

This year will be full of opportunities for you at Wenatchee Valley College. Along with your classroom studies, a wide variety of activities are available to enhance your educational experience—from athletics to student clubs to special events. In addition, we have many student services to help you along the way including a tutoring center, computer labs, and library resources.

We encourage you to explore your options at WVC, to get to know your teachers and fellow students, and to learn as much as you can both inside and outside the classroom. Your success is important to us. Please feel free to ask questions on how we can help you reach your goals.

We look forward to seeing you on campus

This student handbook has been developed for your use as a reference of resources, services, activities, ASWVC-governing documents and a daily planner. We hope you will find the handbook useful and that it will assist you in your journey toward meeting your educational goals at Wenatchee Valley College.

Wenatchee Valley College is your college, and we encourage you to become actively involved on campus. Involvement in campus life is an important vehicle for you to develop valuable leadership skills, as well as a way to become better acquainted with other students. We hope you will consider involvement in student government and/or the various student clubs and organizations available to you. Become involved and make the most of your education. We invite you to stop by the student programs office on either campus to discover the many opportunities that are available to make your experience here more rewarding.

***Kelly Ketcham, Director of Student Programs
Wenatchee Valley College***

***Livia Millard, Student Services Coordinator
Wenatchee Valley College at Omak***

Table of Contents

Student Life	
ASWVC Student Government	4
Clubs and Organizations	5
Housing Information	6
Intercollegiate Athletics	6
Intramurals	6
Student Identification Cards	6
Student Insurance	6
Student Services	
Academic Advising/Assessment	7
Admissions/Registration	7
Bookstore	7
Business Office	8
Cafeteria	8
Campus Posting Policy	8
Career Center	8
Child Care	9
Counseling	9
Disability and Support Services	9
Financial Aid	9
International Student Programs	10
Library	10
Lost and Found	10
Multicultural Affairs	10
Parking	10
Tutoring Services	11

Veterans Services	11
Policies and Procedures	
Alcohol and Other Drug Abuse	11
Use of Tobacco Products	12
Classroom Access Policy	12
Computer Use/Computer Lab Policy	12
WVC Network (WVCNet) Policy	13
Memorandum of Understanding, WAOL Virtual Campus	14
Student Rights and Freedoms	14
Freedom from Sexual Harassment	15
Code of Student Conduct	18
Student Disciplinary Procedures	22
ASWVC Governing Documents	
Constitution	31
Bylaws - Wenatchee	33
Bylaws - Omak	41

Student Life

ASWVC Student Government

The ASWVC - The Associated Students of Wenatchee Valley College (ASWVC) is a self-governing student organization which functions within the framework of policies and regulations adopted by the board of trustees.

Student Senate - The majority of all student events, activities and projects are sponsored by the ASWVC student senate which are the governing bodies at Wenatchee and Omak campuses.

The ASWVC student senate schedules student activities, charters student clubs, makes recommendations regarding student body policy, and provides a mature and effective liaison between the student body and the college administration and faculty. The Wenatchee campus also works with the athletic programs.

Meetings of the ASWVC student senate at each campus are conducted weekly. The student senate on both campuses schedule a wide range of activities, including orientations, elections, cultural and social events, dances, and intramurals, which provide entertainment and a variety of educational and community service opportunities for students.

Activity Council - The activity council coordinates and regulates all student activities on the Wenatchee campus with the approval of the student senate. The activity council, chaired by the ASWVC vice president, is composed of a representative from each student organization on the Wenatchee campus and approves program scheduling at its weekly meeting.

Wenatchee Valley College at Omak coordinates student activities through the events coordinator with the approval of the student senate.

Recognition as a WVC Sponsored Student Program - In order to be officially recognized as participating members of WVC student programs, all organizations must be approved by the ASWVC activity council, the student senate and the chief student programs officer. In addition, intercollegiate athletic programs must have the approval of the athletic director. Anyone interested in chartering a new group should contact the student programs office.

Officially recognized organizations are eligible to: (1) use college facilities, (2) be included in student publications, (3) reserve activity dates on the official college calendar, and (4) be eligible to administer programs for the senate.

ASWVC Financing - A portion of each student's tuition and fees is designated by law as the services and activities fee. These fees, plus outside donations and fundraising proceeds, comprise the funds of the Associated Students. Typical uses of funds include clubs and organizations, athletics, and cultural and social events. Before funds can be expended, the WVC Board of Trustees must approve a budget for each group. It is the responsibility of the student senate to recommend the annual ASWVC budget to the board.

Clubs and Organizations

Student organizations provide excellent opportunities for social involvement. For more information about student activities and organizations, contact the student programs office in Van Tassell Center on the Wenatchee campus, the student services coordinator at the Omak campus, or visit the student programs Web site at www.wvc.edu.

Agricultural Students Association

Campus Crusade for Christ/SOLID

Computer Technology Association

Gay-Straight Alliance

Grappling Club

HepCats Swing Club

International Club

Jazz Club

Knights of Music

MEChA (Wenatchee and Omak campuses)

Medical Assistant Student Knights (MASK)

Medieval Mayhem

Outbackers

Outdoor Science Club (Omak campus)

Phi Theta Kappa (Wenatchee and Omak campuses)

Publishing Club (Omak campus)

Radiant Knights

Red Road Association (Omak campus)

Refrigeration/Electronics Club

Science Club

Skills USA (formerly VICA)

Sports Medicine Club

Student Arts Association

Student Nurses (Omak campus)

Student Nurses of Wenatchee (SNOW)

Housing Information

Off-Campus Housing The bulletin board located near the café in Van Tassell Center frequently has notices posted regarding off-campus housing, or visit the Housing Information Web page at www.wvc.edu. **New:** WVC-Wenatchee residence halls open fall of 2009!

Student Lockers Lockers for student use are available to rent on the Wenatchee Valley College at Omak campus. Contact any student government officer for more information.

Intercollegiate Athletics

Wenatchee Valley College is a member of the Northwest Athletic Association of Community Colleges. The NWAACC is the parent organization for 36 community colleges in Washington, Oregon and the Canadian province of British Columbia, and offers excellent competitive opportunities for WVC athletes.

Intercollegiate sports offered at WVC are men's and women's soccer, men's and women's basketball, women's fastpitch softball, men's baseball, and women's volleyball. Intercollegiate activities are available on the Wenatchee campus only. A student must be enrolled in a minimum of 12 credits to be eligible to play. Athletic events are free for WVC students with an ASWVC identification card.

Facilities include a lighted baseball field, softball field, regulation-size soccer match field and two practice fields, gym, fitness center, free weights room, racquetball and tennis courts.

Intramurals

Intramural sports are available on the Wenatchee and Omak campuses. An opportunity for participation in intramural sports and special event activities is available throughout the academic year. Activities include open gym time for basketball and racquetball. Other special events and sports include cross-country skiing in Leavenworth, downhill skiing at Mission Ridge, trips for fans to Mariners baseball and Seahawk football games.

Student Identification Cards

Students who are enrolled in six or more college equivalent credits are eligible to receive a student photo identification card. The cards provide free admittance to WVC athletic events (Wenatchee campus) and discounts at ASWVC events. The cards are accepted as valid photo ID by campus offices for purposes of obtaining transcripts, financial aid, payroll checks, or check writing at the bookstore. To obtain a card, bring a copy of your current registration to the student programs office (Wenatchee campus) or the student government office (Omak campus). A fee is charged for replacement cards.

ID card is the property of the college and is not transferable. The college maintains a copy of the card on file.

Student Insurance

Accident and/or Sickness Insurance Plan Students registered at WVC for six or more credits per quarter are eligible for this plan. Certain dependents of eligible students may also be insured. In addition, students enrolled and covered under this plan during spring quarter may continue coverage through the summer without attending school summer quarter. Application and payment is made by the student directly to the insurance company. Coverage begins when payment is received and is not retroactive to the beginning of the quarter. Brochures are available at the cashier's station. Athletic insurance is provided for intercollegiate athletes. It is the responsibility of the athlete to notify the athletic director in order to submit a claim.

Student Services

Advising/Assessment

Educational Planning and Academic Advising New students or students returning after some time must meet with an educational planner. Educational planners will assist you in interpreting COMPASS scores, selecting classes, and registering for your first quarter. A faculty adviser will be assigned for subsequent quarters. Your adviser will be familiar with your desired educational program and will meet with you each quarter before registration.

For more information, contact the Wenatchee campus student services, 682-6830, or the Omak campus student services, Student Resource Center, 422-7810.

Assessment COMPASS is the college assessment tool that provides reading, writing and math scores for placement and advisement. All students seeking a degree or certificate should take COMPASS prior to enrolling in classes at WVC.

Admissions/Registration

The admissions/registration office has an "open door" policy for any student who has a question or is concerned about the school or its policies. This office is responsible for the maintenance of all students' academic records, which may include applications for admission, registration or add/drop forms, withdrawal from college, enrollment, and transcripts. The registrar's office also conducts degree checks (graduation requirements) and produces all grade reports. For more information, please check the WVC Web site, www.wvc.edu.

Bookstore

The bookstore on the Wenatchee campus is located in Van Tassell Center. Students can purchase books, school supplies, art supplies, clothing, snacks, greeting cards and computer software. Purchases may be made using cash, check, MasterCard or VISA. ID is required.

A dated WVC Bookstore sales receipt is required to return merchandise to the bookstore. The textbook return policy is as follows:

1. Refunds are allowed only during the first seven days of the quarter.
2. The dated cash register sales receipt is required.
3. New and used books may be returned; however, new books must be in new condition, unmarked, free of damage and still in their original packaging.
4. No refunds are allowed on any books after the refund period.

- Textbooks may be sold back the last week of each quarter during 'Book Buyback.' No receipt is required.
5. A 10% restocking fee will be charged on all returned books unless the student is exchanging books or withdrawing from class. For a full refund, the customer may be required to show a printed schedule to verify withdrawal.

Textbooks for Wenatchee Valley College at Omak classes are marketed through a cooperative agreement with David Rodstol's Office Supply located in Omak. For further information contact the Omak administrative office at (509) 422-7800.

Business Office

On the Wenatchee campus, payment of tuition and fees, outstanding bills, and parking fines are paid at the cashier's station in Wenatchi Hall. Fees can also be paid by mail, Web or by phone using credit cards.

The cashier also issues parking permits and distributes financial aid, guaranteed student loans (GSL) and student payroll checks. Valid photo ID is required.

On the Wenatchee Valley College at Omak campus, parking is covered through the comprehensive fee. A parking permit is not required. Fees are paid in the administration building.

Cafeteria

The WVC cafeteria is located in the Van Tassell Center. Students, faculty and guests are encouraged to use the facility.

A cafeteria is not available on the Wenatchee Valley College at Omak campus. An espresso machine is located in Friendship Hall, and vending machines are located in the student lounge area of the administration building.

Campus Posting Policy

Any signs, posters or notices to be placed on official college bulletin boards must be stamped "Approved for Posting" by the student programs office and be posted in such a way as to protect the facilities. Materials may be attached with low adhesive blue "painter's" tape or with thumb tacks on approved bulletin boards. Fun-Take reusable adhesive and clear or "invisible" tape is not permissible. Signs are not allowed on any glass doors or windows, on any exterior marble-crete walls (for example, Van Tassell Center), or on unpainted brick such as the library. Chalk is not allowed on sidewalks. The stall displays in campus restrooms are for student programs use only. College groups who wish to have information in the restroom displays or TV displays in Wenatchi Hall should contact the student programs office in Van Tassell Center. Unapproved items will be removed without notice. A free posting area, where approval is not necessary, is maintained on the outdoor kiosks and outside the café.

Wenatchee Valley College at Omak campus maintains a free posting area in the student lounge.

Career Center

The WVC Career Center is open to students and the general public and offers a broad range of career information and assistance. Whether it is occupation exploration, education and training, internship and mentorship opportunities,

employment, or job search techniques, the career center offers a wide variety of materials and activities for individuals and classes. To make an appointment, call 682-6858.

Career planning services are also available at Wenatchee Valley College at Omak. Contact the student services office for more information.

Child Care

Through a partnership between WVC and the Wenatchee School District, affordable child care services are available to WVC students at the WestSide Early Learning Center, located at 1521 Ninth Street. This program provides quality, licensed child care to children from one month through five years of age while their parents attend class, study and work. Students wanting to find out more about the child care program should contact the early childhood education coordinator at 682-6633.

Counseling

WVC counselors provide academic, career and personal counseling. These services are free, voluntary and confidential for WVC students. Student services/counseling is dedicated to supporting students in their pursuit of academic and personal growth and in making good decisions about their lives.

Disability and Support Services

Students with special needs should contact the special populations coordinator at 682-6854 as soon as possible after

deciding to attend WVC. The following types of accommodations are available, if needed, to students with documented disabilities: *Use of voice recorder in class, notes taken by another student in class, use of Franklin Speller, use of AlphaSmart, use of calculator, extended test time, quiet/low distraction-free place for testing, large print tests, scribe, reader for exams, preferential seating, textbooks on tape/CD by RFB&D or Etext, lumbar pillows/wrist rests, ASL interpreter, Kurzweil Reader, voice-activated software, ZOOM Text, JAWs, book carriers, etc.*

Students requiring special assistance on the Wenatchee Valley College at Omak campus should contact the student services coordinator.

Financial Aid

Students who apply for financial aid at WVC are considered for a variety of federal, state and/or institutional programs. Students begin the process for applying for grants, loans and work study by completing the Free Application for Federal Student Aid (FAFSA). Students apply online at www.fafsa.ed.gov. Students should apply by March 1 for on-time status for the following academic year (starting in September). Applications can be submitted after the priority deadline of March 1 but funding may be limited.

Dropping a class or changing to audit can cause students to repay some of the financial aid they received and they may become ineligible for future financial aid. Monitoring of a student's academic progress is done even if they are not receiving financial aid funds. Students should check with the financial aid office or call 682-6810 for the most current information on financial aid awards and related policies. Financial aid information is also available at the WVC Web site.

International Student Programs

The international student coordinator assists international students from their first day of contact with WVC until their graduation or transfer to a four-year college or university. Before arrival in the U.S., information regarding WVC, the community, housing, locating a supporting family and more will be provided to the student. During the quarter, the international student coordinator will work with WVC staff, faculty and the community to make sure that the needs of the student are fulfilled. The international student coordinator's office is located in Van Tassell Center room 5003.

Library

The John A. Brown Library houses the library on the main and upper levels and four classrooms on the lower level. The library contains a wide variety of books, print periodicals and videos. The library catalog lists the book, periodical and video titles in both the Wenatchee and Omak libraries and the Central Washington Hospital library. The libraries also provide access to several other library catalogs. Other services include book and periodical circulation, reference assistance, reserve materials, interlibrary loans, group and individual study rooms, and a photo copier. An open computer lab is located on the upper floor of the library and contains computers with accommodations for students with special needs. For more information, see the library Web page, www.wvc.edu/library (or via the Quick Jump Library link on the WVC home page).

The library at the Omak campus is located in room 306. It has both print and non-print collections, the full range of library services, study areas and a photo copier. Campus and home access is available for the electronic resources via the library Web page.

Lost and Found

Contact the student programs office in Van Tassell Center at 682-6860 on the Wenatchee campus and the administration office at (509) 422-7800 on the Omak campus.

Multicultural Affairs

The office of multicultural affairs located in Van Tassell Center is designed to help students of all ethnic backgrounds pursue their educational opportunities. This office works with other departments and WVC at Omak to make sure that the needs of students are fulfilled in counseling, financial aid, registration, learning skills and student programs. Counseling, recruiting, job service and leadership are just a few of the services provided by the multicultural affairs office. Students wanting to find out more about multicultural affairs programs and/or services should call 682-6868.

Parking

Students and staff using the parking facilities on the Wenatchee campus must register vehicles with the business office and purchase a parking permit. Permits must be renewed each quarter. Student parking fees are established

without regard for the number of credits a student is carrying. Permits are the individual's responsibility; if lost, full parking fees will be charged for replacement. Violators of the parking regulations are subject to fines. Questions pertaining to parking permits and violations or fines should be addressed to the facilities department at 682-6450.

Parking is provided for students at WVC at Omak, with entrances on Birch Street and Bartlett Street. The parking fee is included in the comprehensive fee. No parking sticker is required at the Omak campus.

Tutoring Services

Tutoring services are available free of charge to all enrolled students. The tutor center on the Wenatchee campus and the learning support center on the Omak campus provide a dynamic atmosphere of collaborative learning guided by a philosophy of students helping students. Each center is staffed by a coordinator and competent, caring students who have a desire to help other students. A variety of services are provided at each center.

There may be limited services during the summer. Contact the tutoring center, Van Tassell Center, 682-6863, or the Omak campus learning support center, administration building, (509) 422-7800 for more information.

Veterans Services

Questions regarding eligibility for VA educational benefits should be directed to the Veterans Administration at 1-888-442-4551. Students who are eligible to receive VA educational benefits should also contact the WVC Financial Aid office or call 682-6810. The application process takes 6-8 weeks. Students must be prepared to pay their own tuition while they await completion of the application process. Monthly benefits are paid directly to the student.

Veterans are responsible for adhering to the approved distribution of courses required for their chosen degree program. Withdrawing from a class or taking the wrong course could result in an overpayment or a loss of benefits. Credit for prior military or civilian training must be evaluated within the first two quarters at WVC. Veterans are responsible for submitting official transcripts to document all prior training. Failure to do so will result in loss of benefits. Some veterans may qualify for tuition reductions and should inquire at the financial aid office.

Policies and Procedures

Alcohol and Other Drug Abuse

Wenatchee Valley College has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs or alcohol by students and employees. The policy and prevention program is in concert with the Drug-Free Schools and Communities Act Amendments of 1989. Students are expected to comply with the general policies, procedures and regulations established by the board of trustees.

A. Policy

The use, distribution and possession of alcohol by students or employees on Wenatchee Valley College property or as part of college activities is prohibited. The unlawful possession, use or distribution of illicit drugs or alcohol by students or employees on Wenatchee Valley

1. College property or as part of college activities is prohibited. Any violation of local, state or federal law regarding the unlawful possession, use or distribution of illicit drugs or alcohol may result in referral for prosecution and the imposition of penalties, including community service hours, fines, forfeiture of personal and/or real property and/or incarceration up to life imprisonment.
2. The college will impose sanctions consistent with local, state and federal law and regulations adopted hereunder on students and employees found to have violated this policy. Such sanctions may include recommendation for completion of an appropriate rehabilitation program, expulsion from the college or termination of employment and referral for prosecution. Student disciplinary action will be initiated in accordance with the Washington Administrative Code.

B. Program

1. The use of illicit drugs and the abuse of alcohol may result in numerous physiological, psychological and sociological disorders. College and community resources are available to assist students with problems related to alcohol and other substance abuse. County alcohol centers and mental health clinics are available for students. Private practitioners and agencies are listed in the local telephone directory.
2. A brochure describing available services and listing telephone numbers is available in the college counseling center in Van Tassell Center.

Use of Tobacco Products

The inhaling, exhaling, burning or carrying of any lighted smoking equipment, including cigarettes, cigars or pipes, is prohibited in the interior of all buildings and vehicles owned or operated by WVC. State law prohibits smoking

within 25 feet of building doorways, outside air supply grills, windows, or where prohibited by signage. Violators may face a \$100 fine. The use of other tobacco products, such as smokeless or chewing tobacco, in college facilities is also prohibited.

Classroom Access Policy

A classroom access policy is necessary in order to ensure a safe and educationally sound environment within the classrooms and labs of the college. During any class period, only students who are registered for that particular class, district personnel, and those programs invited by district personnel for the purpose of enhancing the educational process may be in attendance.

Computer Use/Computer Lab Policy

This policy governs the use of computer labs on campus. These labs include the library and any other instructional areas that have student access to computers. Violations can be subject to prosecution and/or loss of student access to computer labs. A full account of the disciplinary action for violating this policy can be found in the following section titled "Disruptive Behavior."

1. Labs are open only to registered students of WVC and those covered through cooperative agreements.
2. Students may not modify, reconfigure or tamper with any computer hardware or software, nor may they attempt to gain unauthorized access to any computer network. Attempting unauthorized access to computer networks is a violation of both state and federal laws.
3. Intentionally introducing a computer virus into any Wenatchee Valley College computer system is a violation of both state and federal laws.

First priority is given to classes that have scheduled time in the lab. Second priority is given to students doing homework and research for

1. currently enrolled classes. Lowest priority is given to students "surfing the net" or other non-instructional activities. A student may be requested to give up his/her position to another student with higher priority and, depending on demand for services, a time limit may be imposed.
2. Printouts are limited to academic work. Printing limits will be determined as is necessary for each lab. These limits will be clearly marked and enforced. Failure to comply with set printing limits may result in the loss of computer lab access.
3. Any use of the computers in Wenatchee Valley College labs must comply with the State of Washington's Community and Technical College Network Acceptable Use Policy. Accessing obscene, abusive or highly offensive material is not allowed.

WVC Network (WVCNet) Acceptable Use Policy

This policy applies to students enrolled at and employees working for WVC. Internet access for students and employees of WVC is provided through the state of Washington Community and Technical college network (CTCNet). In as much as this network is provided by the state for the purposes of education of students and business of the college, its use is restricted to activities that improve student learning, build overall system efficiencies, maximize accessibility of the Internet and eliminate inappropriate traffic over the interconnected networks. As such, the following Acceptable Use Policy from the Center for Information Services (CIS) is in effect:

1. Use of CTCNet shall be solely for the purpose of facilitating the exchange of information in furtherance of education and research, and otherwise be consistent with the purposes and objectives of the State of Washington Community and Technical Colleges, the State Board for Community and Technical Colleges, and the CIS.
2. CTCNet shall not be used to transmit any communication in any form (e.g. text, images, sound) where the content and/or meaning of the message or its transmission or distribution would violate any applicable law or regulation.
3. CTCNet shall be used solely for business related activities carried out in a professional and ethical manner in the normal course of business and shall not be used for personal reasons to transmit any communication in any form.
4. Users of CTCNet shall promote efficient use of the public networks to minimize, and avoid if possible, creating congestion within or upon the networks thereby interfering with the work of other users of the networks. Further, users of CTCNet services shall respect the rights and property of all others and shall not improperly access, misappropriate or misuse the information/files of other users.
5. CTCNet shall not be used for commercial purposes. Advertising of commercial offerings is forbidden.
6. When using CTCNet for accessing sources beyond the CTCNet itself, users shall apply the CTCNet Acceptable Use Policy while navigating through and making use of those networks.

7. With advice/recommendations from the Internet Information Group (IIG) and the Standing Advisory Committee (SAC), the CIS is responsible for the modification and distribution of this Acceptable Use Policy.

Withdrawal of use privileges because of violations of this policy is the

1. responsibility of the college or other agency which authorized that individual's use of CTCNet and could result in discipline and/or termination of employment.
2. WVC is not responsible internally for use of the Internet by students and staff. Any violation by a WVC computer user of the above Acceptable Use Policy will result in the revoking of Internet connection privileges for that user and reporting of that violation to the appropriate dean or to the president of the college.

Memorandum of Understanding

Student Rights/Responsibilities--Washington Online Virtual Campus

Students served by the Washington Online Virtual Campus will follow the policies and procedures that govern student conduct, disciplinary procedures and procedures for resolving conflicts regarding student conduct which are in place at the enrolling college. Washington Online Virtual Campus students are responsible for being familiar with the student rights and responsibilities and code of conduct of the enrolling college.

Jurisdiction and authority for discipline of students served by the Washington Online Virtual Campus will rest with the enrolling college; however, administrators and faculty of the teaching college and/or Washington Online Virtual campus staff may be included in investigations prior to final decisions regarding a discipline situation. All appeals will be handled according to the policies of the enrolling college.

Student Rights and Freedoms

WVC shall admit all individuals who qualify according to current admission requirements. The college, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, and other applicable laws and regulations, does not discriminate on the basis of race, creed, religion, color, national origin, sexual orientation, mental or physical handicaps, age, or gender in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services, programs and activities.

Admissions under the Running Start program are subject to the rules and regulations of the Office of the Superintendent of Public Instruction, the State Board for Community and Technical Colleges, and the Higher Education Coordinating Board. Curriculum offerings shall be provided to meet the educational and training needs of the community. All students, regardless of their courses of study, shall be considered, known and recognized equally as members of the student body.

A. ACADEMIC RIGHTS

The following protections apply to students attending any class at WVC.

1. Student performance shall be evaluated solely on an academic basis (which may include attendance), not on the opinions or conduct in matters unrelated to academic standards.
2. Students are expected to attend classes for which they are registered. When absence occurs because of illness or other urgent reasons, including hazardous weather conditions, it is the obligation of the student to complete makeup work deemed necessary by the instructor.
3. Students shall have the right to appeal their academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

B. PROTECTION OF FREEDOM OF EXPRESSION

Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

C. PROTECTION AGAINST IMPROPER DISCLOSURE

Individual student views, beliefs and political associations which faculty members acquire in the course of their work as instructors, advisers and counselors, are to be considered confidential.

D. CONFIDENTIALITY OF STUDENT RECORDS

Student records are managed in accord with the Family Educational Rights and Privacy Act (FERPA). To minimize the risk of improper disclosure, academic and disciplinary records shall be separate. Transcripts of academic records shall contain only information about academic status, except when a student is dismissed for misconduct. Record of dismissal for misconduct shall be entered on a student transcript. Academic records, or information from disciplinary or counseling files, shall not be available to unauthorized persons on campus, or to individuals off campus, without the written consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved. No records shall be kept which reflect the political activities or beliefs of students. Provision shall be made for the destruction of non-current disciplinary records after a period of three years. Administrative staff and faculty members shall respect confidential student information acquired in the course of their work.

E. FREEDOM OF ASSOCIATION

Students are free to organize and to participate in voluntary associations of their own choosing. To be officially recognized, the Associated Students of Wenatchee Valley College must grant student organizations an official charter. Procedures for obtaining an official charter can be found in the ASWVC bylaws. To receive or maintain official recognition, a student organization must be open to all students without regard to race, color, gender, creed, national origin, mental or physical handicaps, age, or sexual orientation.

F. FREEDOM FROM SEXUAL HARASSMENT

It is the responsibility of WVC to provide and maintain a work and academic community which is free from sexual harassment. Sexual harassment violated federal and state law and will not be tolerated by WVC. Any student or staff in violation of this policy and who engages in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where such behavior offends the recipient, causes discomfort or humiliation, or interferes with job or academic performance, will be subject to informal or formal disciplinary action up to and including expulsion from the school or dismissal from employment.

If the harassment occurs between students and is not work-related, contact the Vice President of Student Development at 682-6804, in Wenatchi Hall. On the WVC at Omak campus, contact the Dean of WVC at Omak at (509) 422-7805. If the harassment is work-related or occurs between faculty and a student, contact the Director of Human Resources at 682-6445, in Wenatchi Hall. For further information please review the college's sexual harassment policy at www.wvc.edu.

G. RIGHT TO DISTRIBUTION OF MATERIALS

Handbills, leaflets and similar materials, whether sold or distributed free of charge, may be distributed by regularly enrolled students and members of recognized student organizations in all areas of the campus, except classrooms, so long as such distribution does not interfere with the educational process, the free flow of traffic or the rights of others. Such materials shall bear identification as to the distributing organization or individual.

1. Non-students may distribute legal and noncommercial materials on campus in open areas and outside entrances to building so long as such distribution does not interfere with college affairs, scheduled programs and activities, or the free flow of traffic. Material may not be placed on or in automobiles. Inside distribution of materials by non-students must have prior approval of the president or a designee.
2. The college reserves the right at all times to judge each event or activity separately and to regulate the distribution of materials in terms of time, place and manner by furnishing reasonable notice to interested parties.
3. Petition Signature Solicitation: Individuals that wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters or nomination of a candidate for elective office must submit a copy of the petition to the vice president of student development, who will designate the time, place and manner petition signatures can be solicited. The location will be in an outside common area where the solicitation will not be an obstruction to student activities or otherwise disrupt the college environment. No solicitations will be allowed inside WVC buildings.

H. COMMERCIAL ACTIVITIES

College facilities may not be used for commercial solicitation, advertising or promotional activities except when such activities clearly serve educational objectives. These activities must be sanctioned by the president or designee and shall not interfere with college affairs or the free flow of traffic. The college reserves the right to charge commercial vendors for the use of college facilities or space. Students have the right to engage in incidental sales of personal property in a private transaction provided college facilities are not explicitly used for this purpose.

I. FREEDOM OF PUBLICATIONS AND PRESS

Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. The college has developed a Publications Code that is used to administer all student publications.

J. FREEDOM OF SPEECH AND ASSEMBLY

No rule shall restrict student expression solely based on disapproval or fear of the student's ideas or motives. Students and student organizations shall be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.

1. Students and members of the public are guaranteed the rights of free inquiry, expression and assembly on the outdoor college facilities that are generally open and available to the public.

Any recognized ASWVC organization may utilize available college activities as provided for in official ASWVC documents. Facilities will be provided free of charge to the organization except when such use necessitates staffing and services beyond regular college requirements. Standard college fees will be charged in these cases. Use of facilities for purposes other than those approved or in an irresponsible manner may result in withdrawal of this privilege for an organization. Student organizations should schedule the facility use request with the chief student programs officer or designee through the ASWVC activity council three (3) days in advance of an event whenever possible.

3. Modes of expression or assembly that are manifestly unreasonable or disruptive in terms of time, place or manner may be restricted. Students and members of the public must ensure that assemblies are conducted in an orderly manner and:
 - a. Do not unreasonably interfere with classes, scheduled meetings or ceremonies, or regular functions of the college.
 - b. Do not unreasonably interfere with pedestrian or vehicular traffic, or
 - c. Do not cause destruction or damage to college property, including library materials, or private property on college facilities.
4. Assemblies that violate these rules may be ordered to disperse by the college in accordance with Washington state statutes.
5. A non-student who violates any provision of the rule may be required to leave the campus or section of campus or facility and/or be referred to civilian authorities for criminal prosecution.
6. A student, student group or student organization that violates any provision of the rule may be subject to disciplinary action in accordance with this code. This may also include criminal prosecution.

K. RIGHT TO INVITE OFF-CAMPUS SPEAKERS

Any recognized ASWVC student organization with the written sanction of its adviser, may invite speakers on campus subject to the normal restraints imposed by consideration of the laws of the United States and the state of Washington.

1. Faculty members may invite speakers to make presentations to classes on topics related to materials being studied.
2. Faculty organizations may schedule speakers for appearances before faculty groups subject to the normal constraints imposed by consideration of the laws of the United States and the state of Washington.
3. The appearance of an invited speaker on the campus does not involve an endorsement, either implicit or explicit, of his/her views by this college, its students, its faculty, its administration or its board of trustees.
4. The college may require and arrange to have views other than those of the invited speaker represented at the meeting, or at a subsequent meeting. The president may, at his/her discretion, assign a representative to preside over any meeting where a speaker has been invited.

L. RIGHT TO BE INTERVIEWED

Every student has the right to be interviewed on campus by any legal organization desiring to recruit at the college.

RIGHT TO DUE PROCESS

Students subject to disciplinary action by the college are entitled to a hearing, the procedures for which guarantee that the student will receive fair treatment, and which allow the college to take appropriate action. Pending action on college or civil charges, the status of a student will not be altered, or his or her right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional

safety and well-being, or for reasons relating to the safety and well-being of students, staff or college property.

N. **FREEDOM FROM UNREASONABLE SEARCH**

Students have the right to be secure in their persons, quarters, papers and effects against unreasonable searches and seizures.

Code of Student Conduct

A. **STANDARDS OF CLASSROOM BEHAVIOR**

Academic honesty is vital to the very fabric and integrity of the college. All students must comply with an appropriate and sound academic honesty policy and code of honest behavior. All members of the college community are responsible for knowing and understanding the statement on academic honesty. The statement and procedures will be made readily available to all students and faculty to ensure understanding of the academic honesty system and its proper functioning.

Where suspected violations of the academic honesty system occur, appropriate procedures are designed to protect academic integrity while ensuring due process.

1. Academic dishonesty: honest assessment of student performance is crucial to all members of the academic community. Acts of dishonesty are serious breaches of honor and shall be dealt with in the following manner:
 - a. It is the responsibility of the college administration and teaching faculty to provide reasonable and prudent security measures designed to minimize opportunities for acts of academic dishonesty that occur at the college.
 - b. Any student who knowingly submits a fraudulent examination, assignment or any other academic work product shall have committed an act of academic dishonesty. Acts of academic dishonesty shall be cause for disciplinary action.
 - c. Any student who aids or abets the accomplishment of an act of academic dishonesty, as described in (b) of this subsection, shall be subject to disciplinary action.
 - d. This section shall not be construed as preventing an instructor from taking immediate disciplinary action when the instructor is required to act upon such breach of academic dishonesty in order to preserve order and prevent disruptive conduct in the classroom. This action shall also not be construed as preventing an instructor from adjusting the student's grade on a particular project, paper, test or class grade for academic dishonesty.
2. Classroom conduct: instructors have the authority to take whatever summary actions may be necessary to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.
 - a. Any student who substantially disrupts any college class by engaging in conduct that renders it difficult or impossible to maintain class decorum shall be subject to disciplinary action.
 - b. Any college instructor is authorized to take steps necessary to preserve order and to maintain the effective cooperation of the class in fulfilling course objectives, provided that a student shall have the right to appeal such disciplinary action to the chief student services officer or designee.

B. **CODE OF CONDUCT**

Wenatchee Valley College expects that its students while within college facilities or attending a college-sponsored activity, will adhere to high standards of honor and good citizenship at all times. Students will always conduct themselves in a responsible manner that reflects credit on themselves and the college. The following misconduct on college facilities is subject to disciplinary action:

1. Intentionally or recklessly endangering, threatening, or causing physical harm to any person or oneself, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Sexual harassment as defined in college policy under policies 000.330 and 000.340.
3. Intentionally or recklessly interfering with normal college or college-sponsored activities or any form of emergency services.
4. Unauthorized entry or use of college facilities.
5. Knowingly violating the term of any disciplinary sanction imposed in accordance with the code.
6. Theft of property, identity or services; knowing possession of stolen property.
7. Violating college policies or procedures by any student or by the guest of any student.
8. Smoking or using tobacco products in classrooms or on the college premises except in designated smoking areas.
9. The possession, use, sale or distribution of any alcoholic beverage or illegal drug by students on the college

campus or at any college-sponsored event designated as alcohol free, either on or off campus. All college-sponsored events are alcohol free unless specifically designated by the college president.

10. Academic dishonesty, including cheating, plagiarism or knowingly furnishing false information to the college.
11. Forgery, alteration or misuse of college documents, records, funds, or instruments of identification.
12. Refusal to comply with the direction of college officials acting in the legitimate performance of their duties.
13. Possession of firearms, licensed or unlicensed, except where possessed by commissioned police officers as prescribed by law.
14. Failure to comply with the college's Technology Acceptable Use Policy, WAOL Memorandum of Understanding, and/or misuse of computing equipment, services and facilities, including use of electronic mail and the Internet.
Ethics Violation: the breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular trade, skill, craft or profession for which the student is taking courses or is pursuing as his/her educational goal or
15. major. These ethics codes must be distributed to students as part of an educational program, course or sequence of courses and the student must be informed that a violation of such ethics codes may subject the student to disciplinary action by the college.
16. Hazing: conspiracy to engage in hazing or participation in hazing another. Hazing shall include any method of initiation into a student organization or living group, or any pastime or amusement engaged in with respect to such an organization or living group, that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm to any student or other person attending Wenatchee Valley College. Consent is no defense to hazing. The term does not include customary athletic events or other similar contests or competitions. Hazing is also a misdemeanor, punishable under state law.
17. Initiation violation: conduct associated with initiation into a student organization, association or living group, or any pastime or amusement engaged in with respect to an organization, association or living group not amounting to a violation of under the definition of hazing. Conduct covered by this definition may include embarrassment, ridicule, sleep deprivation, verbal abuse or personal humiliation. Consent is no defense to initiation violation.
18. Animals, with the exception of service animals, are not allowed on or in college facilities. All services animals on campus shall be under direct physical control, leashed by their owner or custodian.
19. Gambling: any form of gambling is prohibited.

C. ACADEMIC MISCONDUCT

The following acts by a student are considered academic misconduct and are prohibited:

1. Academic Dishonesty: Academic dishonesty occurs when students give or receive unauthorized assistance in an academic exercise or attempt to receive credit for work that is not their own.
2. Cheating: Intentionally using or attempting to use unauthorized materials, information or study aides in an academic exercise.
3. Fabrication: The intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
4. Plagiarism: The deliberate adoption or reproduction of ideas or words or statements of another person as one's own without acknowledgement.
5. Falsifying an exam, paper, projects, transcript, etc. (or assisting another student to do so).
6. Unauthorized use of materials or collaboration with another person during a test or assignment.
7. Substituting for a student, or permitting a substitute for oneself, to take an exam, course or test, or to provide the work for any assigned project.
8. The acquisition of grades, academic credits, degrees, honors, awards, certification or professional endorsements by means of cheating.
9. Failure to comply with the policies of the student's program or department as stated in the student handbook.
10. Failure to comply with policies set forth by specific educational programs.

D. CIVIL DISTURBANCES

In accordance with provision contained in [RCW 28B.10.571 and 28B.10.572](#):

1. It shall be unlawful for any person, singly or in concert with others, to interfere by force or violence with any administrator, faculty member or student of the college who is in the peaceful discharge or conduct of his/her duties or studies.

2. It shall be unlawful for any person, singly or in concert with others, to intimidate by threat of force or violence any administrator, faculty member or student of the college who is in the peaceful discharge of his/her duties or studies.
3. The crimes described in RCW 28B.10.571 and 28B.10.572 shall not apply to any administrator or faculty member who is engaged in the reasonable exercise of their disciplinary authority.
4. Any person or persons who violate the provisions of subsections (1) and (2) of this section will be subject to disciplinary action and referred to the authorities for prosecution.

E. ACADEMIC STANDARDS

The Academic Standards at Wenatchee Valley College have been established to ensure that the college resources are used in the best interest of all current and future students. The policy also ensures that students with academic difficulties are made aware of the many educational resources available to them. Students are encouraged to assume responsibility for their own academic progress.

1. First Quarter—Warning: A student attempting six (6) or more graded credits will be placed on Academic Warning when his or her cumulative GPA falls below 2.0. All students on Academic Warning will receive letters from the Admissions department advising them of their academic standing, and the next steps to take. The transcript will be endorsed “Academic Warning.” Students will remain on Academic Warning status in subsequent quarters until their cumulative GPA is 2.0 or higher.
2. Second Quarter—Probation: If a student on Academic Warning attempts six (6) or more graded credits for a second time, and his or her quarterly GPA falls below 2.0, they will be placed on Academic Probation. All students on Academic Probation will receive letters from the admissions department advising them of their academic standing, and the next steps to take. The transcript will be endorsed “Academic Probation.” Students will remain on Academic Probation status in subsequent quarters until their cumulative GPA is 2.0 or higher.
3. Third Quarter—Suspension: If a student on Academic Probation attempts six (6) or more graded credits for a third time, and his or her quarterly GPA falls below 2.0, they will be placed on Academic Suspension. All students on Academic Suspension will receive letters from the admissions department advising them of their academic standing, and the next steps to take. The transcript will be endorsed “Academic Suspension.” Suspended students will not be permitted to enroll for any classes for one quarter. Students returning from Academic Suspension will be required to submit a completed Petition for Readmission to the student development office. The student will be scheduled for a readmission interview with a counselor. The student will remain on Academic Suspension status in subsequent quarters until their cumulative GPA is 2.0 or higher.

Academic Forgiveness: If a student stops attending WVC while on

1. Academic Warning, Probation or Suspension status, they will remain at that level for a period of at least three years (12 academic quarters). If during that time they have not returned to WVC, their student records will be updated to remove them from their academic deficiency status.

F. ACADEMIC REGULATIONS COMMITTEE (ARC)

The WVC Academic Regulations Committee reviews student’s petitions for waiver of college policies. All petitions must be in writing; petitioners may appear in person before the committee. The committee makes recommendation on petitions and refers them to the appropriate administrator for action. Student appeals may include, but are not limited to, petitions for:

1. Re-admission after academic suspension
2. Substitution of graduation requirements
3. Removal of low grades
4. Late changes in class status (i.e., credit to audit).

All petitions must be in writing. Petitioners may appear in person before the committee but are not required to do so. It is the responsibility of the student to be fully aware of the policies and procedures that govern a specific program in which the student is seeking enrollment or is currently enrolled.

Student Disciplinary Procedures

A. PURPOSE OF THE DISCIPLINARY SYSTEM

This code of student conduct protects the unique and diverse community of Wenatchee Valley College. Admission to the college carries with it an expectation that the student will obey appropriate laws, will comply with the policies and procedures of the college, and will maintain a high standard of integrity and honesty. If a

student does not accept these responsibilities, corrective action must be taken. The college will impose and carry out sanctions for conduct that interfere with the operation of college. The college may impose sanctions independently of any action taken by civil or criminal authorities. In the case of minors, misconduct may be referred to parents or legal guardians.

B. JURISDICTION AND AUTHORITY FOR STUDENT DISCIPLINE

All rules in this chapter concerning student conduct and discipline apply to every student enrolled at the college whenever the student is engaged in or present at a college-related activity whether occurring on or off college facilities.

The board of trustees, acting pursuant to [RCW 28B.50.140\(14\)](#), has delegated by written order to the president of the college the authority to administer disciplinary action. Pursuant to this authority, the president, or designee, shall be responsible for the administration of the disciplinary procedures provided for herein. However, the president or acting president shall review all disciplinary action in which there is a recommendation that a student be suspended or dismissed.

C. VIOLATIONS OF LAW AND COLLEGE REGULATIONS

Students may be accountable both to civil authorities and to the college for acts that constitute violations of law and of this code. Disciplinary action at the college will normally proceed even if criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

Definitions; when used in the code:

The term “aggravated violation” means a violation that resulted or foreseeably could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities.

2. The term “group” means persons who are associated with each other but who have not complied with college requirements for registration or organization.
3. The terms “institution” and “college” mean Wenatchee Valley College and all of its areas, elements, programs and college related activities.
4. The term “reckless” means conduct that one should reasonably be expected to know would create a substantial risk of harm to persons or property or that would otherwise be likely to result in interference with normal college operations and/or college-sponsored activities.
5. The term “student” means any person who is enrolled at the college and for whom the college maintains current educational records, as defined by the Family Rights and Privacy Act of 1974, and related regulations.
6. The term “college facilities” means buildings, grounds, or technology owned, leased, operated, controlled or supervised by the college, including all appurtenances affixed thereon or attached thereto.
7. “Board” means the board of trustees of Wenatchee Valley College.
8. “Liquor” means the definition of liquor as contained within [RCW 66.04.010](#).
9. “Drugs” means a narcotic drug as defined in [RCW 69.50.101](#), a controlled substance as defined in [RCW 69.50.201 through 69.50.212](#), or a legend drug as defined in [RCW 69.41.010](#).
10. “President” means the chief executive officer of the college appointed by the board of trustees.
11. “Disciplinary action” means the warning, reprimand, summary suspension, suspension and/or expulsion, probation of a student for the violation of a rule adopted under this policy.

D. STUDENT PARTICIPATION

Students will participate in college matters pursuant to these procedures.

E. DEMAND FOR IDENTIFICATION

For the purpose of determining whether probable cause exists for any application of this code to any behavior occurring on a college facility, college personnel or other authorized personnel may demand that evidence of student enrollment at the college be produced.

F. FREE MOVEMENT ON CAMPUS

The president or designee is authorized in the instance of any event that he or she deems impedes the movement of persons or vehicles or which he or she deems to disrupt the ingress or egress of persons from the college facilities, to prohibit the entry of, or withdraw the license of, or privileges of, a person or persons or any group of persons to enter onto or remain upon any portion of the college facility.

No person or persons may disrupt the ingress or egress of other persons from college facilities. The president or designee is authorized to prohibit or remove from college facilities any person who disrupts ingress or egress therein.

G. DISCIPLINARY PROCESS

1. Any infractions of college policies or procedures may be referred by anyone within the college community to the chief student development officer or designee. That official shall then follow the appropriate procedures for any disciplinary action which he or she deems necessary relative to the alleged misconduct.
2. The disciplinary official may take whatever action deemed appropriate within the framework of this code. If the student concludes that any sanctions imposed are inappropriate, the student must provide a written appeal specifically outlining the reasons the sanctions may be inappropriate to the academic regulations committee.
3. If a referral or an appeal is made to the academic regulations committee, the committee shall hold a hearing, reach conclusion and recommend sanctions. The student may appeal all cases involving suspension or dismissal from the college to the president of the college. All other cases may be appealed to the officer designated by the president.
4. The president of the college or his/her designee, after reviewing the case, may reverse, sustain or modify any sanctions. The decision of the president or designee is final.

H. PROCEDURES FOR RESOLVING DISCIPLINARY VIOLATIONS

1. The chief student services officer or designee is responsible for initiating disciplinary proceedings. The chief student services officer or designee may delegate this responsibility to members of his/her staff, and he/she may also establish committees or other hearing bodies to advise or act for him/her in disciplinary matters.
2. In order that any informality in disciplinary proceedings not mislead a student as to the seriousness of the matter under consideration, the student involved shall be informed at the initial conference or hearing of the sanctions that may be involved.
3. Upon initiation of formal disciplinary proceedings, the chief student services officer or designee shall provide written notification to the student, either in person or by delivery via regular mail to the student's last known address, specifying the violations with which the student is charged. The chief student services officer or designee shall set a time and place for meeting with the student to inform the student of the charges, the evidence supporting the charges, and to allow the student an opportunity to be heard regarding the charges and evidence.
4. After considering the evidence in a case and interviewing the student or students involved, the chief student services officer or designee may take any of the following actions:
 - a. Terminate the proceeding, exonerating the student or students.
 - b. Dismiss the case after whatever counseling and advice may be appropriate, not subject to the appeal rights provided in this code.
 - c. Dismiss the case after verbally admonishing the student, not subject to the appeal rights provided in this code.
 - d. Direct the parties to make a reasonable attempt to achieve a mediated settlement.
 - e. Impose disciplinary sanctions directly, subject to the student's right of appeal as described in this chapter. The student shall be notified in writing of the action taken except that disciplinary warnings may be given verbally.
 - f. Refer the matter to the academic regulations committee requesting their recommendation for appropriate action. The student shall be notified in writing that the matter has been referred to the academic regulations committee.
5. This section shall not be construed as preventing the appropriate official from summarily suspending a student.
6. If the chief student services officer or designee's has cause to believe that any student:
 - a. Has committed a felony, or
 - b. Has violated any provision of this chapter, and
 - c. Presents an imminent danger either to himself or herself, other persons on the college campus or to the educational process, that student shall be summarily suspended and shall be notified by certified and regular mail at the student's last known address, or shall be personally served.Summary suspension is appropriate only where (c) of this subsection can be shown, either alone or in

conjunction with (a) or (b) of this subsection.

7. During the summary suspension period, the suspended student shall not enter campus other than to meet with the chief student services officer or designee or to attend the hearing. However, the chief student services officer or designee or the college president may grant the student special permission to enter a campus for the express purpose of meeting with faculty, staff, or students in preparation for a probable cause hearing.
8. When the president or his/her designee exercises the authority to summarily suspend a student, he/she shall cause notice thereof to be served upon that student by registered or certified mail at the student's last known address, or by causing personal service of such notice upon that student. The notice shall be entitled "notice of summary suspension proceedings" and shall state:
 - a. The charges against the student including reference to the provisions of the student code or the law involved, and
 - b. That the student charged must appear before the designated disciplinary officer at a time specified in the notice for a hearing as to whether probable cause exists to continue the summary suspension. The hearing shall be held within five days after the summary suspension.
9. The summary suspension hearing shall be considered an emergency adjudicative proceeding. The proceeding must be conducted within five days with the chief student services officer or designee presiding. At the summary suspension hearing, the chief student services officer or designee shall determine whether there is probable cause to believe that continued suspension is necessary and/or whether some other disciplinary action is appropriate.
10. If the chief student services officer or designee, following the conclusion of the summary suspension proceedings, finds that there is probable cause to believe that:
 - a. The student against whom specific violations of law or of provisions of this chapter are alleged has committed one or more of such violations, and
 - b. That summary suspension of said student is necessary for the protection of the student, other students or persons on college facilities, college property, the educational process, or to restore order to the campus, and
 - c. Such violation or violations of the law or of provisions of this chapter constitute grounds for disciplinary action, then the chief student services officer or designee may, with the written approval of the president, continue to suspend such student from the college and may impose any other disciplinary action as appropriate
11. A student who is suspended or otherwise disciplined pursuant to the above rules shall be provided with a written copy of the chief student services officer or designee's findings of fact and conclusions, as expressly concurred in by the president, which constituted probable cause to believe that the conditions for summary suspension existed. The student suspended pursuant to the authority of this rule shall be served a copy of the notice of suspension by personal service or by registered mail to said student's last known address within three working days following the conclusion of the summary suspension hearing. The notice of suspension shall state the duration of the suspension or nature of other disciplinary action and the conditions under which the suspension may be terminated.
12. The chief student services officer or designee is authorized to enforce the suspension of the summarily suspended student in the event the student has been served pursuant to the notice requirement and fails to appear at the time designated for the summary suspension proceeding.
13. Any student aggrieved by an order issued at the summary suspension proceeding may appeal through written copy to the academic regulations committee. No such appeal shall be entertained, unless:
 - a. The student has first appeared at the student hearing in accordance with subsection (9) of this section.
 - b. The student has been officially notified of the outcome of the hearing.
 - c. Summary suspension or other disciplinary sanction has been upheld, and
 - d. The appeal conforms to the standards set forth in [WAC 132W-109](#). The academic regulations committee shall, within five working days, conduct a formal hearing in the manner described in WAC 132W-109.

I. THE ACADEMIC REGULATIONS COMMITTEE (ARC) AND SERIOUS DISCIPLINARY VIOLATIONS

The Wenatchee Valley College ARC will hear cases referred under this code. In cases involving serious disciplinary violations where suspension or summary suspension from college can result, a subcommittee of the ARC will convene.

1. An ARC subcommittee, convened by the chief student services officer or designee for serious disciplinary violations, will hear and make recommendations on all disciplinary cases referred to it or appealed to it by

students. The hearing body will be composed of the following persons:

- a. The committee chair will be a member of the ARC appointed by the president or chief student services officer of the college.
 - b. The faculty representative will be a member of the ARC appointed by the ARC membership.
 - c. The student representative will be a member of the ARC appointed by the ARC membership.
2. None of the above-named persons shall sit on any case in which he or she has been or will be a complainant or witness, in which he or she has a direct or personal interest, or in which he or she has acted previously in an advisory or official capacity. The entire ARC membership shall make decisions regarding eligibility according to this section, including the selection of alternate committee members.
 3. The committee may recommend in writing to the chief student services officer or designee that the student involved:
 - a. Be exonerated with all proceedings terminated and with no sanctions imposed.
 - b. Be disqualified from participation in any school-sponsored athletic events or activities.
 - c. Be given a disciplinary warning.
 - d. Be given a reprimand.
 - e. Be placed on disciplinary probation.
 - f. Be responsible for restitution for damages resulting from the violation.
 - g. Be given a suspension.
 - h. Be expelled.

J. PROCEDURAL GUIDELINES FOR HEARINGS INVOLVING SERIOUS DISCIPLINARY VIOLATIONS.

1. The committee chair shall set the time, place and available seating capacity for a hearing.
2. All committee proceedings will be conducted with reasonable dispatch and terminated as soon as fairness to all parties involved permits.
3. The committee chair shall enforce general rules of procedures for conducting hearings consistent with these procedural guidelines.
4. The student shall be given notice of the date, time and place of the hearing, the charges, a list of witnesses who will appear, and a description of any documentary or other physical evidence that will be presented at the hearing. This notice shall be given to the student in writing and shall be provided in sufficient time to permit him/her to prepare a defense.
5. The student or his/her representative shall be entitled to hear and examine the evidence against him or her and be informed of the identity of its sources and shall be entitled to present evidence in his or her own behalf and question witnesses as to factual matters. The student shall be able to obtain information or to request the presence of witnesses or the production of other evidence relevant to the issues at the hearing.
6. Committee hearings may be held in closed session at the discretion of the council, the only exception being when the student involved invites particular persons or requests an open hearing. If at any time during the conduct of the hearing invited persons are disruptive of the proceedings, the committee chair may exclude such persons from the hearing room.
7. Only those matters presented at the hearing, in the presence of the student involved, will be considered in determining whether the student is guilty of the misconduct charged, but the student's past record of conduct may be taken into account in formulating the committee's recommendation for disciplinary action.
8. The failure of a student to cooperate with the hearing procedures, however, shall not preclude the committee from making its findings of fact, reaching conclusions and imposing sanctions. Failure of the student to cooperate may be taken into consideration by the committee in recommending penalties.
9. The student may be represented by counsel and/or accompanied by an adviser of his/her choice. If counsel is present for the student, the college may also have counsel present to assist the council. If the student intends to use an attorney, he or she must notify the chief student services officer or designee five days in advance of the formal hearing.
10. An adequate summary of the proceedings will be kept. As a minimum, such summary would include a tape recording of testimony. Such record will be available for inspections and copying in the office of the chief student services officer or designee during regular business hours.
11. The student will be provided with a copy of the findings of fact and the conclusions of the committee.
12. If the council's proceedings were to hear a disciplinary matter pursuant to the request of the chief student services officer, the council's recommendation shall be forwarded to the chief student services officer or designee for disposition of the matter.
13. The chief student services officer or designee shall notify the student of his or her decision.
14. The student will be advised of his/her right to present to the president, within ten (10) calendar days, a

written statement of appeal speaking specifically to the decision made to the president of the college before action is taken on the decision of the committee.

15. The president of the college or his/her designated representative shall, after reviewing the case, sustain the decision, give directions as to what other disciplinary action shall be taken by modifying its decision or nullify previous sanctions imposed by reversing the decision. The president or designee shall then notify in writing the chief student services officer or designee, the student, and the committee. The president's decision shall be final.

K. DISCIPLINARY TERMS

The definitions set forth in this section apply throughout.

1. Disciplinary warning means oral or written notice of violation of college rules.
2. Reprimand means formal action after censuring a student for violation of college rules for failure to satisfy the college's expectations regarding conduct. Reprimands are made in writing to the student by the disciplinary official. A reprimand indicates to the student that continuation or repetition of the specific conduct involved or other misconduct will result in one or more serious disciplinary actions described below.
3. Disciplinary probation means formal action placing conditions upon the student's continued attendance because of violation of college rules or failure to satisfy the college's expectations regarding conduct. The disciplinary official placing the student on probation will specify, in writing, the period of probation and the conditions, such as limiting the student's participation in extracurricular activities. Disciplinary probation warns the student that any further misconduct will automatically raise the question of dismissal from the college. Disciplinary probation may be for a specified term or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the college.
4. Summary suspension means temporary dismissal from the college and temporary termination of a student's status for a period of time not to exceed ten (10) days which occurs prior to invocation of the formal hearing procedures specified in these rules due to a necessity to take immediate disciplinary action, where a student presents an imminent danger to the college property, or to himself or herself or other students or persons in college facilities on or off campus, or to the educational process of the college.
5. Suspension means temporary dismissal from the college and temporary termination of student status for violation of college rules or for failure to meet college standards of conduct.
6. Expulsion means dismissal from the college and termination of student status for violation of college rules or for failure to meet the college standards of conduct for an indefinite period of time or permanently.
7. Restitution means repayment to the college or to an affected party for damages resulting from a violation of this code.

L. LOSS OF ELIGIBILITY IN COLLEGE ACTIVITIES AND ATHLETICS

Any student found to have violated the standards of student conduct or [chapter 69.41 RCW](#) shall, in lieu of or in addition to, any other disciplinary action which may be imposed, be disqualified from participation in any school-sponsored athletic events or activities.

M. STUDENT GROUPS AND ORGANIZATIONS

Student groups and organizations may be charged with violations of the Student Code of Conduct (see policy 400.110 and procedure 1400.110).

1. A student group or organization and its officers may be held collectively and individually responsible when violations of this code by those associated with the group or organization have received the consent or encouragement of the group or organization or of the group's or organization's leaders or officers.
2. The officers or leaders or any identifiable spokesperson for a student group or organization may be directed by college officials to take appropriate action designed to prevent or end violations of this code by the group or organization. Failure to make reasonable efforts to comply with college officials' order shall be considered a violation of this code, by the officers, leaders or spokesperson for the group or organization and by the group or organization itself.
3. Sanctions for group or organization misconduct may include revocation or denial of registration or recognition as well as other appropriate sanctions.

N. APPEALS

Disciplinary actions subject to appeal as specified in board policy may be appealed as described below. Notice of an appeal by a student shall be made in writing and addressed to the chief student services officer or designee within ten (10) calendar days of the college's giving of the notice of the disciplinary action.

1. Disciplinary action by a faculty member or other college staff member may be appealed to, and shall be reviewed by, the chief student services officer or designee.
2. Disciplinary action by the appropriate disciplinary official may be appealed to, and shall be reviewed by, the academic regulations committee.
3. Disciplinary recommendation by the academic regulations committee and subsequent action by the chief student services officer or designee, may be appealed to, and shall be reviewed by, the college president or his/her designee.
4. Disciplinary action by the president shall either indicate approval of the conclusions by sustaining the decision or shall give directions as to what other disciplinary action shall be taken by modifying the decision, or shall nullify previous sanctions imposed by reversing its decision. The president's decision shall be final.

O. TRANSCRIPT NOTATIONS

The chief student services officer or designee may place a temporary encumbrance on a student's college records while disciplinary proceedings are pending. Permanent notation of disciplinary action will be made on the transcript whenever a student is dismissed for misconduct.

P. REFUNDS AND ACCESS

1. There shall be no refund of tuition and/or fees for the quarter in which disciplinary action is taken.
2. A student suspended on the basis of conduct which disrupted the orderly operation of the campus or any facility of the district, may be denied access to all or any part of the campus or other facility.

Q. READMISSION AFTER SUSPENSION OR DISMISSAL

Any student suspended from the college for disciplinary reasons will normally be readmitted upon expiration of the time period for which the suspension was issued. If the student has been expelled or feels that circumstances warrant reconsideration of a temporary suspension prior to its expiration, or if the student was suspended with conditions imposed for readmission, the student may be readmitted following approval of a written petition submitted to the chief student services officer or designee by the student. Such petition must state reasons which support a reconsideration of the matter. Before readmission may be granted, such petition must be reviewed and approved by the college president or designee.

R. REESTABLISHMENT OF ACADEMIC STANDING

Students who have been suspended pursuant to disciplinary procedures set forth in this chapter and whose suspension upon appeal is found to have been unwarranted shall be provided the opportunity to reestablish their academic and student standing to the extent possible within the abilities of the college, including an opportunity to retake examinations or otherwise complete course offerings missed by reason of such action.

S. REPORTING, RECORDING AND MAINTAINING RECORDS

The disciplinary official taking or initiating the action shall keep records of all disciplinary cases. Except in proceedings where the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved, insofar as possible, for not more than three years after resolution of the case. No other records of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation or not more than five years.

ASWVC Governing Documents

**CONSTITUTION
ASSOCIATED STUDENTS OF COMMUNITY COLLEGE DIST. 15
Approved by Board of Trustees, June 10, 1998**

PREAMBLE

We, the students of Community College District No. 15, in order to build a more perfect union, contribute to the common good, promote a spirit of harmony and cooperation, guarantee to each student a just share of participation in the government, create and maintain adequate events and programs, undertake properly our part in the educational enterprises taking place in our institution, and provide a sound basis for the development of a greater student body, do ordain and establish this constitution for the associated students of Community College District No. 15.

**ARTICLE I
NAME**

The name of this organization shall be the Associated Students of Community College District No. 15, divided into the ASWVC, composed of all students attending WVC, and the ASWVC at Omak, composed of all students attending Wenatchee Valley College at Omak. The associated student bodies are composed of all students that meet the qualifications of membership and shall be represented by legislative bodies known as the ASWVC student senate and the ASWVC at Omak student senate.

ARTICLE II AUTHORITY

Under Washington State law, the Board of Trustees of Community College District No. 15 is charged with the ultimate authority and responsibility for all programs and activities throughout the district. The programs and responsibilities that are carried out by the respective student senates in the name of the associated students have been delegated by the board to the respective student body government to administer under the direction and authority of the college administration. In acceptance of this authority and responsibility, the student body governments recognize their responsibilities to administer programs and monies in compliance with the rules and regulations prescribed by the college and the laws of the state and federal governments.

ARTICLE III FUNCTIONS

It shall be the function of the associated students to provide cultural, social, recreational, and educational events and programs throughout the district. Typically these activities are outside the formal instructional program and may include such things as leadership training, clubs and organizations, activities programs, and athletic programs.

ARTICLE IV MEMBERSHIP

All students of Community College District No. 15 taking six or more credit hours are eligible to become members of the organization. To be entitled to the rights and privileges of membership, the student must have obtained and have in his/her possession a valid student body card and have paid all services and activities fees. Membership provides for the participation in governance, elections, and attendance in those programs conducted by the associated students.

ARTICLE V EXECUTIVE COMMISSION

Section 1. Membership. The executive commission of the associated students shall consist of five (5) executive officers of the ASWVC student senate and four (4) executive officers of the ASWVC at Omak student senate.

Section 2. Duties. The executive commission shall be the officially recognized student government body to address district-wide issues, including budgeting as outlined in the financial code. The duties of the individual officers shall be defined and set forth in the ASWVC and ASWVC at Omak bylaws and/or constitutions.

Section 3. Term of office. The term of the members of the executive commission shall be the same as their respective office.

Section 4. Meetings. The executive commission shall meet twice a year.

Section 5. Leadership. The leadership of the executive commission shall consist of a rotating chairperson and recorder and shall retain their voting privileges within the commission.

ARTICLE VI STUDENT SENATE

Section 1. Function. The ASWVC student senate shall be the legislative body of the ASWVC. The ASWVC at Omak student senate shall be the legislative body of the ASWVC.

Section 2. Structure. The membership, meetings, duties, and elections of each student senate shall be outlined in the appropriate campus bylaws and/or constitutions.

ARTICLE VII DISTRICT JUDICIARY REVIEW BOARD

Section 1. Authority. The constitutionality of each action of the executive commission under the constitution shall be determined by the district judiciary review board.

Section 2. Membership. The district judiciary review board shall consist of the members of the ASWVC judiciary review board and the ASWVC at Omak judiciary review board.

Section 3. Duties and responsibilities.

1. When the question of constitutionality arises, the district judiciary review board serves as the first appeal body for interpretation of the constitution of the associated students.
2. The district judiciary review board has the right of approval or rejection as to the constitutionality of all actions of the executive commission.

3. The district judiciary review board will not interfere with the activities of the executive commission, except as stated in Section 3 of this article, or as may be required by laws of the state of Washington.

Section 4. Appeals. Decisions of the district judiciary review board may be appealed to the chief student services officer or designee by submitting a request in writing within five calendar days of any action taken by the board.

Section 5. Meetings. Meetings of the district judiciary review board shall be called by the president of ASWVC, president of ASWVC at Omak, Omak chief administrator or chief student services officer or designee as needed.

Section 6. Official records. A copy of all official rulings and precedents established by the district judiciary review board will be maintained in the chief student services' office.

Section 7. Interpretation. Final authority for interpretations is outlined in article XII.

ARTICLE VIII

RECOGNITION AS A SPONSORED STUDENT PROGRAM

Section 1. Sponsorship. Any group within the student body of Community College District No. 15 desiring to organize must go to the appropriate student senate to ask for sponsorship.

Section 2. Procedures. Procedures for obtaining sponsorship shall be set forth in the appropriate bylaws and/or constitutions.

ARTICLE IX

RULES OF ORDER

Associated student body meetings shall be governed by Robert's Rules of Order, newly revised, Scott Foresman and Co.

ARTICLE X

CAMPUS BYLAWS AND/OR CONSTITUTIONS

There shall be separate campus bylaws and/or constitutions for the ASWVC and the ASWVC at Omak to address the individual structures and procedures to be established and maintained by the appropriate student senate.

ARTICLE XI

AMENDMENTS TO THE CONSTITUTION

Section 1. Rights. The constitutional rights of initiative and referendum shall be guaranteed to the associated students of Community College District No. 15.

Section 2. Initiation. Constitutional amendments may be initiated in two ways: (1) by initiative petition, which must be signed by twenty (20) percent of either student body or, (2) by initiative of either student senate. In this case, the other student senate shall be notified. The suggested amendment shall be read in one meeting of each student senate and voted upon in any subsequent regular meeting, provided that at least seven days but not more than two months have elapsed. Student senate approval will require a two-thirds (2/3) vote of a quorum of each student senate to advance to a student body vote.

Section 3. Adoption. Adoption of amendments will be by affirmative vote by both student bodies as demonstrated by a two-thirds (2/3) majority vote of both ASWVC and ASWVC at Omak members voting in a regular or constitutional election.

Section 4. Ratification. Amendments to the constitution can be placed in effect after review and approval by the Community College District No. 15 Board of Trustees or the president of Wenatchee Valley College.

Section 5. Referendum. A referendum may be demanded on any action taken by the executive commission upon petition of twenty (20) percent of the ASWVC members.

ARTICLE XII

INTERPRETATION

The Board of Trustees of Community College District No. 15, while reserving the right to exercise ultimate authority over student affairs at its own discretion, has designated the chief student services officer or designee as the administrative officer charged with the responsibility for the conduct of student affairs as described in article II. In fulfilling this function, the chief student services officer or designee interprets the constitution, campus by-laws and/or constitutions and financial code; serves as the final appeal on actions of the student senates, their subdivisions, and the district judiciary review board; relates associated student activities and actions to district policies and goals, legal restraints, and board of trustees directions.

BYLAWS OF

THE ASSOCIATED STUDENTS OF WENATCHEE VALLEY COLLEGE

Approved by the ASWVC Student Senate October 2007

Approved by the Board of Trustees on January 16, 2008

INTRODUCTION

We, the students of Wenatchee Valley College, in order to more completely fulfill the obligations and purposes of

the Associated Students of Community College District No. 15, do establish these bylaws for the Associated Students of Wenatchee Valley College (ASWVC).

ARTICLE I

RESPONSIBILITIES OF THE STUDENT SENATE

Section 1. The ASWVC student senate shall be the official representative of the Associated Students of Wenatchee Valley College and shall serve as their legislative body, sponsor events, and oversee all ASWVC matters.

Section 2. The student senate shall be responsible for granting official recognition or sponsorships to student organizations and programs, as well as revoking such sponsorship as stipulated in these bylaws.

Section 3. The student senate shall be responsible for the administration of all monies assigned to the ASWVC in accordance with the provisions of the financial code, and shall consider the budget for the following year as outlined in the financial code.

Section 4. The student senate shall be responsible for sponsoring such events as leadership conferences and the spring awards banquet.

Section 5. The student senate shall be responsible for initiating amendments needed to update associated student documents.

ARTICLE II

STUDENT SENATE MEMBERSHIP

The student senate shall be composed of fourteen members: the five executive officers (president, vice president, secretary, activities treasurer, and athletics treasurer), one events coordinator, one instruction/academic coordinator, three freshman representatives and four student ambassadors.

ARTICLE III

THE EXECUTIVE OFFICERS

Section 1. Membership. The executive officers of the ASWVC shall be the president, vice president, secretary, activities treasurer, and athletics treasurer.

Section 2. Duties. The executive officers shall prepare the order of business for senate meetings, shall function as a consulting body to the president as necessary, and shall represent the ASWVC in an official capacity, including serving as the ASWVC representatives to the district executive commission as outlined in the Constitution of the Associated Students of Community College District No. 15. The executive officers shall also make arrangements for the planning of orientation prior to the opening of fall quarter, and shall be empowered during vacation periods and summer quarter to make decisions as necessary for the operation of the student senate.

Section 3. Term of Office. The term of the executive officers shall be for one year, ending on the last day of spring quarter.

Section 4. The ASWVC president shall:

1. Preside at all meetings of the student senate and attend all meetings of the executive officers and executive commission and is responsible for upholding the documents of the Associated Students.
2. Preside at assemblies and convocations sponsored by the ASWVC.
3. Be responsible for all official communications of the ASWVC.
4. Be responsible for close cooperation between the student body and the administrative heads of the college.
5. Prepare a leadership transition program during the spring quarter for incoming leaders.
6. Be responsible for appointments as described in these bylaws.
7. Serve as an official student senate spokesperson after consultation with student senate and/or appropriate college officials.
8. Serve on the S&A fee budget committee.

Section 5. The ASWVC vice president shall:

1. Attend all meetings of the student senate, executive officers, activity council, and executive commission.
2. Assume presidency and all duties if president is no longer capable or eligible to hold office.
3. Be chairman of the activity council.
4. Record, distribute, and post all minutes of the activity council meeting.
5. Prepare the agenda for each activity council meeting.
6. Call roll in activity council meeting.
7. Be in charge of all student elections and serve as chairperson of the election committee.
8. Serve on the S&A fee budget committee.

Section 6. The ASWVC secretary shall:

1. Attend all meetings of the student senate, executive officers, and executive commission.
2. Record, distribute, and post all minutes of the student senate meetings.
3. Prepare the agenda for each student senate meeting.

4. Call roll in student senate.
5. Handle all ASWVC correspondence.
6. Keep a file of all correspondence, reports, and minutes.

Section 7. The ASWVC athletics treasurer shall:

1. Attend all meetings of the student senate, executive officers, and executive commission.
2. Record the athletic income and expense transactions and provide timely account summaries to the chief student services officer or designee, student senate, and athletic personnel.
3. Maintain the athletic purchase order files.
4. Serve as co-chairman of the student senate budget committee.

Section 8. ASWVC activities treasurer shall:

1. Attend all meetings of the student senate, executive officers, and executive commission.
2. Record the activities income and expense transactions and provide timely account summaries to the chief student services officer or designee, student senate, and clubs and organizations upon request.
3. Maintain the activities purchase order files.
4. Serve as co-chairman of the student senate budget committee.

**ARTICLE IV
REQUIREMENTS FOR STUDENT SENATE MEMBERSHIP**

Section 1. General requirements.

1. All student senate members must maintain membership in the ASWVC during their term of office.
2. A student shall hold no more than one student senate position concurrently.
1. A student may be re-elected to the same student senate position if s/he meets other requirements for candidacy.
2. Students will sign and adhere to the ASWVC Code of Conduct policy.

Section 2. Executive officers.

1. All candidates for executive office, events coordinator, and instruction/academic coordinator must have earned a minimum of 20 quarter hours at Community College District No. 15 prior to the elections. Candidates must have maintained a GPA of at least 2.75.
2. All executive officers, events coordinator, and instruction/academic coordinator must maintain an accumulative GPA of 2.75 during their term of office.
3. No student on disciplinary probation may hold or be a candidate for an executive office.
4. The five executive officers, events coordinator and instruction/academic coordinator will receive a full scholarship each quarter. In order to receive a leadership scholarship, officers must maintain satisfactory academic progress per financial aid requirements as detailed in the financial aid brochure.

Section 3. Other student senate positions.

1. All other student senate members must maintain an accumulative GPA of 2.75 during their term of office.
2. Freshman representative candidates cannot have earned more than 44 quarter credits prior to assuming office.
3. Student ambassador candidates may be appointed with zero (0) quarter credits earned.
4. Student ambassadors and freshmen representatives will receive a half scholarship each quarter. In order to receive a leadership scholarship, officers must maintain satisfactory academic progress per financial aid requirement as detailed in the financial aid brochure.

Section 4. Removal from office.

1. Student senate members may be removed from office for just cause by (1) a recall petition signed by at least ten (10) percent of all ASWVC members and a majority of votes cast in a special election, or (2) by a two-thirds (2/3) majority vote of the entire membership of the student senate and a majority of votes cast in a special election.
2. If a student senate member misses two unexcused senate meetings and executive meetings in any quarter, then said person will be notified within one week that his/her position on the student senate is in jeopardy. An excused absence, where prior notice has been given to the student programs office, does not constitute as an unexcused absence. After that time, s/he may be dropped from student senate by a two-thirds (2/3) majority vote of the entire student senate membership.
3. If a student member violate the ASWVC Code of Conduct the senate member may be removed from the position and will not longer be able to hold an office in the future.

**ARTICLE V
ELECTIONS AND VACANCY IN STUDENT SENATE OFFICE**

Section 1. Election committee.

- A. The election committee chairperson shall be the ASWVC vice president unless s/he is running for an office in the spring election, in which case another executive officer will be appointed. A committee of five members

shall be appointed by the chairman within two weeks of the opening of fall quarter. It shall be the responsibility of the election committee to insure all candidates are eligible in accordance with the ASWVC by-laws.

B. Election committee members shall not be eligible to run for any office nor shall they serve as balloting officials.

C. The election committee shall be responsible for the planning, supervision and conduct of the general spring election, the fall election, and any special elections.

Section 2. Filing. Anyone wishing to be a candidate for any position in student senate must file a declaration of candidacy with the student programs office at least two weeks before the election date. All candidates must have an accumulative GPA of at least 2.75 in order to file for office. Candidates may withdraw only during the filing period.

A. All candidates must attend a designated meeting before the elections.

Section 3. General spring election.

A. The general spring election shall be held the second Wednesday in May unless otherwise directed by the chief student services officer or designee. Student senate executive officers (president, vice president, secretary, activities treasurer and athletic treasurer), shall be elected in the spring election. If a vacancy occurs following the spring election and before the filing for the fall election, a new member shall be elected during the fall election.

B. The general spring election shall include an interview process that will fill the positions of events coordinator and instruction/academic coordinator. The president-elect and the chief student services officer or designee, based upon recommendations by the interview committee, will appoint these positions. The committee shall be made up of the current events coordinator, instruction/academic coordinator, and the president

Section 4. Fall election. The fall election shall be held within one month of the opening of school. Three freshman representatives shall be elected in the fall election, as well as any unfilled positions from the spring election.

Section 5. Campaign policies.

A. Publicity rules and regulations:

1. Campaign materials may not be displayed until 8 a.m., seven school days prior to the election.
2. Each candidate shall be responsible for maintaining their signs during the seven campaigning days and for the removal of his or her campaign materials, including removal of all tape off all surfaces by 5 p.m. the day of the election.
3. Campaign materials must be approved and stamped with the ASWVC stamp and posted in such a way as to protect the facilities. Materials may be attached with low adhesive blue "painter's" tape or with thumb tacks only on approved bulletin boards. Signs are not allowed on any glass doors or windows, on any exterior marble-crete walls, for example, Van Tassell Center, or on unpainted brick such as the library. Chalk is not allowed on sidewalks for campaign purposes.
4. Campaigning or soliciting of votes shall not be allowed within the immediate proximity of the polls, as determined by the ASWVC vice president.

B. Advertising. It is the duty of the elections committee to insure that no candidate has an unfair advantage through utilization of publicity media not readily available to all candidates.

C. Expenses. Campaign expenses by any one candidate and his/her supporters shall be limited to seventy-five dollars (\$75). This is to include donations and loan of materials for use in campaigning. This area shall be interpreted with the intent of precluding any candidate from having an unfair advantage due to materials or financial resources.

D. Violations. Any violations of campaign policies shall be referred to the election committee. Complaints must be written and signed by the complaining candidate and must include the time, date, place, and nature of the violation. No complaints will be considered later than three days after the election. The election committee shall call a hearing to deliberate complaints and may impose one or more of the following penalties: (1) disqualification of the violating candidate for the election concerned; (2) disqualification of the violating candidate from all elections for a period not to exceed one calendar year; (3) warning or reprimand; (4) referral to the chief student services officer or designee. Penalties shall be imposed only in the case when it is obvious that the candidate has made no attempt to comply with regulations.

Section 6. Voting.

A. The polling place shall be selected by the election chairman in conjunction with the chief student services officer or designee.

B. The chief student services officer or designee shall open the polls at 8:30 a.m. and close the polls at 4:30 p.m. on election day. If deemed necessary, an election may be extended with the approval of a simple majority of the student senate sitting in quorum and the approval of the chief student services officer or designee. The chief student services officer or designee shall hold the keys to the voting machine throughout the election.

- C. Only members of the ASWVC shall be allowed to vote.
- D. Upon closing of the polls, the ASWVC vice president and the chief student services officer or designee shall take the reading of voting machines.
- E. The student senate vice president shall announce the results of the election.
- F. Majority vote wins in all cases. In the case of ties, the tied candidates shall run in a special election.

G. Absentee voting arrangements may be made through the chief student services officer or designee. They must be postmarked no later than 5:00 p.m. the day preceding the election.

Section 7. Special election.

- A. Special elections may be called by the ASWVC president, subject to the approval of a two-thirds (2/3) majority vote of the student senate sitting in quorum and the approval of the chief student services officer or designee.
- B. Before the special election can be held, official election notices shall be posted seven school days prior to the polling date announcing the election date and the items or individuals to be polled.

Section 8. Organizational elections.

- A. The sponsoring organization is responsible for the conduct of such elections.
- B. Organizations should observe the following guidelines: prior to the election, the overall plan must be made public and adhered to. Such things as what to do in case of a tie vote, will there be a semi-final, etc., must be specified in advance.

Section 9. Vacancy in office.

- A. The vice president of the ASWVC shall become president in case the office of president is vacated.
- B. In the case of a vacancy in any other elected office, the following procedures will be instituted:
 - 1. If a vacancy occurs following the spring election and before the filing for the fall election, a new member shall be elected during the fall election.
 - 2. If a vacancy occurs after the fall election, student senate will interview applicants and make a selection within two weeks to fill the vacancy for the duration of the school year. The vacancy will be filled following discussion and acceptance by a simple majority of the entire membership of the student senate sitting in quorum.

**ARTICLE VI
STUDENT SENATE MEETINGS**

Section 1. Student senate shall meet once a week during the school year, unless other arrangements are made with the chief student services officer or designee. All senate meetings shall be open to all members of the Associated Students of Community College District No. 15, the college faculty, administration, and the public.

Section 2. Quorum. A quorum shall consist of two-thirds (2/3) of the senate membership present. All votes requiring a two-thirds (2/3) majority must have two-thirds (2/3) of the entire senate membership voting in the affirmative.

Section 3. Order of business. The order of business at student senate meetings shall be:

- A. Call to order.
- B. Roll call.
- C. Approval of the minutes.
- D. Reports of officers and special committees.
- E. Unfinished business.
- F. New business.
- G. Announcements.
- H. Adjournment.

Section 4. Special meetings of student senate may be called by the ASWVC president when deemed necessary.

Section 5. Student senate meetings shall be governed by Robert's Rules of Order, newly revised, Scott Foresman and Co.

**ARTICLE VII
ACTIVITY COUNCIL**

Section 1. Responsibilities.

- A. It shall be the responsibility of activity council to plan, approve, and coordinate all sponsored student programs on campus in cooperation with the student senate and the chief student services officer or designee.
- B. Activity council shall review and recommend sponsorship of student programs to the student senate, as well as recommend to the student senate that the sponsorship of a student program be revoked if the program fails to comply with the provisions of the associated students documents.
- C. Activity council will determine the financial solvency of all organizations requesting an event.

- D. Activity council will serve as the voice of all organizations of the ASWVC.
- E. It shall be the responsibility of the activity council, through the ASWVC vice president, to insure that all sponsored student programs are represented at activity council meetings as outlined below, and take appropriate action as outlined.

Section 2. Membership and leadership.

- A. The activity council shall be composed of the vice president of the ASWVC, the events coordinator, and the vice president or a representative of each ASWVC sponsored club or organization. One student shall represent only one club or organization at any meeting.
- B. The ASWVC vice president shall be chairperson of the activity council and shall preside at the meetings.
- C. The ASWVC vice president shall record and post minutes of all activity council meetings. Copies of the minutes shall be sent to the members of the administration and faculty as well as to all student senate and activity council members.
- D. ASWVC vice president shall be the liaison between sponsored student programs and the student senate.

Section 3. Activity council meetings.

- A. The activity council shall meet once a week during the school year, unless other arrangements are made with the chief student services officer or designee. Special meetings may be called by the ASWVC vice president when deemed necessary.
- B. The order of business at activity council meetings shall be:
 - 1. Call to order
 - 2. Roll call
 - 3. Approval of the minutes
 - 4. Unfinished business
 - 5. New business
 - 6. Action on scheduling requests
 - 7. Action on prior trip approvals
 - 8. Announcements
 - 9. Adjournment

Section 4. Activity council attendance.

- A. Activity council attendance is a requirement for all active clubs and organizations and intercollegiate athletic programs.
 - 1. Active clubs and organizations must meet the attendance requirements by weekly student representation at activity council.
 - 2. Athletic programs shall meet the attendance requirements by weekly student representation for each sport at activity council. Absences are approved for scheduled season games.
 - 3. A club/athletic program representative must be present at the activity council meeting for the approval of any request. If a representative is not present, the request will not be approved. It is highly recommended that requests be submitted two weeks in advance.
- B. Clubs and organizations not properly represented at activity council are subject to the following action:
 - 1. After two consecutive absences or three absences in any one quarter, the ASWVC vice president will inform the program in writing that their sponsorship is in jeopardy.
 - 2. After three consecutive absences or four absences in any one quarter, student senate may, upon the recommendation of activity council revoke the sponsorship and/or budget of program.
 - 3. After a two-week waiting period, clubs and organizations may reapply for sponsorship according to the procedures outlined in these bylaws.
 - 4. The club funds will be frozen for two weeks if the organization takes part in an unapproved activity. The funds will remain frozen until a representative makes an appeal to activity council.

ARTICLE VIII

SPONSORED STUDENT PROGRAMS

Section 1. Official recognition. All student programs, as defined in the financial code, must be officially recognized by the student senate if they are to:

- A. Use the name of the college,
- B. Use the facilities of the college,
- C. Be eligible to administer programs for the associated students, and/or
- D. Receive services and activities fees subsidy.

Section 2. Facilities. Clubs and organizations in the formation stages may use college facilities up to a period of 21 days upon receiving permission of the chief student services officer or designee.

Section 3. Procedures for acquiring sponsorship. Student programs desiring sponsorship shall:

- A. Provide for membership in the club or organization which does not eliminate students on the basis of race, religion, sex, national origin, or creed, or sexual orientation.
- B. Prepare a constitution and bylaws,
- C. Complete an application for sponsorship indicating the following:
 1. Those student leaders and members involved with the program,
 2. The faculty/staff advisor or coach,
 3. Whether or not ASWVC subsidy is desired in accordance with the financial code,
 4. Desired level of activity status as outlined below.
- D. Appear before activity council and request sponsorship. Activity council will take the proposal under consideration and review the application and constitution and may approve sponsorship by a two-thirds majority vote at the next regularly scheduled meeting before forwarding the application to student senate for further action.
- E. The student senate may approve, deny, or amend the application by a two-thirds (2/3) affirmative vote.
- F. The application must be approved by the chief student services officer or designee.

Section 4. Level of activity definitions.

- A. Active student program: an organization or program which conducts business, holds meetings and/or events, conducts financial transactions, or uses college facilities during any quarter.
- B. Inactive student program: an organization or program which chooses to suspend its business for a period of one quarter. No meetings or events may be held, no financial business conducted, nor college facilities used during this time.
- C. Disbanded student programs: an organization which has:
 1. Failed to complete the application for sponsorship within 30 days of the beginning of fall quarter or after 21 days from the group's formation,
 2. Failed to comply with its constitutional purpose, student senate and/or college policy or the laws of the city, state, or federal governments, or
 3. Failed to conduct a program for one year.

ARTICLE IX FINANCES

Section 1. All financial transactions are governed by the ASWVC financial code, administrative and board of trustees policies, and the laws of the state of Washington.

Section 2. All sponsored student programs are responsible to the student senate for insuring that their business is conducted within the framework outlined by the financial code, administrative and board of trustees policies, and the laws of the state of Washington.

ARTICLE X EVENT MANAGEMENT

Section 1. All events sponsored by the ASWVC and its subdivisions must be calendared and approved by the activity council and/or chief student services officer or designee through use of the activities scheduling request form.

Section 2. Attendance at sponsored events may be limited to WVC students and their guests by the sponsoring organization and the chief student services officer or designee. Admittance will be upon ASWVC card and admission charge, if any.

Section 3. Organizations wishing to cancel an event or change the date must notify the activity council and/or chief student services officer or designee in a timely fashion.

Section 4. The sponsoring organization of any event shall be responsible for insuring that all procedures outlined in associated student documents are followed. The committee chairman and the activity adviser should meet with the chief student services officer or designee for planning guidance before initiating events. Specific procedures for managing events are outlined in the ASWVC student leadership handbook available from the student programs office.

Section 5. Supervision.

- A. All events and activities which occur outside normal operational hours of the college will require the attendance of an official WVC staff representative.
- B. The sponsoring organization shall provide for ticket distribution and sales, assigning of door guards, cashiers, hand stampers, and light and sound furnishings.
- C. The sponsoring group must arrange for proper supervision, decorating, early admittance for the entertainers, etc.

D. In the case of any major event, arrangements should be made through the chief student services officer or designee for the employment of additional security.

ARTICLE XI JUDICIARY REVIEW BOARD

Section 1. Authority. The constitutionality of each action of the student senate and its subdivisions under the bylaws shall be determined by the judiciary review board.

Section 2. Membership. The judiciary review board shall consist of three students who are not members of the student senate appointed by the president of the ASWVC and subject to the approval of a simple majority sitting in quorum of the student senate, one student appointed by the chief student services officer or designee.

Section 3. Duties and responsibilities.

- A. When the question of constitutionality arises, the judiciary review board serves as the first appeal body for interpretation of the ASWVC bylaws.
- B. The judiciary review board has the right of approval or rejection as to the constitutionality of all actions of the student senate and its various subdivisions and committees.
- C. The judiciary review board will not interfere with the activities of the student government, except as stated in this section 3, or as may be required by the laws of the state of Washington.
- D. The ASWVC judiciary review board will act with the ASWVC at Omak judiciary review board as the district judiciary review board as outlined in the constitution of the associated students of Community College District No. 15.

Section 4. Appeals. Decisions of the judiciary review board may be appealed to the chief student services officer or designee by submitting a request in writing within 14 calendar days of any action taken by the board.

Section 5. Meetings. Meetings of the judiciary review board shall be called by the president of the ASWVC or the chief student services officer or designee as needed.

Section 6. Official records. A copy of all official rulings and precedents established by the judiciary review board will be maintained in the chief student services officer or designee's office.

ARTICLE XII AMENDMENTS TO THE BYLAWS

Section 1. Amendments to the bylaws may be initiated in two ways: 1) by initiative of the student senate or, 2) by initiative petition by the student body.

- A. Amendments may be submitted and read to the student senate in one meeting and voted upon in any subsequent meeting, provided at least seven days and fewer than two months have lapsed. Student senate ratification of bylaws must be approved by a two-thirds (2/3) vote (9) of the entire membership (14) of the student senate.
- B. By student body petition, signed by ten (10) percent of the ASWVC membership, an amendment will appear on the ballot at a regular or special election. Ratification of the amendment shall be by a simple majority affirmative vote of those ASWVC members voting in the election.

Section 2. Revisions of the bylaws can be placed in effect after review and approval by the Community College District No. 15 Board of Trustees or the president of Wenatchee Valley College or his/her designee.

BYLAWS OF THE ASSOCIATED STUDENTS OF WENATCHEE VALLEY COLLEGE AT OMAK Approved by the ASWVC at Omak Student Senate on April 18, 2001 Approved by the Board of Trustees on June 13, 2001

INTRODUCTION

We, the students of Wenatchee Valley College at Omak announce our desire and intent to take an active and responsible role in our own educational, cultural, social and recreational development, exhibit intelligence and concern by making meaningful contributions to the administrative process of the institution, and to unite in association under the direction of these bylaws for the purpose of promoting, directing and financing student affairs.

INTERPRETATION

Section 1: Interpretation of the wording of the Wenatchee Valley College constitution and the Wenatchee Valley College at Omak bylaws shall be the responsibility of the Wenatchee Valley College at Omak Student Senate.

Section 2: Students, faculty, classified staff and administrators have the right to appeal the decision of the WVC at Omak Student Senate through the following:

- A. Dean of Wenatchee Valley College at Omak
- B. Wenatchee Valley College President
- C. Wenatchee Valley College Board of Trustees

Section 3: The Wenatchee Valley College Board of Trustees shall make the final interpretation concerning any appeals of the Wenatchee Valley College at Omak constitution and bylaws.

ARTICLE I

NAME

The name of this organization shall be the Associated Students of Wenatchee Valley College at Omak.

ARTICLE II

MEMBERSHIP

Section 1: The membership of the Associated Students of Wenatchee Valley College at Omak shall consist of all currently enrolled students of Wenatchee Valley College at Omak.

Section 2: The status of honorary membership in the Associated Students of Wenatchee Valley College at Omak may be granted for life by the Executive Cabinet of the Associated Students of Wenatchee Valley College at Omak to those persons who have made an outstanding contribution to the Associated Students of Wenatchee Valley College at Omak and/or Wenatchee Valley College at Omak in general.

ARTICLE III

AUTHORITY

Section 1: The Executive Cabinet shall have the authority as granted by the Board of Trustees of Wenatchee Valley College at Omak to legislate, promote and regulate the affairs of the Association.

Section 2: This authority stated above shall extend to all areas of Wenatchee Valley College at Omak student affairs as deemed necessary by the Executive Cabinet, except where reserved by specific statute or regulation.

ARTICLE IV

THE CABINET

Section 1: The Wenatchee Valley College at Omak Associated Student Executive Cabinet shall be the president, the vice president, the secretary and the treasurer. The Wenatchee Valley College at Omak Student Cabinet will consist of the executive officers, the events coordinator, two (2) sophomore representatives and two (2) freshman representatives.

Section 2: Members of the Associated Students of Wenatchee Valley College at Omak Cabinet will not hold any elected office for more than two (2) consecutive academic years, including the time served by an appointed officer holding an executive position, if such time served is more than one (1) quarter.

Section 3: Minimum qualifications to hold office for all Wenatchee Valley College at Omak Student Cabinet officers are 2.50 grade point average when applying for and assuming office. A 2.50 quarterly grade point average must be maintained and at least 12 credits completed each quarter during the term of office, excluding summer quarter.

Section 4:

A. Associated Students of Wenatchee Valley College at Omak Executive Officers shall maintain and document a minimum of eight (8) scheduled office hours per week per month, to be maintained during regular college business office hours. Office hours shall be defined as scheduled office hours, cabinet and senate meetings and any other official representative functions. Freshman representatives must maintain and document a minimum of four (4) hours per week per month.

B. The Associated Students of Wenatchee Valley College at Omak president will monitor the schedules of the executive officers.

Section 5: Executive officers shall assume office the first day of summer quarter following the spring-quarter election and shall maintain office until the first day of the following summer quarter.

Section 6: Executive cabinet officers, events coordinator and sophomore representatives will receive a leadership scholarship of in-state tuition, but not fees, to be distributed at the end of each quarter upon fulfillment of specified job duties. The freshman representatives will receive a grant of one-half of the in-state tuition to be distributed at the end of each quarter, upon fulfillment of specified job duties.

Section 7: No cabinet officer of the executive cabinet shall serve in the capacity of the president, treasurer for any other club due to potential conflicts of interest.

Section 8: The adviser of the Wenatchee Valley College at Omak Student Cabinet shall be appointed by the dean of Wenatchee Valley College at Omak.

Section 9: Incoming student cabinet officers shall be responsible for attending and assisting at the Wenatchee Valley College at Omak graduation ceremony.

ARTICLE V
DUTIES OF OFFICERS

Section 1: The Associated Students of Wenatchee Valley College at Omak president shall:

- A. Preside at all Associated Students of Wenatchee Valley College at Omak Student Senate meetings except in case of illness and/or with proper notice to the next highest officer and be responsible for upholding the Associated Students of Wenatchee Valley College at Omak constitution, bylaws and financial code.
- B. Preside at assemblies and special events sponsored by the Associated Students of Wenatchee Valley College at Omak Student Senate.
- C. Be responsible for all official communication of the Associated Students of Wenatchee Valley College at Omak Student Senate.
- D. Prepare a leadership transition program during the spring quarter for the incoming leaders.
- E. Attend monthly board meetings at the request of the Wenatchee Valley College at Omak Dean and submit monthly reports to the Wenatchee Valley College Board of Trustees.
- F. Review and keep documentation on the attendance and activities of cabinet officers and make disciplinary recommendations as necessary at the next regularly scheduled meeting unless the president is among the members in review. The duty shall then fall on the next highest officer not involved in the infraction.
- G. Serve as an official spokesperson after consultation with the Associated Students of Wenatchee Valley College at Omak Student Senate and/or appropriate college official.
- H. Appoint cabinet members to various committees as needed.
- I. Occupy a seat on the district executive commission when delegated to by the president of Wenatchee Valley College or the dean of Wenatchee Valley College at Omak.

Section 2: The Associated Students of Wenatchee Valley College at Omak vice president shall:

- A. Be available to assist the Associated Students of Wenatchee Valley College at Omak president whenever it is deemed necessary.
- B. Attend all Associated Students of Wenatchee Valley College at Omak student cabinet and Senate meetings except in case of illness or with prior approval from the Associated Students of Wenatchee Valley College at Omak administrator or next highest officer in his/her absence.
- C. Assume the office of Wenatchee Valley College at Omak president if the president is no longer capable or eligible to hold office.
- D. Be in charge of Wenatchee Valley College at Omak elections and the election committee.
- E. Present to the Wenatchee Valley College at Omak Student Senate any/all student programs to be considered for sponsorship.
- F. Conduct a yearly review of Associated Students of Wenatchee Valley College at Omak bylaws every other year or as necessary due to discrepancy. A club representative from each active club and volunteer students will assist. The chairperson will determine the number of persons in committee.
- G. Be responsible for reviewing club attendance at Senate meetings and recommending appropriate action.
- H. Prepare and implement new club orientation.
- I. Occupy a seat on the district executive commission when delegated to by the president of Wenatchee Valley College or the dean of Wenatchee Valley College at Omak.
- J. Shall serve on any committee appointed by the president.

Section 3: The Associated Students of Wenatchee Valley College at Omak secretary shall:

- A. Attend all student cabinet and Senate meetings except in case of illness or with prior approval from the president or next highest officer in his/her absence.
- B. Record, distribute all minutes of cabinet and Senate meetings. Post a copy of minutes by the student cabinet office information board.
- C. Shall format and compose any letters or memos as needed.
- D. Call roll at the Senate meetings and keep accurate records of attendance.
- E. Handle all senate correspondence, including keeping accurate files.
- F. May occupy a seat on the district executive commission when delegated to by the president of Wenatchee Valley College or the dean of Wenatchee Valley College at Omak.
- G. Shall serve on any committee appointed by the president.

Section 4: The Associated Students of Wenatchee Valley College at Omak treasurer shall:

- A. Attend all student cabinet and Senate meetings except in the case of illness or with prior approval from the president or next highest officer in his/her absence.
- B. Present an accurate report of accounts at weekly Senate meetings.
- C. Shall receive all financial records dealing with activities and/or student programs, maintain the accounts in a

timely and orderly fashion.

- D. Facilitate the yearly Wenatchee Valley College at Omak Student Budget Process within the Student Senate.
- E. Chair and organize the yearly Wenatchee Valley College at Omak Student Budget Committee.
- F. Assist clubs with expenditures and the budget process.
- G. Prepare Senate accounts for the budget process and submit to the Senate for approval.
- H. File and store current financial records for each club to be distributed upon request.
- I. Facilitate locker policy and locker rentals.
- J. Empty the copier change machine(s) monthly or as needed, and this shall be done in conjunction with the Associated Students of Wenatchee Valley College at Omak president or other cabinet member. If other than president, notify the dean of Wenatchee Valley College at Omak.
- K. May occupy a seat on the district executive commission when delegated to do so by the dean of Wenatchee Valley College at Omak.
- L. Shall serve on any committee appointed by the student president.

Section 5: The Associated Students of Wenatchee Valley College at Omak events coordinator shall:

- A. Attend all student cabinet and Senate meetings except in case of illness or with prior approval from the president or next highest officer in his/her absence.
- B. Be responsible for the planning and coordination of all cabinet entertainment functions, which would include preparing contracts, arranging travel plans, coordination of ticket distribution and advertisement.
- C. If requested, assist all student-sponsored programs in coordinating their events.
- D. Assist the student president when deemed necessary.
- E. May occupy a seat on the district executive commission when asked to by the dean of Wenatchee Valley College at Omak.
- F. Shall serve on any committee appointed by the student president.

Section 6: The two (2) Associated Students of Wenatchee Valley College at Omak sophomore representatives shall:

- A. Attend all student cabinet and Senate meetings except in case of illness or with prior approval from the President or next highest officer in his/her absence.
- B. Chair and organize the annual awards banquet committee.
- C. Participate in composing and distributing the Wenatchee Valley College at Omak campus paper with the publishing club. In the event the publishing club is disbanded, the duties will revert back to the sophomore representatives.
- D. Attend staff meetings upon request of the Wenatchee Valley College President and/or the Wenatchee Valley College at Omak Dean.
- E. May occupy a seat on the district executive commission when delegated to by the president of Wenatchee Valley College or the dean of Wenatchee Valley College at Omak.
- F. Shall serve on any committee appointed by the student president.

Section 7: The two (2) Associated Students of Wenatchee Valley College at Omak freshman representatives shall:

- A. Attend all student cabinet and Senate meetings except in the case of illness or with prior approval from the president or next highest officer in his/her absence.
- B. Be responsible for distributing posters, fliers, memos, announcements, etc, in a timely fashion to inform the Wenatchee Valley College at Omak student body and faculty of all events and activities.
- C. Be responsible for keeping all bulletin boards and reader boards updated and accurate. They will also remove outdated materials in a timely fashion.
- D. Work on any committee assigned to them by the president.

ARTICLE VI

RESPONSIBILITIES OF THE STUDENT SENATE

The Wenatchee Valley College at Omak Student Senate shall consist of the Wenatchee Valley College at Omak student cabinet and all club representatives from active clubs.

Section 1: It shall be the duty of the Associated Students of Wenatchee Valley College at Omak Student Senate to plan, approve and coordinate all Associated Students of Wenatchee Valley College at Omak student programs in accordance with Washington state laws through the Omak Executive Cabinet adviser.

Section 2: The Associated Students of Wenatchee Valley College at Omak shall review and recommend sponsorship of Associated Students of Wenatchee Valley College at Omak student programs to the Omak Executive Cabinet adviser and the campus administrator of Wenatchee Valley College at Omak.

Section 3: The Associated Students of Wenatchee Valley College at Omak Student Senate shall determine if proposed activities are within planned programs of the sponsoring organization. Activities not within the planned program of the organization must receive approval of the campus administrator of Wenatchee Valley College at

Omak as special events.

Section 4: The Associated Students of Wenatchee Valley College at Omak Student Senate shall determine the financial solvency of all organizations requesting events.

Section 5: The Associated Students of Wenatchee Valley College at Omak Student Senate shall facilitate the total program by informing and/or teaching organizational representatives the contents of the Associated Students of Wenatchee Valley College at Omak constitution, bylaws and financial code.

Section 6: The Associated Students of Wenatchee Valley College at Omak Student Senate shall serve as the official voice of all Associated Students of Wenatchee Valley College at Omak members at Wenatchee Valley College at Omak.

Section 7: The Associated Students of Wenatchee Valley College at Omak Student Senate shall be responsible for evaluating all budget requests from Associated Students of Wenatchee Valley College at Omak student programs and making recommendations for the use of those funds assigned to Wenatchee Valley College at Omak.

ARTICLE VII

ELECTION OF OFFICERS AND CLASS REPRESENTATIVES

The election of the Associated Students of Wenatchee Valley College at Omak Student Senate officers shall be in the general spring and fall election outlined in the Associated Students of Wenatchee Valley College at Omak Student Senate bylaws. The Associated Students of Wenatchee Valley College at Omak elections shall be governed by an Omak election committee, chosen in the same manner as outlined in the bylaws and chaired by the Associated Students of Wenatchee Valley College at Omak vice president, and shall follow the same filing requirements, campaign policies, and voting procedures.

Section 1:

- A. The election committee chairperson shall be the Associated Students of Wenatchee Valley College at Omak vice president. In the event that the vice president chooses to campaign for office for the following year, the Associated Students of Wenatchee Valley College at Omak president shall appoint a chairperson in the vice president's place. A committee appointed by the chairperson shall insure all candidates are eligible in accordance with the Wenatchee Valley College Constitution and Wenatchee Valley College at Omak bylaws.
- B. Election committee members shall not be eligible to run for any office position in the student cabinet.
- C. The election committee shall be responsible for the planning, supervision and conduct of the spring election, the fall election, and any special elections.
- D. The election committee shall hear and adjudicate all complaints concerning elections and shall have all authority to disqualify any candidate or void an election when in the best interest of the Associated Students of Wenatchee Valley College at Omak.

Section 2: Filing

Any Associated Students of Wenatchee Valley College at Omak student body member wishing to be a candidate for any position in the Associated Students of Wenatchee Valley College at Omak Student Senate must file a declaration of candidacy with the Associated Students of Wenatchee Valley College at Omak Student Senate and the Omak student programs office at least two (2) weeks before the election date. Candidates may withdraw only during the filing period.

Section 3: Spring Election

The spring elections shall be held the second Wednesday and Thursday in May unless otherwise directed by the campus administrator of Wenatchee Valley College at Omak.

Associated Students of Wenatchee Valley College at Omak executive officers and two (2) sophomore representatives will be elected during this time. Any positions not filled at this time will be filled in the fall election.

Section 4: Fall Election

The fall election will be held within 30 days of the beginning of the fall quarter. Two (2) freshmen representatives shall be elected in the fall election.

Section 5: Campaigning Polices

A. Publicity Rules and Regulations

1. Campaign materials may not be displayed until 8:00 a.m., seven calendar days prior to the election.
2. Each candidate shall be responsible for the removal of his/her campaign materials by the day after the elections.
3. Campaign materials may not exceed \$20.
4. Campaign materials may not originate from the Wenatchee Valley College at Omak cabinet office except for banners purchased from the banner maker.
5. No materials may be used belonging to Associated Students of Wenatchee Valley College at Omak.
6. Any executive cabinet officer seeking election may not use office hours or the cabinet office to make or

distribute posters.

7. Executive cabinet officers seeking an office may not campaign during their office hours.
8. Campaign materials must be approved prior to display. Approval must be through the campus administrator of Wenatchee Valley College at Omak, the executive cabinet adviser or the election committee.
9. Areas where displays will be put up must not be used without prior approval of the dean of Wenatchee Valley College at Omak and the custodial supervisor.

Section 6: Voting

- A. The polling place shall be selected by the election chairperson in conjunction with the executive cabinet adviser.
- B. The chairperson of the election committee shall open the polls at the Wenatchee Valley College at Omak and the polls shall remain open into the evening as determined by the Associated Students of Wenatchee Valley College at Omak Student Senate to more appropriately meet the needs of the Wenatchee Valley College at Omak students.
- C. Any student taking a course for credit is eligible to vote.
- D. Upon closing of the polls, the election committee chairperson, the executive cabinet adviser and the Associated Students of Wenatchee Valley College at Omak administrator shall count the ballots.
- E. The Associated Students of Wenatchee Valley College at Omak administrator shall announce the results of the election.
- F. Majority of votes wins in all cases. In the case of ties, the tied candidates shall run in a special election.
- G. In the case of a candidate running unopposed, a majority vote of confidence is required.
- H. Absentee voting arrangements may be made through the executive cabinet adviser or the campus administrator of Wenatchee Valley College at Omak. These votes must be postmarked no later than 5:00 p.m. the day before the election.

Section 7: Vacancy of offices

- A. Replacement of student government officer(s): Candidates will be notified via fliers and the campus newspaper of the vacancy in the cabinet.
- B. Those who wish to fill the vacancy will have one (1) week to apply.
- C. New officer(s) will be selected by a cabinet vote after each candidate has been interviewed individually by the cabinet.
- D. The new officer shall be notified within one (1) school day.

ARTICLE VIII

REQUIREMENTS FOR THE ASSOCIATED STUDENTS OF WENATCHEE VALLEY COLLEGE AT OMAK SENATE MEMBERSHIP

Section 1: General Requirements

- A. A student shall hold no more than one Associated Students of Wenatchee Valley College at Omak Student Senate position concurrently.

Section 2: Executive Officers

- A. All candidates for Associated Students of Wenatchee Valley College at Omak Student Senate executive officers must have earned a minimum of 15 credits hours at Wenatchee Valley College at Omak prior to the commencement of the quarter elections, with the exception of the freshmen representatives.
- B. Candidates must have maintained a GPA of at least 2.50.
- C. All Associated Students of Wenatchee Valley College at Omak Student Senate officers must maintain a cumulative GPA of 2.50 and complete a minimum of 12 credits per quarter during their term of office.
- D. No student on disciplinary probation may hold or be a candidate for an Associated Students of Wenatchee Valley College at Omak Student Senate office.
- E. Candidates for Associated Students of Wenatchee Valley College at Omak sophomore representatives must have earned 45 quarter credits prior to assuming office with a GPA of at least 2.50.
- F. Candidates for Associated Students of Wenatchee Valley College at Omak freshman representatives cannot have earned more than 44 credits prior to assuming office.
- G. No student may hold more than one (1) incomplete when filing for office.
- H. Exception may be granted by vote of Senate membership.
- I. Students will sign and adhere to the Associated Students of Wenatchee Valley College Code of Conduct policy.

Section 3: Club Representatives

The Senate representative of Associated Students of Wenatchee Valley College at Omak sponsored student programs must be an elected officer or designated representative in accordance to the sponsoring groups' constitution and bylaws.

Section 4: Removal from Executive Cabinet

- A. Executive cabinet officers may be removed from office for just cause by a majority vote of the student Senate. This will be conducted with a secret ballot vote to keep the decision of the student Senate members uninfluenced and honest.
- B. Any cabinet member may be removed from office by a two-thirds (2/3) majority vote and approval of the Wenatchee Valley College at Omak Dean due to conduct unbecoming an Associated Students of Wenatchee Valley College at Omak cabinet officer.
- C. Just cause
 - 1. Failure to complete assigned duties as stated in the bylaws.
 - 2. Failure to maintain necessary GPA (2.50).
- D. Executive cabinet officers shall be allowed no more than one (1) incomplete to be completed by the last day of the following quarter. Failure to do so or further incompletes shall result in termination of office.
- E. If an officer has one (1) unexcused absence in a Senate or cabinet meeting in any quarter, then said person will be notified within one (1) week. After two (2) unexcused absences, the person will be informed in writing within one (1) week that his/her position on the student Senate is on probation. After the third time, he/she may be dropped from the student cabinet by a majority vote of the student cabinet.
- F. If a student member violates the Associated Students of Wenatchee Valley College at Omak Code of Conduct, the Senate member may be removed from the position and will no longer be able to hold an office in the future.

**ARTICLE IX
SPONSORED STUDENT CLUBS**

Section 1: All Associated Students of Wenatchee Valley College at Omak Student Senate must officially recognize all Associated Students of Wenatchee Valley College at Omak student clubs if they are to do any of the following official recognition.

- A. Use the name of Community College District No. 15.
- B. Use the facilities of Wenatchee Valley College at Omak. Be eligible to administer programs for the Associated Students of Wenatchee Valley College at Omak Student Senate on an as-needed basis.
- C. Receive Associated Students of Wenatchee Valley College at Omak Student Senate service and activities fees subsidy.

Section 2: Requirements for continuing official recognition

- A. Each student club must provide a current copy of the constitution and bylaws to be held on file in the Associated Students of Wenatchee Valley College at Omak Senate office.
- B. Have an official faculty/staff adviser.
- C. Provide for membership in the club which does not eliminate students on basis of race, religion, sex, creed, national origin, color, or physical ability.
- D. Must submit to the executive cabinet secretary the minutes of each meetings within five working days. After three un-submitted sets of minutes, a written notice will be sent to the president and advisory of that club. After five, disciplinary actions will be taken.
- E. The Associated Students of Wenatchee Valley College at Omak executive cabinet vice president will verify the eligibility of the club for sponsorship each fall and recommend Associated Students of Wenatchee Valley College at Omak Student Senate approval for each qualifying organization.
- F. No club may hold their regular meeting during the time of the student Senate meeting and each club shall send a representative to each Associated Students of Wenatchee Valley College at Omak Student Senate meeting.

Section 3: Procedures for acquiring sponsorship.

- A. Prepare a constitution and bylaws and complete an application for sponsorship, indicating the following:
 - 1. A minimum of ten members involved with the club.
 - 2. The faculty/staff adviser.
 - 3. Whether or not Associated Students of Wenatchee Valley College at Omak subsidy is desired in accordance with the financial code.
- B. Appear before the Associated Students of Wenatchee Valley College at Omak Student Senate through the Associated Students of Wenatchee Valley College at Omak administrator and request sponsorship.
- C. The Associated Students of Wenatchee Valley College at Omak Student Senate will take the proposal under consideration and review the application and constitution subject to vote on approval at the next regularly scheduled meeting.
- D. Upon approval of the constitution and bylaws, including application form, Associated Students of Wenatchee Valley College at Omak Student Senate will grant the organization an official sponsorship, and a new club shall receive a maximum of \$1,000 startup subsidy.

Section 4: Definition of level of activity status

- A. An active student program is a club which conducts business, holds meetings and/or events, conducts financial transactions or uses college facilities during any quarter.
- B. An inactive student program is a club that has
 - 1. Been suspended by the dean of Wenatchee Valley College at Omak, or the Associated Students of Wenatchee Valley College at Omak Student Senate, either because of lack of attendance at Associated Students of Wenatchee Valley College at Omak Student Senate meetings or because of failure to comply with Omak Student Senate and/or college policy or the laws of the city, state, or federal government.
 - 2. Failed to complete the application for sponsorship within 30 days of the club's formation.
 - 3. Failed to comply with its constitutional purpose, actual or implied.
 - 4. Failed to conduct a program or meet requirements for more than one (1) quarter.
- C. Definition of Suspension
 - 1. If a club has one (1) unexcused absence in a Senate meeting in any quarter, the club president and adviser shall be informed in writing within one (1) week. If the club has two (2) unexcused absences within one (1) quarter, the club president and adviser shall receive written notice. After the third unexcused absence, the club shall receive written notice that the club is on probation, but only by a majority secret ballot vote of the Senate. After the fourth unexcused absence, funds will be frozen, and upon a majority secret ballot vote of two-thirds (2/3), the club may be suspended.
 - 2. Clubs under suspension may only conduct reorganization meetings for the purpose of petitioning for reinstatement.
 - 3. Clubs may not utilize funds, conduct activities, fund raisers, etc., while under suspension.
 - 4. Suspension period shall be a minimum of two (2) weeks.
- D. Probationary Period
 - 1. Following one (1) suspension, the club must consider itself on probation for the remainder of the year.
 - 2. Further suspensions may result in disbandment.
- E. Reasons for disbanding of sponsored clubs
 - 1. An organization which has been
 - a. Inactive for two (2) quarters.
 - b. Failed to meet election requirements as provided by the clubs constitution and bylaws.
- F. When a club is disbanding, the monies will be appropriated back to student Senate contingency unless other needs arise.
- G. Clubs can petition for reinstatement by the Senate after all requirements have been met. Student Senate will decide by two-thirds (2/3) secret ballot vote whether to release funds back to the club.

**ARTICLE X
AMENDMENTS**

Section 1: These bylaws may be amended by a two-thirds (2/3) majority vote of the student government sitting in quorum, PROVIDED that at least one (1) week prior notice is given to the student government, PROVIDED FURTHER that the students, faculty, classified staff, and administrators are given an opportunity to speak to the amendments.

Section 2: The Board of Trustees of Wenatchee Valley College at Omak shall be notified of the amended changes to the bylaws of the Associated Students of Wenatchee Valley College at Omak constitution.

**ARTICLE XI
IMPLEMENTATION**

The bylaws shall be implemented immediately upon a two-thirds (2/3) majority vote of the student government sitting in quorum.

Section 1: Policies and Procedures, separate from the bylaws, can be changed with a two-thirds (2/3) cabinet majority vote and enacted immediately. They can be appealed by anyone in Section 2, Interpretation.