Constitution of the Associated Students
As Revised by Associated Students, Spring 2005

Statement of Purpose
It shall be the purpose of the student body of Peninsula College to provide and maintain a unity and harmony among students, to establish a favorable relationship between the student body and the community, and to bring about an active student participation in college affairs.

Article I — Name
The name of this organization shall be the Associated Students of Peninsula College.

Article II — Membership
Section 1 All students formally enrolled as full-time students (minimum of 10 credits) at Peninsula College shall be entitled to membership in this association.
Section 2 Any student suspended by college officials shall automatically forfeit all student body privileges.

Article III — Associated Student Council
Section 1 The executive body of the Associated Students of Peninsula College shall be the Associated Student Council.
Section 2 Voting members:

At the time of the presentation of the petition, the student and the ombudsman will establish whether the student wishes to be assisted by counsel, provided that if the student will be represented by an attorney, the college may be represented by an assistant attorney general.

The committee that will hear the grievance will be the members of the college discipline committee, plus three additional members chosen by classified employees will be added to the committee, which will then elect its own chairperson.

Each member of the grievance committee shall be provided with a copy of the written request for a hearing.

1. The committee shall meet within seven days of their receipt of the statement, and shall be free to call witnesses and receive testimony that allows them to reach a fair and prompt resolution of the grievance.
2. The committee meeting shall be closed unless all parties to the grievance agree that it shall be public.
3. Records of the hearing will be maintained, but it is intended that the hearing will be informal and informational.
4. The grievant may withdraw the grievance at any point in the process by requesting termination in writing. Failure of the grievant or appellant to appear at any hearing without prior arrangement, will be considered to be a withdrawal of the grievance or appeal.
5. Within three days of the conclusion of the hearing, the committee shall issue a written recommendation, which shall be provided to all parties to the grievance. Additionally, the recommendation will be provided to the dean responsible for ultimate supervision of the employee involved. Within three working days the dean shall accept, modify, or reject the recommendations of the hearing committee and shall notify parties of the decision.

If the student remains unsatisfied with the decision, he or she may request in writing within five working days, a review of the decision by the president of the college. The president will review the record of the hearing committee, the decision of the dean, and the appeal of the grievant and will render a final decision on behalf of the college.

A student who uses college grievance procedures, whether informal or formal, retains the right to pursue remedy through other state or federal agencies, or through the courts. College employees who are the subject of a student grievance, and who are unsatisfied with the results at any level of grievance proceedings, may utilize college grievance procedures for employees, or legal recourse.
A. Voting members of the Associated Student Council shall be: Vice President, Secretary-Treasurer, and seven representatives.

B. The President shall vote only when an additional vote is needed to end a tied ballot, or when an additional member is needed to constitute a quorum.

C. Two-thirds (2/3) of the voting members of the Associated Student Council shall constitute a quorum.

Section 3  The Director of Student Activities shall be the advisor of the Associated Student Council at its request.

Section 4  Any member of the Associated Student Council absent from three meetings in one quarter will relinquish his or her position on the council, pending extraordinary circumstances approved by a two-thirds (2/3) vote of the executive council. An absence is defined as a failure to attend, or an attendance that is 15 or more minutes after the roll call. Further, two tardies will constitute one absence. A tardy is defined as an attendance that occurs between roll call and 15 minutes into the meeting.

Section 5  The Associated Student Council shall meet at least twice monthly.

A. The President may call a meeting of the Associated Student Council, provided notice of said meeting is posted at least seventy-two (72) hours prior.

B. A majority of its voting members may call a meeting of the Associated Student Council, provided notice of said meeting is posted at least seventy-two (72) hours prior.

Section 6  All Powers not otherwise designated shall be vested in the Associated Student Council.

Section 7  The instrumentation of legislation shall be by a majority vote of the members of the Associated Student Council voting.

Section 8  The Director of Student Activities shall have the right to overrule proposals of the Associated Student Council only if they violate written school policies and regulations.

Section 9  The Director's decision may be overridden by a two-thirds (2/3) vote of the Associated Student Council, and further decision of the President of Peninsula College may be appealed to the College Board of Trustees by unanimous vote of the Associated Student Council.

Article IV — Elective Officers

Section 1  Members of the Association eligible to hold elective office shall be those students currently enrolled in the institutionally established full-time credit load (minimum of 10 credits).

Section 2  The elective officers of the Associated Student Council shall be: President, Vice President, Vice President Programming.

Section 3  All terms of office for elected officers shall end on the last day of Spring Quarter.

Section 4  Duties:

A. The President shall preside at all meetings of the Associated Students and the Associated Student Council unless pre-arranged with the Vice President; shall be responsible for the executive and administrative work of the student body; shall make all committee appointments; shall be responsible for the effective operation of all student body committees; shall serve as official delegate to institutional and statewide governing bodies; and shall at all times uphold the Constitution of the Associated Students of Peninsula College.

B. The Vice President shall perform the President’s duties in the latter’s absence; shall be responsible for the supervision of elections sponsored by the student body; and shall assist in the organization and active maintenance of school-sponsored organizations.

C. The Vice President of Programming shall chair the Programming Board and provide oversight of ASC-sponsored activities.

D. The Secretary-Treasurer of the ASC and the Programming Board shall be responsible for keeping, distributing and posting minutes of meetings; shall keep an accurate record of attendance; shall keep an
accurate accounting of ASC expenditures; and shall provide monthly treasurer reports.

Section 5 Maintaining Officers:
A. Elective Officers must maintain a cumulative grade-point average of 2.50. Elective Officers must also have demonstrated, within two weeks of the scheduled end of any quarter, completion of the academic load determined by the institution to be full-time (10 credits).
B. An elective office shall be considered vacant if the officer does not meet the above requirements.

Section 6 In the event a vacancy occurs, the President shall be authorized to nominate, and the Associated Student Council to appoint by majority approval, an officer to fill the vacated office for the unexpired remainder of that term.

Section 7 In the event a vacancy occurs in the office of President, the Vice President shall act as President until the vacancy is filled. The Vice President may either become President or remain Vice President after the vacancy is filled.

Section 8 Simultaneous elective offices:
A student may not hold simultaneous offices in Associated Student Council authorized organizations.

Article V — Appointive Officers

Section 1 In addition to three elected officers, the Associated Student Council shall consist of two secretary-treasurers, one publicity agent and six representatives. Those nine members shall be selected no later than the first week of June.

Section 2 Applications for the nine non-elected positions will be available at the ASC Office and the Office of Student Programs at the start of spring quarter and must be submitted by the third Friday in May. A selection committee, as outlined in Article II of the By-laws on committees, will interview candidates and make the final selection. Should the committee choose not to fill all of the positions, or should a position remain vacant following that process, the ASC President shall nominate a student to fill the vacant position, per Article IV, Section 6.

Article VI — Elections

Section 1 Nominations for ASC executive office shall be by written petition signed by not fewer than thirty-five (35) nor more than forty-five (45) student body members and returned to the Associated Student Council one week prior to elections.

Section 2 A. A candidate for President or Vice President must be a member of this association who has both maintained a 2.5 cumulative grade-point average and has earned 24 units of credit prior to elections.
B. An applicant for any other ASC office must be a member of this association with a 2.5 cumulative GPA or an incoming student planning to enroll fall quarter.
C. A candidate transferring from another college must have maintained a 2.5 cumulative GPA.

Section 3 Write-in candidates shall be allowed, providing they meet the same eligibility standards as petitioning candidates. Further, a write-in candidate must earn 10 percent of the vote and may not be an official candidate for one of the other two positions on the ballot.

Section 4 Associated Student elections shall be conducted by an election committee, with the Vice President of the ASC as chairman. Election of the president and two vice presidents shall be completed by the end of April.

Section 5 All Associated Student members are eligible to vote for President, Vice President, and Secretary-Treasurer.

Section 6 Election of all Associated Student Officers shall be by secret ballot and each member of the Associated Students shall register when he/ she votes.

Section 7 All candidates receiving a plurality of votes shall be elected. In the event of a tie, a runoff election shall be held in accordance with Section 4 of this Article.
Section 8 The election committee shall preside over elections and shall publicize election procedures and results.

Section 9 Should the ASC hold a special election to increase student fees, all students who would be assessed that fee would be allowed to take part in that special election.

Article VII — Removal From Office

Section 1 Removal from office of any Associated Student Council elected officer may be initiated by a two-thirds (2/3) majority of the voting members of the Associated Student Council, or by petition signed by twenty percent (20%) of the Associated Student members. The petition must be submitted to the Associated Student Council to establish its authenticity.

Section 2 An election to determine removal from office shall be held no later than ten (10) school days after the proceedings have been initiated.

Section 3 Approval by two-thirds (2/3) of all Associated Student members voting shall constitute removal from office.

Article VIII — Amendments

Section 1 Amendments to this Constitution may be proposed in writing by twenty percent (20%) of the members of this Association or by a majority of voting members of the Associated Student Council, provided that proposed amendments be made public at least two (2) weeks prior to being voted upon.

Section 2 Amendments may be passed by a majority of the student body members voting.

Article IX — Ratification Clause

Section 1 This Constitution shall be in full force and in effect upon its adoption by a majority vote of the ballots cast in an election held May, 1981.

Section 2 This Constitution shall supersede all other Constitutions of this organization.

By-Laws

Revised May, 2005

Article I — School Colors and Titles

Section 1 The official nickname of this Student Body shall be Peninsula Pirates.

Section 2 The official colors of this Student Body shall be black and gold.

Section 3 The official mascot shall be Pirate Pete.

Section 4 The Peninsula College publications recognized by the Associated Students shall be: Buccaneer (newspaper) and Tidepools (literary magazine).

Article II — Committees and Delegates

Section 1 The standing committees of the Associated Students shall be: Programming Board, ASC Selection Committee, The Disciplinary Committee, Election Committee, Tenure Review Committee.

A. The Programming Board shall be headed by the Vice President of Programming and shall consist of a secretary/treasurer and three programmers. The board’s function is to approve, coordinate, hold and evaluate activities.

B. The ASC Selection Committee shall be chaired by the President elect and consist of students at large who are not connected with the incoming ASC. The all-student committee will make the final selection of ASC representatives.

C. The Disciplinary Committee, which is part of the Student Affairs Committee, shall consist of 1 ASC member and 2 students at large. Members shall attend disciplinary hearings, when called.

D. The Tenure Review Committee shall consist of 1 student appointed by the ASC President, for each evaluation committee.
Article III — Organizations

Section 1 Student organizations wishing to be eligible for use of Associated Student funds, or to use college facilities or the college name, must first be recognized by the Associated Student Council.

Section 2 To be eligible for recognition, an organization must present to the Associated Student Council an acceptable constitution, a designated faculty advisor, a list of officers, and a membership list identifying at least eight (8) members of the Associated Students of Peninsula College. Recognition of a club shall be by a majority vote of the Associated Student Council. Recognition by itself does not imply or guarantee that Associated Student funds will be assigned for the organizations use.

Section 3 Constitutions and activities of all organizations must be in harmony with this Constitution and subject to Associated Student Council veto. The Associated Student Council reserves the right to withdraw recognition of a campus organization when an absolute majority of the voting members of the Associated Student Council determine that recognition is not among the best interests of the Associated Students.

Section 4 All organizations which generate revenue under the auspices of the Associated Students must deposit their funds in Associated Student accounts subject to normal college audits, rules of expenditure, and record keeping.

Section 5 To maintain active status, an organization must hold an open and publicized meeting at least once each month or three (3) times a quarter, and must file, on a monthly basis with the ASC, a copy of its minutes and must send a representative to the first ASC meeting of every month to give a report. Fifty percent of all identified members must attend each meeting. If an organization exceeds 20 or more identified members, 10 identified members will be considered acceptable for attendance requirements. In addition, each year during the fall quarter an organization must re-affirm its charter. During the year, organizations that discontinue meeting, do not submit minutes or fail to attend the required monthly ASC meeting will have all club funds frozen until it becomes active or has its recognition suspended by a vote of the council.

Section 6 Organizations whose recognition has been suspended may be reinstated to recognized status by an absolute majority of the voting members of the Associated Student Council. Such organizations shall be on probation for one quarter, during which they may spend Associated Student funds only by receiving a majority vote of the Associated Student Council for each expenditure. Organizations which satisfactorily complete the probation period will be given full recognition.

Section 7 Recognized organizations are required to be represented at the first Associated Student Council meeting of each month.

Section 8 All organizations must submit a statement of purpose with their budget request, stating their goals for the coming year and their contribution(s) to their campus and/ or community. They must also state what their organization will do for their contribution(s), with some kind of action visually confirmed by an advisor or the Associated Student Council.

Article IV — Activities

Section 1 Any club within the Student Body desiring sponsorship of an activity must arrange for the activity through the Activities Council.

Section 2 All profits accruing to the separate activities shall go into their individual accounts.

Article V — Finances

Section 1 Membership fees, to be transferred to Associated Students at the time of registration, shall be determined by the Administration of Peninsula College.

Section 2 The Finance Committee (also called the Services and Activities Fees Committee) shall consist of the President of the College, the incoming and
outgoing Presidents, Vice Presidents, and Secretary-Treasurers of the
Associated Students (the out-going Secretary-Treasurer acting as Chairper-
son). The College Business Manager and the Director of Student Activities
shall serve as ex-officio members.

Section 3 It shall be the duty of the S & A Committee to prepare the budget from
which the A.S.C. funds will be apportioned, subject to approval by the
voting members of the Associated Student Council.

Section 4 The Associated Student Council maintains a reserve account for the
purpose of balancing over-expended budgets and as a contingency, should
revenue collection fall short of projections. The business office is authorized
to transfer funds from the reserve account to other ASC accounts only
under the following conditions. 1) there is a majority vote of the ASC in
favor of the transfer, 2) a transfer of funds exceeding $5,000 would require a
written and publicized plan on how they will be expended, and 3) the
reserve account not be allowed to fall below 15 percent of the overall ASC
budget with the exception of the year-end balance process.

Section 5 Student-funded organizations must not expend more than the amount
appropriated without prior approval from the ASC. Any budget manager
who does over-spend his or her budget may be asked to raise funds to
balance that budget or face a reduction in their allocation the following
year.

Article VI — Elections
Elections conducted under the supervision of the Associated Students shall be in
keeping with the specific requirements of Article VI of the Associated Student Constitu-
tion. In addition:

Section 1 Absentee ballots shall be permitted, provided the absentee voter meets the
same voter qualifications required of all other voters; and provided the
absentee voter casts his/her ballot in person prior to the day of elections.

Section 2 Proxy ballots shall not be permitted in Associated Student elections.

Section 3 No campaigning shall be allowed within the area designated by the election
committee (approximately fifty feet from the voting place) on election day.
Any violations may result in the removal of the candidate's name from the
ballot, and he/she shall be deemed ineligible for election to any Associated
Student Council position for one quarter.

Section 4 A. Polls shall open no later than 9:00 a.m. and shall remain open until
3:00 p.m. on election days.
B. Election days, polling times, and the polling location shall be posted
at least two weeks prior to an election.

Article VII — Awards
Athletic awards shall be made in accordance with a plan submitted by the coach and
approved by the Associated Student Council.

Article VIII — Council Reimbursement

Section 1 The Associated Student Council President and two vice presidents shall
receive a scholarship of $900 to be awarded at the end of fall, winter and
spring quarters, pending successful completion of their terms of office.

Section 2 The Associated Student Council publicity officer shall receive a scholarship
of $900, the two secretaries/ treasurers $600 and the six representatives $400
to be awarded at the end of fall, winter and spring quarters, pending
successful completion of their terms of office.

Article IX — Council Duties

Section 1 ASC officers are required to serve office hours, defined as serving time from
the beginning of the hour to the fiftieth minute of the hour, on official ASC
business. Office hours shall be served in the ASC Office, unless otherwise
authorized by the ASC president or advisor. It shall be the responsibility of the
ASC officers to sign in for those hours and to track those hours, with the
aid of the ASC Secretary-Treasurer.

Section 2 A. Executive officers shall serve a minimum of three office hours per
week, per quarter.
Associated Student Council Policies

Section 1—Associated Student Dance Policy
Adopted November 2, 1989
Associated Student activities are provided principally to serve the students of Peninsula College. Whenever possible, events are designed to accommodate the community at large. However, the Associated Student Council reserves the right to restrict admission to some activities in which either the availability of space or the desirability of a homogeneous audience are considerations.
In keeping with considerations both of space and a homogeneous audience, the Associated Students restrict admission to dances to all college students and members of the community sixteen (16) years of age or older. At Associated Student dances:
1. Attendants may require identification from all who seek admission if there is any question of age, and may deny admission when appropriate.
2. Entry will be denied to any person who, in the judgment of dance officials, is under the influence of alcohol or drugs, or who threatens to be a disruptive influence.
Should an Associated Student-recognized organization wish to sponsor a dance using college facilities, it will be asked to recognize and agree to adhere to Associated Student policy before facilities will be scheduled. It will be asked also to provide a plan for policing the dance adequately, as well as for insuring that campus grounds will be cleaned. Any sponsoring organization will be assumed to accept responsibility for any damages which may occur during their sponsorship of any campus activity. Future recognition and potential funding of ASC organizations will be based, in part, on the willingness of organizations to adhere to ASC policy.

Section 2—Associated Student Council Elections Policy
Adopted on May 14, 1992
Posters/Pamphlets/Cards/Etc.
Candidates shall be responsible for the clean up of any materials that they put out. No candidate may use Associated Student Council materials or any other college-funded materials (i.e., materials from The Buccaneer, from the staff workroom, etc.) unless they
have paid for that privilege, as in the case of the Technical Equipment User Fee. This includes the original production of materials as well as any copies made from originals.

Posters may not be placed: in unprotected areas (if there's no overhang, don't put it there!), so that they block the visibility on doors, nor can they block entrances/exits.

**Candidate's Debate**

The Candidate's Debate should take place two days before the general election. The designated time shall be from 12 noon to 12:50 p.m., and the debate shall take place in the PUB (Pirate Union Building). Questions shall be asked by the head of the Political Science department and/or by Buccaneer staff; additional questions from other students shall be allowed.

**Election Day**

**Polls**

The polls shall be open by 9:00 a.m. and shall stay open until 3:00 p.m. The polls shall be staffed at all times by two (2) poll watchers, who must maintain strict neutrality. The polls shall be set up in such a way as to ensure privacy for the voters; i.e., areas sectioned off on a separate table from that of the election staff. The ballots must be placed in a secured box that remains closed until the polls have closed. The polls shall be checked after each voter has left to make sure that no campaigning has occurred. No campaigning shall be allowed within 50 feet of the polling place; the no-campaigning zone shall be made known to all candidates and it shall be the responsibility of the candidates to inform their supporters of its location. The traditional polling place shall be in front of the college bookstore, the Bookaneer.

**Ballots**

The candidates shall be listed by the order in which they filed their petitions; i.e., the first one to turn in his/her petition shall be listed first for that particular position. After the official candidates' names, there shall be a space available for any write-in candidates. Any pertinent legislation shall also be attached to the ballot.

**Counting the Ballots**

The ballots shall be counted by the President and the Secretary-Treasurer after the polls have closed. Ballots should one of them be unavailable, or be campaigning for office, he/she shall be replaced by an Associated Student Council Representative. No person actively campaigning for an ASC position may take part in election management.

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**Section 3—Associated Student Fund Raising Policy**

**Adopted in Spring Quarter 2006**

It is the intention of the Associated Students to provide for the needs of ASC-recognized campus organizations, while at the same time encouraging such organizations to be active in helping themselves. Toward that end, the Associated Student Fund Raising Policy has been established.

1. During annual Associated Student Budget meetings, an amount will be determined as the reasonable Associated Student contribution to an active organization's operation for the following year.

2. All proposed fund-raising activities by student-sponsored organizations must be submitted for approval to an "ASC Fund Raising Committee," to consist of the ASC President, Vice President, Secretary-Treasurer, and the Director of Student Activities, before fund raising will be allowed to begin.

3. Fund raising will be limited as follows:
   a. All fund-raising activities shall be conducted in accordance with the college's official policy on fund raising.
   b. Clubs and organizations are welcome to ask the ASC for additional funds any time throughout the academic year. Funds may be dispersed to supplement a fund-raising effort, pending availability of funds and the value of the activity or product that is the target of the fund-raising effort.

4. Clubs expending funds will spend fund-raised dollars first and then ASC-granted funds. Unspent funds will be returned to the care of the ASC budget committee for distribution in a succeeding year and may not be carried forward. Should a club or organization be working on a project they wish to extend into the next academic year, they may appeal to the ASC Budget Committee to be allowed to carry forward funds targeted for that project.
Section 4—Associated Student Travel Policy

Revised May, 2005

It is the intention of this policy to provide guidelines for those who must travel on Associated Student business to ensure that adequate funds will be available for authorized travel.

Travel Advances/Grants

1. At least eight days prior to attendance at an Associated Students' authorized event, the person(s) requesting a travel advance must provide information to the Director of Student Activities regarding:
   a) the location and dates of the meeting to be attended;
   b) information about special needs, such as registration costs, special arrangements regarding lodging, meals other than those provided as part of a registration package, etc.

2. The Director of Student Activities shall draw funds from the appropriate Associated Student account to provide for:
   a) payment of registration fees, if any;
   b) payment for meals (not part of registration) which are taken outside the college vicinity, at the rate of: breakfast, $7.00; lunch, $7.00; dinner, $10.00; as well as the actual cost of lodging,
   c) payment of necessary fares or tolls, if such fares or tolls must be paid, using the shortest possible route to the meeting place.
   d) payment of mileage at the state rate where private transportation is used, or the actual cost of transportation where public transportation is used. Mileage will be paid for more than one vehicle only where more than four people travel to the same destination.

3. On return from the event, the traveler(s) must provide the Director of Student Activities with receipts indicating attendance at the event and must confirm that mileage figures and tolls are correct. Expenses not reasonably associated with the event must be reimbursed to the Associated Students.

Travel Reimbursement

1. At least three days prior to attendance at an Associated Students' authorized event, person(s) wishing future reimbursement must provide the Director of Student Activities with information about the location and dates of the meeting, as well as any special needs, such as registration, meals, and lodging associated with the event.

2. Within two weeks of attendance at the meeting, the person seeking reimbursement must present receipts relating to the travel. Reimbursement will consist of:
   a) the actual cost of lodging,
   b) the actual cost of registration fees, as evidenced by receipts.
   c) the actual cost of fares and tolls, using the shortest possible route, as evidenced by receipts.
   d) mileage at the state rate based on odometer readings and State of Washington mileage charts, or the actual cost of public transportation, based on receipts.

Replaces the Spring 1986 Travel Policy and revision of November 16, 1988

Confidentiality of Student Records

In compliance with the Family Educational Rights and Privacy Act of 1974, Peninsula College is committed to safeguarding appropriate access to student educational records as well as to maintaining individual student privacy.

Access or Release of Education Records
The college normally will not permit access to or release of the student’s education records to the public without authorization by the student, though some exceptions exist.

Directory Information
The college may release directory information concerning a student unless the student requests in writing that directory information not be released.

Directory Information as defined for Peninsula College in WAC 132A-280-075(2)

“Peninsula College has designated the following items as directory information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph.”