

Constitution and By-Laws of the
Student Government of Olympic College



Revised August 2015

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Constitution

Preamble

We, the Student Government of Olympic College, assume the privilege and responsibility of self-government in order to initiate and promote opportunities for students' involvement in matters of concern to the student body. We will equally, fairly, and justly represent the needs and best interests of the students with regard to personal, social, educational, and cultural orientation and development. We vow to further enhance student relations by positive participation and self-government. Our job is to effectively function in the most productive, responsible and cooperative atmosphere with the administration, college president, board of trustees, and the community at large. With these statements, we hereby ordain and establish this constitution and its by-laws.

Article I. Name

Section 1: The name of this governing body shall be the Student Government of Olympic College— hereinafter referred to as the SGOC.

Article II. Membership

Section 1: Membership, including the right to vote in SGOC elections, and all other rights and privileges herein stated, shall be automatically granted to those students who have registered in compliance with Olympic College regulations and outlined in the By-Laws.

Article III. Members

Section 1: Popularly elected members of the SGOC shall consist of: President, Executive Vice President, Vice President of Student Life, Vice President of Shelton Campus, and Vice President of Poulsbo Campus, and Vice President of Public Relations and Communications.

Section 2: The SGOC shall appoint a Vice President of Finances and a Vice President of Diversity and Equity. (See Article IV of the By-Laws).

Section 3: Full voting power is granted to all SGOC members. The SGOC Advisor shall have no voting power.

Section 4: The SGOC Vice President of Diversity and Equity has the sole power to table executive council motions for approval for up to two weeks should the motion appear potentially inequitable. This voting power may only take place once, per motion in question.

Section 5: In the event of a vacancy, the SGOC President shall convene the SGOC to fill the vacancy within thirty (30) business days.

Section 6: Any unexpired term of office of a council position shall be filled by the SGOC President and SGOC, by appointment; except in the case of the SGOC President. In the instance of a vacancy in the office of the SGOC President, the SGOC Executive Vice President shall assume the office and title of SGOC President and the SGOC shall convene to appoint a new SGOC Executive Vice President with (30) business days.

Section 7: SGOC quorum shall be a two-thirds (2/3) simple majority of total SGOC Members.

Article IV. Term of Office

Section 1: The SGOC President's term of office shall start the first day of the fiscal year (July 1) and shall expire the last day of the fiscal year (June 30).

Section 2: All other officers, appointed and elected, may start the first day of fiscal year (July 1). If necessary, and expire the last day of the fiscal year (June 30).

Section 3: No individual may hold two (2) council positions simultaneously, except as defined in Article III, section 6 of this Constitution.

Section 4: All positions elected or appointed must serve a one (1) year term. At the end of the term the position will be up for re-election or reappointment. Individuals shall serve no more than two (2) consecutive one (1) year terms.

Section 5: If a Student Government of Olympic College Member wishes to resign their position, a letter of intent regarding the resignation shall be submitted to the Student Government of Olympic College Advisor.

Article V. Removal from Office

Section 1: Any Student Government of Olympic College member may be removed from office for dereliction of duty, truancy, or for not upholding the student code of conduct as defined in Article I, SGOC Membership Qualifications, and IX of the By-Laws of this Constitution. Any Student Government of Olympic College member will be subjected to the Judicial & Constitution Review Board Process. The Student Government of Olympic College President is the only Student Government of Olympic College member who may be removed via Popular Recall, as defined in Article IV of the By-Laws.

Section 2: The Judicial & Constitution Review Board (See Article VIII of the by-laws) has the power to impeach and remove elected Student Government of Olympic College Members under the guidance of the Vice President of Student Services, or his/her designee. The Student Government of Olympic College Advisor shall have voting power in this instance.

Section 3: The hearing procedures shall be as follows:

- 1) The defendant shall be notified within 14 calendar days of hearing by student email account;
- 2) The Student Government of Olympic College Judicial & Constitution Review Board shall meet with all persons involved, at which time both contesting sides shall present their views;
- 3) The Student Government of Olympic College Judicial & Constitution Review shall retire, after all persons concerns have been heard at least once, for discussion and vote, as to whether the charges be dropped or the officer in question be removed from office;
- 4) The Student Government of Olympic College Judicial & Constitution Review Board shall submit its decision to Student Government of Olympic College after the voting has ended and it shall be forward to the Vice President of Student Services, or his/her designee for final consideration; and
- 5) In the event that the defendant fails to appear for the hearing, this is a ground for immediate impeachment.

Section 4: If the defendant is so impeached and removed, then that person shall lose all Student Government of Olympic College membership rights and privileges immediately.

Section 5: Steps cannot be taken to fill the vacancy until appeal options have been taken.

Article VI. Amendments

Section 1: All Student Government of Olympic College constitutional amendments shall be submitted, in writing, to the Student Government of Olympic College Executive Vice President or his/her designee to be read before the Student Government of Olympic College.

Section 2: Contingent upon approval of the Student Government of Olympic College, amendments can then be submitted to the Olympic College Board of Trustees as an information/action item. Board approval is required for the amendment to go before the Judicial & Constitution Review Board and this party's decision is required for amendment to be considered approved.

Section 3: A two-thirds (2/3) majority vote of all voting Student Government of Olympic College (see article II, section 1) members shall be required to pass an amendment of the Student Government of Olympic College Constitution.

Article VI. By-Laws

Section 1: The by-laws of this constitution shall be the lawful means by which the conditions of this constitution shall be implemented.

Article VII. Referendum and Initiative

Section 1: The Student Government of Olympic College shall have the right to the protection of referendum and direct initiative.

Article VII. Enabling Clause

Section 1: This document shall become the constitution of the Student Government of Olympic College upon approval of the Olympic College Board of Trustees and a two-thirds majority vote of all voting Olympic College Student Body.

By-Laws

Article I. SGOC Membership Qualifications

Section 1: Any Olympic College student currently enrolled in five (5) or more credits is eligible to apply as a candidate in the Student Government of Olympic College, subject to conditions set forth in sections two (2) through four (4) of this Article.

Section 2: Candidates for any Student Government of Olympic College Positions must have completed a minimum of ten (10) credit hours and earned a current cumulative grade point average (GPA) of 2.5 during the current school year at Olympic College.

Section 3: Elected and appointed members of the Student Government of Olympic College shall maintain a minimum GPA of 2.5 and complete a minimum of five (5) credits per quarter, excluding summer session and must remain in good standing while serving as a Student Government of Olympic College member.

Section 4: Failure to maintain the minimum 2.5 GPA, and/or remain in good standing within the OC Community shall be sufficient and necessary reasons for removal from office.

Article II. Elections

Section 1: The candidate who receives the simple majority of total votes cast shall be elected to office.

Section 2: A student will become a candidate on the ballot by submitting to the Student Government of Olympic College office by the designated date, a declaration of candidacy form and the appropriate number of signatures based on campus location as follows:

Bremerton – 100 Signatures

Poulsbo – 75 Signatures

Shelton – 40 Signatures

Section 3: Write-in candidates shall not be allowed.

Section 4: For an election to be valid the electronic polls must have been opened for a minimum of seventy-two (72) hours for at least three (3) days.

- Section 5: Olympic College Student identification must be presented at the time a student wishes to cast his/her vote.
- Section 6: The Elections Committee shall be composed of the current Judicial & Constitution Review Board. In the event a committee member is a candidate, an alternate position shall be appointed by the Student Government of Olympic College Advisor.
- Section 7: The Elections Committee shall:
- a) Determine the Rules and Regulations of the elections,
 - b) Handle all aspects of elections under the guidelines of the Student Government of Olympic College Constitution and By-Laws; and
 - c) Be in accordance with the general policies of the Student Government of Olympic College Executive Council.
- Section 8: The results of an election shall be posted no later than twenty-four (24) hours or on the first available business day following the voting.
- Section 9: In the event of a tied vote for a given electoral position, the Judicial & Constitution Review Board will determine the candidate that will fill the position in question, under the guidance of the Student Government of Olympic College Advisor.

Article III. Oath of Office

- Section 1: All newly elected members will be sworn in during and at the last Student Government of Olympic College Executive Council meeting of the quarter, or designated event. All appointed members will be sworn in within the first two meetings after their appointment or designated event.
- Section 2: Any new member not sworn in at the last Executive Council meeting of the quarter or designated event may be sworn in at any following meeting or designated event. The Student Government of Olympic College shall reconsider an appointment if the appointed member is not sworn in within the first two meetings of being appointed.
- Section 3: The retiring President will swear in the new President. The new President will swear in the new officers. The Executive Vice President or the Vice President of Student Life may swear in Student Government of Olympic College members in the President's absence.
- Section 4: The oath of office will be as follows:
- “As (position) of the Student Government of Olympic College, I, (name), affirm that I will fulfill, to the best of my ability, all the duties assigned to me under the Student Government of Olympic College Constitution and By-Laws, and will perform said duties in a responsible and ethical manner, while upholding the

student code of conduct so that all members of the OC Student Body are fairly represented.”

Article V. Popular Recall

Section 1: The Student Government of Olympic College President is the only Student Government of Olympic College member subject to Popular Recall. No legal grounds need to be established for popular recall, with the exception of the Olympic College Student Rights and Responsibilities.

Section 2: Popular Recall requires the Student Government of Olympic College be presented with a petition of at least one-hundred (100) total member signatures. Only current students may initiate and sign the Popular Recall Petitions.

Section 3: Popular Recall Petitions must indicate the name of the Student Government of Olympic College President, the name of the student initiating the recall, and specific reasons for the recall. Popular Recall can be made at any time during a person’s term of office.

Section 4: The Student Government of Olympic College President shall have the opportunity to appeal the Popular Recall by obtaining a minimum of one-hundred (100) total member signatures. Only current students may sign this endorsement petition.

Section 5: Endorsement petitions must be presented to the Student Government of Olympic College within ten (10) school days of Student Government of Olympic College declaration of the Popular Recall. At this time, the Student Government of Olympic College President's endorsement petition shall be given to the Student Government of Olympic College Advisor for review via the Judicial & Constitution Review Board (see Article VIII of the By-Laws). The Judicial & Constitution Review Board has two (2) business days to announce their decision.

Section 6: The Student Government of Olympic College President may be subject to only one popular recall once every quarter.

Article V. Appointments

Section 1: The Student Government of Olympic College shall appoint the Vice President of Finance-s and any unexpired terms of office, subject to approval by a two-thirds (2/3) majority vote of Student Government of Olympic College members. Vacant positions occurring during the school year must be filled as outlined in Article III of the Student Government of Olympic College Constitution.

Section 2: The Student Government of Olympic College Vice President of Diversity and Equity shall be appointed by a hiring committee comprised of the Student Government of Olympic College and Student Government of Olympic College advisor. Additionally, if possible by a Diversity Advisory Council (DAC) representative, and Multicultural Programs representative. Should the hiring

committee for the hire, not find a suitable candidate for the position. Then the position may remain unfilled until a proper candidate for the position is found.

Section 3: The Student Government of Olympic College shall consist of all elected and appointed members of student government. Official appointments for Student Government of Olympic College Vice President of Finance, and Student Government of Olympic College Vice President of Diversity and Equity, shall be convened no later than the first Student Government of Olympic College Executive Council meeting for the academic year.

Article VI. General Members

Section 1: Members of the Student Government of Olympic College will be accountable for the duties and responsibilities set forth in Appendix A, as well as sections two (2) through three (3) of this article.

Section 2: Additional duties may be assigned to members of the Student Government of Olympic College by the Student Government of Olympic College President, in conjunction with the Student Government of Olympic College Advisor.

Section 3: Each Student Government of Olympic College member shall post/maintain at least fifteen (15) office hours per week, in addition to other scheduled meetings.

Article VII. Truancy

Section 1: Student Government of Olympic College members must submit within twenty-four (24) hours before meeting, in writing, reasons for absence at any Student Government of Olympic College meeting. The Student Government of Olympic College President and Student Government of Olympic College Advisor may determine if the situation warrants an excused absence.

Section 2: One unexcused absence per quarter from the Student Government of Olympic College meetings is grounds for removal from office. The Judicial & Constitution Review Board shall determine, by a majority vote, if excuses are legitimate.

Section 3: If requested by the Student Government of Olympic College President, Student Government of Olympic College Advisor, and/or a Student Government of Olympic College member must report reasons for excessive absences of normal working time.

Article VIII. Dereliction of Duty

Section 1: Failure to perform or carry out the Student Government of Olympic College Constitution and By-Law duties and job descriptions may be grounds for the charge of dereliction of duty.

Section 2: All elected and appointed members who are charged with dereliction of duty shall appear before the Judicial & Constitution Review Board.

Article IX. Judicial & Constitution Review Board

- Section 1: The basic purpose of the Judicial & Constitution Review Board is to act as a judiciary body in matters concerning: truancy, dereliction of duty, conflicts arising from improper management of Student Government of Olympic College business or property, student complaints, office operation procedures, election and campaigning procedures, and any other matters not covered in the Student Government of Olympic College Constitution and By-Laws.
- Section 2: Members of the Judicial & Constitution Review Board shall be selected to serve at the beginning of the academic school year (within the first 5 weeks of the fall quarter). The board will consist of the following: the Student Government of Olympic College President, the Dean of Student Development, and five (5) students at-large, approved by the Student Government of Olympic College Executive Council. The five (5) students at-large shall have voting privileges in any Student Government of Olympic College sponsored election. The Student Government of Olympic College President shall serve as chairperson and a student will be appointed to serve as the recorder, and shall track and maintain a record of all changes made to the Student Government of Olympic College Constitution and By-Laws.
- Section 3: The Judicial & Constitution Review Board shall conduct all business according to the guidelines set forth in the Judicial & Constitution Review Handbook.
- Section 4: The Olympic College President, and the Assistant Attorney General appointed to serve the Olympic College District shall serve as the final interpreters of the Student Government of Olympic College Constitution and By-Laws.

Article X. Meetings

- Section 1: The Student Government of Olympic College shall set a time and day for regular meetings by the second week of each quarter, excluding the summer session. Student Government of Olympic College Executive Council meeting times shall be posted in the Student Government of Olympic College Office and on the Student Government of Olympic College Official Website.
- Section 2: In the event of campus closure, the Student Government of Olympic College President shall call a special meeting for that week.
- Section 3: Notice to convene a special meeting must be posted at least twenty-four (24) hours in advance, except in the case of emergency. Meeting times and dates shall be posted in the Student Government of Olympic College office, and the Student Government of Olympic College Official Website, if possible.
- Section 4: Voting by proxy shall not be allowed.
- Section 5: All meetings shall be conducted in accordance with parliamentary procedures.

Section 6: All regular Student Government of Olympic College meetings must be public. The Student Government of Olympic College President may change the meeting place to accommodate attendance.

Article XI. Budget Committee

Section 1: The Budget Committee shall consist of: All Student Government of Olympic College members and four (4) students at-large (one from each of the satellite campus and two from the main campus, if possible), designated by the Vice President of Finances. Designated students are encouraged to be members of Student Government of Olympic College Clubs or active within the campus community. The Student Government of Olympic College Advisor will be a non-voting member. The Student Government of Olympic College Executive Vice President will be present to record and subsequently post the minutes of the meeting within a reasonable timeframe.

Section 2: The Student Government of Olympic College Vice President of Finances shall distribute request forms to the campus community; including all current student funded Program Advisors. Request forms should reflect the planned program, service or activity for the forthcoming fiscal year, and shall include other information as necessary for the budget process. The budget request packet will be available first week of winter quarter.

Section 3: The committee shall present the recommended budget to the Vice President of Student Services.

Section 4: The budget shall be presented by the Student Government of Olympic College Vice President of Finances and the Vice President of Student Services to the Board of Trustees for final approval.

Section 5: The adopted budget shall be in effect for the following fiscal year (July 1 – June 30).

Article XII. Student Activities Fee Appropriations

Section 1: Any Regular Student Employee (RSE) who receives funds from the Services and Activity fees, must maintain a GPA of 2.5 or higher and currently be enrolled in no fewer than five (5) credits per quarter, excluding summer session.

Section 2: If a student disagrees with how S&A funds are being spent, a student can follow the petition process:

- a) A petition shall be presented to the Student Government of Olympic College with at least one-hundred (100) member signatures.
- b) The Student Government of Olympic College at a regularly scheduled meeting, with a simple-majority vote may approve the petition.

- c) The approved petition shall be voted on at a special election with a simple-majority vote of total voting Student Government of Olympic College members. Results will be posted one (1) business day after polls close.
- d) Petitions that express the same intent shall not be allowed to be submitted more than once during the academic year. Determination of same intent shall be made by simple majority vote of the Student Government of Olympic College.

Article XIII. Clubs

Section 1: To obtain and maintain a student club, they must:

- a) Comply with the provisions under which the charter was issued and the provisions of the Student Government of Olympic College Constitution and By-Laws;
- b) Recruit and retain a volunteer faculty or staff advisor;
- c) Keep its treasury on deposit with Olympic College;
- d) Send a representative to the Club Congress meetings;
- e) Sponsor at least two quarterly meetings and submit minutes to Student Government of Olympic College within a week of the meeting held;
- f) Maintain a Club Constitution and By-laws on file with the Student Government of Olympic College; and
- g) Maintain an active advisor that is responsible for all liabilities of the club activities and is also required to be present at all off-campus activities, events and programing.

Section 2: Each chartered club that has not received an annual budget will receive seed money in an amount stipulated by the Student Government of Olympic College Budget Committee of the previous year. The seed money allotted will serve as the club's operating budget. Clubs may generate additional funds through fundraising with the permission of the Student Government of Olympic College Advisor or designee. Fundraising activities shall comply with the requirement for remaining chartered, the club may, at the discretion of the Student Government of Olympic College, be denied the seed money the following year.

Section 3: The Student Government of Olympic College Vice President of Student Life shall review the status of all chartered clubs at the beginning of each quarter and make appropriate recommendations to the Student Government of Olympic College as to the club's compliance and active participation on and off campus.

Section 4: A club may have its charter revoked or funds frozen, if it is considered to be inactive for one (1) quarter or it fails to participate in Club Congress meetings and/or Club Fairs. The Student Government of Olympic College shall have the sole power to revoke charters and freeze club funds until reestablishment and recognition has been granted.

Section 5: The club's charter is binding from the day it is issued through June 30th of the following year. In the event that any budgeted student club intends to access club funds during the summer, they must be currently enrolled at OC during the summer quarter. However, the Student Government of Olympic College and Student Government of Olympic College Advisor will make exceptions and work closely with clubs interested to operating during the summer.

Article XIV. Club Congress

Section 1: The purpose of the Club Congress is to maintain open and effective communication between the Student Government of Olympic College and all chartered clubs.

Section 2: Voting members shall be anonymous include: one member of each chartered club and the Student Government of Olympic College Vice President of Student Life as chairperson. The Student Government of Olympic College Executive Vice President or his/her designee shall serve as recorder.

Section 3: Club Representatives shall report Club Congress activities to their respective clubs in order to encourage help and prevent conflicting events.

Section 4: The Club Congress shall meet twice monthly, or as prescribed by the Student Government of Olympic College Vice President of Student Life. A representative from each club must attend at least one (1) of the two (2) monthly meetings.

Section 5: Any request of more than \$1,500 for any club involvements must be additionally approved by the Student Government of Olympic College prior to accessing funds.

Section 6: Vice President of Finance will provide an update at every Club Congress meeting regarding account 522-264-1S13.

Article XV. Referendums

Section 1: The Student Government of Olympic College may refer any of its legislative actions to a popular vote if the measure receives support by fifty-percent (50%) of the Student Government of Olympic College voting membership, provided that a simple-majority of the quorum requests that the chairperson refer the measure to popular vote.

Article XVI. Initiatives

Section 1: Amendments and new legislation may be proposed by petitioning the Student Government of Olympic College with one-hundred (100) Student Body of Olympic College member signatures.

Section 2: Legislation proposed by petition will be referred to the student body for a vote at the next general election upon approval of greater than fifty-percent (50%) of the Student Government of Olympic College membership, provided that a simple-

majority of the quorum requests that the chairperson refer the measure to popular vote.

Section 3: Initiatives which express the same intent shall not be allowed to be submitted more than twice during a school year. Determination of same intent shall be made by a simple-majority vote of the Student Government of Olympic College.

Article XVII. Amendments

Section 1: All By-Law amendments shall be submitted, in writing, to the Student Government of Olympic College Executive Vice President to be read before the Student Government of Olympic College.

Section 2: A two-thirds (2/3) majority vote of the Student Government of Olympic College shall be required to pass By-Law amendments.

Article XVIII. Enabling Clause

Section 1: These By-Laws shall become effective upon ratification by the Judicial & Constitution Review Board in a two-thirds (2/3) majority vote.

Appendix A

Job Descriptions

Student Government of Olympic College President

Officer Expectations:

Work within the guidelines of the Student Government of Olympic College Constitution, By-Laws, Student Code of Conduct and Employee Code of Conduct. Represent the best interest and needs of the Olympic College (OC) Student Body. Maintain open communication between the Student Government of Olympic College, the student body, and the college administration.

Basic Function:

Engage the college administration, community and student body for the purpose of developing and refining Student Government of Olympic College goals and policies. Serve as the official spokesperson of the OC Student Body and the Student Government of Olympic College. Identify and promote opportunities for civic engagement. Delegate appropriate tasks for completion of Student Government of Olympic College goals.

Specific Responsibilities:

1. Acts as the Chair of Student Government of Olympic College;
2. Serves as a member of the Student Government of Olympic College Judicial & Constitution Review and chair the committee;
3. Assign students to College Tenure Review Committees;
4. Assign students to the Dismissal Review Committee;
5. Report Student Government of Olympic College activities at monthly Olympic College Board of Trustees meeting;
6. Assist with the hiring procedures of Student Government of Olympic College members under the guidance of the associate dean of student leadership and success;
7. Serve as a member of the:
 - a. Student Government of Olympic College Budget Committee
 - b. Student Technology Fee Committee (STF);
8. Represent the Student Government of Olympic College in local, state, and federal legislative meetings; and
9. Appoint a Student Government of Olympic College member as substitute when unable to fulfill specific responsibilities. (Any Olympic College student in good standing may be appointed as substitute for the STF Committee)

Student Government of Olympic College Executive Vice President

Officer Expectations:

Work within the guidelines of the Student Government of Olympic College Constitution, By-Laws, Student Code of Conduct and Employee Code of Conduct. Represent the best interest and needs of the Olympic College (OC) Student Body. Maintain open communication between the Student Government of Olympic College, the student body, and the college administration.

Basic Function:

Record and publish Student Government of Olympic College Business. Responsible for written and visual communication. Work closely with the Student Government of Olympic College President assisting with engaging the OC Student Body, college administration, and community. In the event the Student Government of Olympic College President position becomes vacant, the Student Government of Olympic College Executive VP will serve as replacement.

Specific Responsibilities:

1. Serve as a member of the:
 - Olympic College Council;
 - Student Government of Olympic College Budget Committee;
 - Student Tech Fee Committee; and
 - Student Government of Olympic College Constitution Review Board
2. Serve as the recorder for all Student Government of Olympic College sponsored meeting. Attend regular Student Government of Olympic College meetings such as Executive Council, Club Congress, Budget Committee, and Student Service Fee;
3. Maintain and post minutes to the common drive, and the Student Government of Olympic College Official Website of all Student Government of Olympic College sponsored meetings no later than one (1) week following said meeting;
4. Lead the Student Government of Olympic College Elections with the assistance of the Student Government of Olympic College Vice President of Student Life;
5. Prepare all Student Government of Olympic College related correspondence and business documents;
6. Maintain and update the Student Government of Olympic College official Website on a regular bases;
7. Facilitate the organization of Student Government of Olympic College Member office hours and meetings;
8. Develop and improve leadership engagement opportunities for all OC campuses;
9. Organize and improve leadership panel schedule; and
10. Schedule Student Government of Olympic College Meetings.

Student Government of Olympic College Vice President of Student Life

Officer Expectations:

Work within the guidelines of the Student Government of Olympic College Constitution, By-Laws, Student Code of Conduct and Employee Code of Conduct. Represent the best interest and needs of the Olympic College (OC) Student Body. Maintain open communication between the Student Government of Olympic College, the OC student body, and the college administration.

Basic Function:

Responsible for maintaining open communication between the Student Government of Olympic College and the Student Government of Olympic College Student Clubs.

Specific Responsibilities:

1. Serve as liaison between Student Government of Olympic College clubs and the SGOC;
2. Shall assist Student Government of Olympic College clubs in the promotion of club meetings and events;
3. Responsible for coordinating a quarterly club fair;
4. Serve as chairperson of the Club Congress and report on its activities;
5. Serve as a support on the Student Elections/Campaign Committee;
6. Serve as a member of the Student Government of Olympic College Budget Committee;
7. Act as a liaison between the Student Government of Olympic College and Student Organizers;
8. Maintain an up-to-date roster of all chartered clubs;
9. Make available all Student Government of Olympic College Club Forms;
10. Coordinate a quarterly, excluding summer session, club handbook training;
11. Notify clubs of charter status;
12. Oversee all campus wide involvement activities and events in relationship to student clubs;
13. Administer all student club participant with OrgSync; and
14. Provides all training to student leaders related to online networking/communication,

Student Government of Olympic College Vice President of Shelton Campus

Officer Expectations:

Work within the guidelines of the Student Government of Olympic College Constitution, By-Laws, Student Code of Conduct and Employee Code of Conduct. Represent the best interest and needs of the Olympic College (OC) Student Body. Maintain open communication between the Student Government of Olympic College, the student body, and the college administration.

Basic Function:

Act as the Student Government of Olympic College Executive Representative of Olympic College Shelton campus student body.

Specific Responsibilities;

1. Coordinate all aspects of student activities and act as a liaison between Olympic College – Shelton, Olympic College – Poulsbo, and Olympic College – Bremerton within the guidelines of the Student Government of Olympic College Constitution and By-Laws;
2. Shall present the needs and interests of the students of the Shelton Campus to the Student Government of Olympic College ;
3. Shall maintain Shelton Campus bulletin boards in accordance with Student Government of Olympic College policy;
4. In conjunction with the Student Government of Olympic College Vice President of Student Life, organize a Shelton club congress meeting quarterly, as appropriate;
5. Serve as a member of the Student Government of Olympic College Budget Committee;
6. Serve as a member of the Student Government of Olympic College Judicial & Constitution Review Board;
7. Work with Executive Vice President to host leadership opportunities on satellites campus;
8. Work closely with Student Government of Olympic College to host one executive session on the Shelton campus per quarter; and
9. Keep clear and precise records of events and activities sponsored and organized by Student Government of Olympic College throughout the academic year.

Student Government of Olympic College Vice President of Poulsbo Campus

Officer Expectations:

Work within the guidelines of the Student Government of Olympic College Constitution, By-Laws, Student Code of Conduct and Employee Code of Conduct. Represent the best interest and needs of the Olympic College (OC) Student Body. Maintain open communication between the Student Government of Olympic College, the student body, and the college administration.

Basic Function:

Act as the Student Government of Olympic College Executive Representative of the Olympic College Poulsbo campus student body.

Specific Responsibilities;

1. Coordinate all aspects of student activities and act as a liaison between Olympic College – Poulsbo, Olympic College – Shelton, and Olympic College – Bremerton within the guidelines of the Student Government of Olympic College Constitution and By-Laws;
2. Shall present the needs and interests of the students of the Poulsbo Campus to the Student Government of Olympic College;
3. Shall maintain Poulsbo Campus bulletin boards in accordance with Student Government of Olympic College policy;
4. In conjunction with the Student Government of Olympic College Vice President of Student Life, organize a Poulsbo club congress meeting quarterly, as appropriate;
5. Serve as a member of the Student Government of Olympic College Budget Committee;
6. Serve as a member of the Student Government of Olympic College Judicial & Constitution Review Board;
7. Work with Executive Vice President to host leadership opportunities on satellites campus;
8. Work closely with Student Government of Olympic College to host one executive session on the Shelton campus per quarter; and
9. Keep clear and precise records of events and activities sponsored and organized by Student Government of Olympic College throughout the academic year.

Student Government of Olympic College Vice President of Finance

Officer Expectations:

Work within the guidelines of the Student Government of Olympic College Constitution, By-Laws, Student Code of Conduct and Employee Code of Conduct. Represent the best interest and needs of the Olympic College (OC) Student Body. Maintain open communication between the Student Government of Olympic College, the OC student body, and the college administration.

Basic Function:

Obtain and maintain a working knowledge of all Student Government of Olympic College assigned budget codes as well as the day to day operations of the Student Government of Olympic College.

Specific Responsibilities:

1. Shall be the Chairperson of all Student Government of Olympic College Budget Committees
 - a. Train all members on matters concerning the budget process;
 - b. Soliciting budget requests and presenting the budget to the Vice President of Student Services;
 - c. Select three students (one from each campus, if possible) to serve as students at-large on the Student Government of Olympic College Budget Committees as prescribed by each Financial Code;
 - d. Create and maintain a timeline for the Student Government of Olympic College budget process;
 - e. In conjunction with the Student Government of Olympic College Advisor, complete a mid-year review of all Student Government of Olympic College budgets and report back to the Student Government of Olympic College;
 - f. Coordinate the annual review of the Student Government of Olympic College Financial Codes, and revise as needed; and
 - g. Coordinate the annual review of any/all Student Assessed fees as appropriate
2. Actively serve on the following committees:
 - a. Olympic College Budget Committee; and
 - b. As Chair of the Student Technology Fee Committee.
3. Responsible for keeping the Student Government of Olympic College advised on the status of:
 - Student Government of Olympic College Operating Budget;
 - Student Government of Olympic College -Shelton Budget;
 - Student Government of Olympic College -Poulsbo Budget;
 - Student Government of Olympic College Club Fund
 - In addition, recommend fund expenditures for said budgets.

4. Establish a spending limit for the members of the Student Government of Olympic College
5. Procure goods and services on behalf of the Student Government of Olympic College, to include:
 - a. Researching costs;
 - b. Proposing purchases; and
 - c. Costs for travel and travel planning.

Student Government of Olympic College Vice President of Diversity and Equity

Officer Expectations:

Work within the guidelines of the Student Government of Olympic College Constitution, By-Laws, Student Code of Conduct and Employee Code of Conduct. Represent the best interest and needs of the Olympic College (OC) Student Body. Maintain open communication between the Student Government of Olympic College, the OC student body, and the college administration.

Basic Function:

Provide leadership in the development, coordination, and implementation of programs that promote diversity and equity at Olympic College (OC). As a member of the Student Government of Olympic College and Diversity Advisory Council, the Vice President provides guidance, advice, counsel, and support to the SGOC and college committees responsible for managing college work in support of student equity and diversity.

Specific Responsibilities:

1. Serve as liaison between underrepresented populations, nontraditional students, and the Student Government of Olympic College;
2. Support the success of and identify barriers for all under-served students groups including but not limited to students of color, disabled student, veterans, LGBTQI, immigrant, and religious student groups, with consideration of gender equity;
3. Analyze and recommend policy improvements that remove barriers to student success for underrepresented students;
4. Serve on the Diversity Advisory Council (DAC);
5. Serve as a member of the Student Government of Olympic College Budget Committee;
6. Act as a liaison between the Student Government of Olympic College and underrepresented groups;
7. Initiate student programs, training sessions, and discussions to foster institutional awareness of, and commitment to, student diversity goals; and
8. Work closely with Executive Vice President with scheduling the leadership panels for each quarter.

Student Government of Olympic College Vice President of Public Relations and Communications

Officer Expectations:

Work within the guidelines of the Student Government of Olympic College Constitution, By-Laws, Student Code of Conduct and Employee Code of Conduct. Represent the best interest and needs of Olympic College (OC) Student Body. Maintain open communication between the Student Government of Olympic College, the OC Student Body, and the college administration.

Basic Function:

Responsible for leading communication and marketing on behalf of the Student Government of Olympic College between the OC student body, administration, faculty/staff, and greater community.

Specific Responsibilities:

1. Getting Student Government of Olympic College communication to:
 - a. OC student body;
 - b. The Olympian;
 - c. OC communications department; and
 - d. Other media resources.
2. Work closely with the SOAR staff to secure the participation of the Student Government of Olympic College involvement in SOAR;
3. Maintain communication between the main campus and both satellite campuses via the VP of Shelton and VP of Poulsbo;
4. Create all marketing material for the Student Government of Olympic College;
5. Create and share activities calendar;
6. Designated Liaison for the internal OC community on:
 - a. OrgSync; and
 - b. Social Media.
7. Approving promotional materials developed by OC clubs and programs;
8. Collaborating with other officers to ensure events are created based on student interest;
9. Responsible for drafting Student Government of Olympic College position statements, in collaboration with the Student Government of Olympic College;
10. Maintain and update advertisements on the Student Government of Olympic College Official web page;

11. Work with OC administration, specifically Vice President of Student Service Administrative Assistant to send mass emails to OC student body;
12. Serve as a member on the:
 - a. Student Government of Olympic College Budget Committee; and
 - b. Election Committee.
13. Once implemented: scheduling, managing, and overseeing all things relating to the volunteer position of the OC mascot.

Amendment Tracker

Recommended by ASOC Executive Council, 2010-2011

<i>Submitted to ASOC Executive Council</i>	<i>May 2, 2011</i>
<i>Approved by ASOC Executive Council</i>	<i>May 2, 2011</i>
<i>Sent to Student Vote</i>	<i>May 17, 2011</i>
<i>Approved Student Vote</i>	<i>May 20, 2011</i>
<i>Submitted to Vice President of Student Services</i>	<i>May 27, 2011</i>
<i>Submitted to the Board of Trustees</i>	<i>August 23, 2011</i>
<i>Approved by the Board of Trustees</i>	<i>August 23, 2011</i>

Recommended by ASOC Executive Council, 2012-2013

<i>Submitted to ASOC Executive Council</i>	<i>May 30, 2013</i>
<i>Approved by ASOC Executive Council</i>	<i>May 30, 2013</i>
<i>Sent to Student Vote</i>	<i>May 31, 2013</i>
<i>Approved Student Vote</i>	<i>June 7, 2013</i>
<i>Submitted to the Board of Trustees</i>	
<i>Approved by the Board of Trustees</i>	

Recommended by Student Government of Olympic College Executive Council, 2015-2016

<i>Submitted to SGOC Executive Council</i>	<i>August 6, 2015</i>
<i>Approved by SGOC Executive Council</i>	<i>August 6, 2015</i>
<i>Submitted to the Board of Trustees</i>	<i>October 5, 2015</i>
<i>Approved by the Board of Trustees</i>	<i>November 17, 2016</i>
<i>Sent to Olympic Student Body Vote</i>	<i>December 1, 2016</i>
<i>Approved by Olympic College Student Body Vote</i>	<i>January 12, 2016</i>

By-law update recommended by Student Government of Olympic College Executive Council 2016-2017

<i>Submitted to SGOC Executive Council</i>	<i>October 26, 2016</i>
<i>Approved by SGOC Executive Council</i>	<i>October 26, 2016</i>
<i>Submitted to Judicial and Constitutional Review Board</i>	<i>November 30, 2016</i>
<i>Approved by the Judicial and Constitutional Review Board</i>	<i>February 9, 2017</i>

