of the voting members of the Executive Board
6. The Presidents are responsible for the management of ASYVC operations and the implementation of ASYVC policies.
7. The Presidents will work cooperatively in the best interest of students as the primary liaisons to the YVC administration, faculty, staff, and the Board of Trustees.
8. The Presidents are responsible for representing the Executive Board in the YVC budget development process for funding yearly objectives.
9. The Presidents, or designees, are responsible for justification to the Senate of all encumbrances, allocations, and dispositions of the ASYVC Contingency Fund and Student Project Reserve Account.
10. The Presidents will be accountable to the Senate for reports summarizing the activities of the District 16 Board of Trustees, Washington Association of Community and Technical Colleges Student Association (WACTCSA), Council of Unions and Student Programs (CUSP) and other ASYVC related activities.

B. YSC and GSC VICE PRESIDENTS

Responsibilities:

1. In the absence of a President, a Vice President will be Acting President.
2. The Vice Presidents will serve as a liaison to ASYVC recognized clubs and programs.



3. The Vice Presidents will be responsible for scheduling and co-chairing an ASYVC Club Presidents meeting at least once each quarter, excluding summer quarter.
4. The Vice Presidents, with the Student Life Coordinator, will facilitate the selection and hiring of the ASYVC Executive Board officers for the following year (see Article IV, Section 3: Appointments).
5. The Vice Presidents will maintain a binder of any and all pertinent information concerning Club business such as quarterly reports, advisor agreements, club recognition, club constitutions, etc. This binder will be retained according to the Washington State Records Retention Schedule pursuant to (GS50-05A-13 Rev. 2) Meetings—Governing/Executive regulated by the Open Public Meetings Act (chapter 42.30 RCW). Six years after end of calendar year then transfer to Washington State Archives for permanent retention.
6. The Vice Presidents will maintain an accurate ASYVC club list which contains club names, advisors, officers, and meeting dates/times/locations.
7. The Vice Presidents will be responsible for working with clubs to develop a balanced calendar of activities and fund raisers.
8. The Vice Presidents will be responsible for coordinating the annual ASYVC Awards and ceremony during spring quarter.
9. The Vice Presidents may be asked to assist in other areas as needed.

C. YSC and GSC Treasurers

Responsibilities:

1. The Treasurers serve on the ASYVC Services & Activities (S&A) Fee Budget Committee.
2. The Treasurers monitor budget appropriations and expenditures, and establish a working relationship with student clubs to discuss budget matters.
3. The Treasurers will provide a report of Executive Board related expenditures at the third regularly scheduled Senate meeting of each month.
4. The Treasurers will assist in tabulating revenue for ASYVC sponsored events.
5. The Treasurers will be responsible for scheduling and chairing an ASYVC Club Treasurer meeting at least once each quarter, excluding summer quarter.
6. The Treasurers may be asked to assist in other areas as needed.

D. YSC and GSC Secretaries

Responsibilities:

1. The Secretaries will record full and accurate notes of Senate and Executive Board meetings.
2. The Secretaries will take roll call at each Senate and Executive Board meetings.



3. The Secretaries will organize and provide the agenda for all Senate and Executive Board meetings and have copies available on the Student Life website and in the Student Life office.
4. The Secretaries will record the minutes at all Senate and Executive Board meetings and have copies available by email and in the Student Life office before the next scheduled meeting.
5. The Secretaries will have a copy of this Constitution and the Financial Code at all meetings.
6. The Secretaries will maintain a binder of any and all pertinent information concerning Senate and Executive Board business such as committee appointments, memorandums, agendas, and all correspondence, etc. This binder will be retained according to the Washington State Records Retention Schedule pursuant to (GS50-05A-13 Rev. 2) *Meetings—Governing/Executive regulated by the Open Public Meetings Act (chapter 42.30 RCW)*. Six years after end of calendar year *then* transfer to Washington State Archives for permanent retention.
7. The Secretaries will be responsible for creating documents pertaining to Executive Board business, Senate committees, inter-office memorandums, and ASYVC reports to the Board of Trustees.
8. The Secretaries will maintain an accurate ASYVC Senate membership list which contains names of clubs and date the club petition for recognition was approved.
9. The Secretaries will monitor when clubs or members become eligible or ineligible for voting purposes and notify clubs, club advisors, and club members of their status in writing.
10. The Secretaries may be asked to assist in other areas as needed.

E. YSC and GSC Public Relations & Marketing

Responsibilities:

1. Public Relations & Marketing works closely with the Community Relations Department to ensure institutional compliance in the use of the YVC logo and ASYVC advertising.
2. Public Relations & Marketing is responsible for communicating the dates and times of all ASYVC sponsored events and activities to the Community Relations office one month prior to events.
3. Public Relations & Marketing will maintain an active presence on ASYVC Student Life social media pages to encourage student engagement in events and programming.
4. Public Relations & Marketing creates and distributes the digital YAK newsletter, online student surveys, and other forms of communications. Collects and maintains student email addresses for distribution of the YAK newsletter and online surveys. Maintains campus-wide bulletin boards.
5. Public Relations & Marketing is responsible for creation of ASYVC advertising and management of Print Shop requests for ASYVC events and clubs.



6. Public Relations & Marketing will coordinate the distribution of all publicity and advertising with the Event Programmer and the IDEA Programmer.
7. Public Relations & Marketing may be asked to assist in other areas as needed.

F. YSC and GSC Event Programmers

Responsibilities:

1. The Event Programmers will coordinate and execute a balanced calendar of ASYVC events and activities for all students. "Balanced" includes timing, groups, and types of events.
2. The Event Programmers will maintain and update a binder for all ASYVC events and activities including summary report and survey report.
3. The Event Programmers will coordinate the set-up and tear-down for all ASYVC events.
4. The Event Programmers will work with Public Relations & Marketing to keep a calendar and distribute mobile marketing for campus events and programs.
5. The Event Programmers will work with the Treasurer to budget for upcoming events.
6. The Event Programmers will maintain a centrally located office calendar of all ASYVC and club events.
7. The Event Programmers will communicate with local businesses and community organizations for availability, costs, and scheduling for all ASYVC event programming.
8. The Event Programmers will coordinate with the Public Relations & Marketing and IDEA regularly on upcoming events – marketing, advertising, publicizing, scheduling.
9. The Event Programmers may be asked to assist in other areas as needed.

G. YSC and GSC Programmers of Inclusion, Diversity, Equity & Access (IDEA)

Responsibilities:

1. The IDEA Programmers will create small-group IDEA programming for the Diversity Welcome Center (DWC).
2. The IDEA Programmers will recruit and facilitate training for student volunteers to provide student-to-student peer support for co-curricular needs and interests.
3. The IDEA Programmers, in conjunction with the ASYVC President, will organize and facilitate direct communication between college administration and students through small group programming, surveys, student town hall meetings and other initiatives.
4. The IDEA Programmers will collaborate with the Event Programmer and Public Relations & Marketing to coordinate communication with designated campus departments, including Community Relations, Facility Operations, and Security for planned events.
5. The IDEA Programmers may be asked to assist in other areas as needed.



H. YSC and GSC Lead Student Ambassador & Outreach

Responsibilities:

1. The Lead Student Ambassador & Outreach will coordinate campus tours with the YVC Outreach Coordinator.
2. The Lead Student Ambassador & Outreach will coordinate all responsibilities with the ASYVC Coordinator.
3. The Lead Student Ambassador & Outreach will recruit and train students to volunteer as student ambassadors and maintain an accurate membership list of those volunteers. Will coordinate one Ambassador Meeting per quarter, excluding summer quarter.
4. The Lead Student Ambassador & Outreach will keep a master calendar of campus tours.
5. The Lead Student Ambassador & Outreach will keep a record of campus tours given and report results to Senate monthly.
6. The Lead Student Ambassador & Outreach may be asked to assist in other areas as needed.

Section 3: APPOINTMENTS

Appointment of the Student Council Executive Boards shall be coordinated during spring quarter by the YSC and GSC Vice Presidents (on their respective campuses) and the Student Life Coordinator with the assistance of the appointment committees of each campus.

- a. The committee will hire up to eight positions for the Yakima Campus and up to five positions on the Grandview Campus.
- b. The Yakima and Grandview Campuses Appointment Committees will be comprised of the following seven voting members:
 - YSC and GSC Vice Presidents, or designees from the Executive Boards, Chair.
 - YSC and GSC Presidents, or designees from the Executive Boards.
 - One Executive Board member per campus who is not applying for the coming year.
 - Two students-at-large, per campus, nominated and approved by Senate.
 - The Student Life Coordinator.
 - The Student Life Program Assistant of their respective Campus.
- c. Responsibilities of the Appointment Committee
 - The Committee is responsible for the interview process to include, but not limited to; advertising positions, reviewing the applications, scheduling and conducting the interviews, developing a list of questions for the position(s), and making the final decisions for selection.
 - All Appointment Committee members must be present at all interviews, the entire deliberation, and voting in order to have a final vote on the candidate(s) to be chosen.



- Appointments of all Executive Board positions must be completed by the last business day in May.
- d. Applications will be made available to all students during Finals Week of Winter quarter.
- e. There will be a mandatory information session held the second week of spring quarter for all applicants and applications are due Friday at the end of the second week of spring quarter.
- f. The Appointment Committee will review applications and schedule interviews the third week of spring quarter.
- g. There will be a Town Hall style public forum the fourth week of spring quarter for the general student population to meet the ASYVC Executive Board finalists, ask questions, and voice any concerns.

Incoming Executive Board officers will be sworn into office during the ASYVC Awards Ceremony in June and will begin their term in office on July 1st.

To be considered eligible for the ASYVC Executive Board students should:

- a. Display an interest in the management of student affairs.
- b. Be willing to make a commitment to fulfill the job description for the office for which the student intends to apply.
- c. Have completed at least 10 credit hours and have a cumulative grade point average of 2.5 or higher.

To be considered for Executive Board positions, candidates must submit the following:

1. Letter of interest/cover letter
2. Resume and contact information
3. Three references (with name, email address and phone number for each)
 - a. Candidate will contact each reference in advance for permission to use their name as a reference
4. Transcript (official Yakima Valley College)
5. Current class schedule (Spring Quarter)

Section 4: TERMS OF OFFICE

- a. All officers shall serve for one year and their terms of office shall begin following installation.
- b. No officer shall hold more than one office at a time, and no officer shall be eligible to serve more than two consecutive terms in the same office.
- c. Officers may not hold an officer position of a club while serving on the Executive Board.
- d. In the event the GPA requirement is not met, the officer must resign from his/her position, if they do not choose to petition for reinstatement. If there are extenuating



circumstances he/she may petition the Executive Board and Student Life Coordinator to ask for reinstatement.

Section 5: POWERS

The ASYVC shall have the authority and power as granted by the Board of Trustees of Yakima Valley College to legislate, promote and regulate the affairs of the student body. In acceptance of this authority, the Executive Board on both the Yakima and Grandview campuses and the Student Senate recognize their responsibility to administer its programs and funds in compliance with the rules and regulations prescribed by the College and the laws of the State of Washington.

Section 6: GOVERNING RULES

The Executive Board will act for the Senate at those times when it is impossible to secure Senate approval. Such decisions or actions shall be communicated to the Senate at the next regularly scheduled meeting. The Board will be subject to the orders of the ASYVC, the Coordinator of Student Life, the Administration, and Board of Trustees. There must be a majority of Board members to vote on an issue.

Section 7: REMOVAL OF AN OFFICER

Reasons for removal of an officer:

- Failure to fulfill responsibilities as outlined in Job Description.
- Misrepresentation of Office reflecting poorly on the college.
- Any violation against student code of conduct, as stated in Code of Student Rights and Responsibilities, WAC 132P-33-440.
- Failure to attend meetings, unexcused absences for a period of one week shall be cause for a letter of resignation request.
- Any of the above reasons will give the Executive Board, Senate, or Student Body justice to begin the removal process.

Procedure for Removal of an Officer:

1. Complaints and accusation shall be brought to the Executive Board to be presented to the accused for action or resignation.
2. In the case that there is no action by the accused to the complaints, petition may be started by getting 150 registered students signatures to continue removal process.
3. After a full petition is acquired, a public hearing with the Senate and other interested student members will take place, presided over by the President or President Pro-temp.
4. The final step of the removal process will be a vote by the Senate and Executive Board, needing a simple majority of votes to pass.

In the case of complete removal of an officer, the Executive Board will decide how to fill the vacant position.



Section 8: COMMITTEES

Services and Activities Fee Budget Committees – Treasurer will coordinate. See Financial Code and RCW 28B.15 for rules and organization.

Safety Committee – Lead Student Ambassador & Outreach. Meets no less than quarterly to review matters involving physical safety of the campus.

Appointments Committee – Vice President will coordinate. See Article IV Section 3 of this document.

Student Hearing (Appeals) Committee – President and Vice President will sit on this six-member committee to hear student appeals concerning code of conduct infractions. [WAC 132P-33-480(1)(a)]

Tenure Committee – Secretary will coordinate. Meets at least monthly with one student appointed per faculty member on tenure probation. Note: new faculty are on probation for three (3) years. During this time performance is reviewed and evaluated.

Diversity Series Committee – All Executive Board members should attend and participate in Diversity Series Committee meetings.

Such other committees, standing or special, will be appointed by the ASYVC President as the ASYVC Senate or Executive Board will, from time to time deem necessary to carry on the work of ASYVC.

Article IV-MEETINGS: *Will adhere to RCW 42.30 Open Public Meetings Act*

- Section 1.** The regular meeting of the ASYVC Senate shall be held weekly during Fall, Winter, and Spring quarters with the exception of the first week of each quarter, finals week, and any holidays that fall on the meeting day, unless otherwise ordered by the ASYVC President. Monday, 12:30 PM to 1:00 PM shall be designated as the weekly meeting day and time.
- Section 2.** Special meetings may be called by the ASYVC President or by the Executive Board. Except in cases of emergency, at least two (2) days notice shall be given.
- Section 3.** A quorum of the Senate shall consist of those members present. A simple majority vote is required for passage of an action item. When voting, senate members may choose one of three options: “Yay”, indicating approval of the matter at hand; “Nay”, indicating disapproval; and “Abstain”, indicating a conscious decision to not vote.



Article V-PARLIAMENTARY AUTHORITY:

The rules, revised and simplified, contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the ASYVC in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the ASYVC may adopt.

Article VI-AMENDMENT OF THE CONSTITUTION:

This Constitution may be amended at any regular meeting of the ASYVC by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting and reviewed by all Senate Clubs and organizations.

Article VII-DISSOLUTION:

On dissolution of the Associated Students of Yakima Valley College, the executive officers, after paying or making provisions for paying all liabilities of ASYVC, shall dispose of its assets exclusively to the YVC Foundation of YVC student scholarships.

Revision Log

Date	By	Notes
January 13, 2020	ASYVC Senate	Selection of officers, clarification of ASYVC to include Grandview, update mission statement
June 3, 2013	ASYVC Senate	Adjusted job duties for officers, updated requirements for Senators-At-Large, changed “removal of officer” procedure requirements
May 3, 2010	ASYVC Senate	Clarified that one student should not represent more than one club or organization at Senate.