



The letters "SGOC" are rendered in a bold, red, rounded font with a light blue glow effect. The entire logo is enclosed within a thin red rectangular border.

The Student Government of Olympic College

Complete Constitution and By-Laws

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Constitution

Purpose

We, the students of Olympic College, recognize the need for self-representation to initiate and promote student involvement in matters of concern to the student body. Therefore, we establish the SGOC to act as the democratic voice of the students and to engage the campus community through programming, services, and advocacy in accordance with the college mission. With these statements, we hereby ordain and establish this constitution and its By-Laws.

Authority and Powers

The authority to create this constitution and governing documents is required by RCW 42.30.205 and approved by the Board of Trustees of Olympic College. This document establishes the grounds which govern the lawful, ethical, and equitable distribution of student funds; creation and implementation of campus programming; and matters of policy and legislation affecting the student body of Olympic College.

Article I. Name

Section 1: The SGOC

The name of this governing body is the Student Government of Olympic College – referred to in this document as the SGOC.

Article II. Membership of Student Body

Section 1: Members

All currently enrolled Olympic College students are members of the Student Body and are granted the rights and privileges in this constitution and its By-Laws.

Article III. Branches of Student Government

Section 1: Executive Council:

Positions in the SGOC Executive Council will be President, Vice President, Director of Clubs and Student Life, Director of Finance and Operations, and Director of Public Relations and Communications.

Section 2: Student Senate:

Members of the Student Senate will represent various constituencies from the Olympic College community. The Student Senate will follow the responsibilities outlined in the By-Laws and Senate Handbook.

Section 3: Club Congress:

Each chartered club will designate a representative to serve on Club Congress and vote on their behalf. Members of Club Congress will follow the duties and responsibilities outlined in the Club Handbook.

Section 4: Olympic College Activities Board:

The Olympic College Activities Board will be made up of students responsible for creating student-focused activities and programming to meet the diverse cultural, social, and recreational needs of the student body. The Olympic College Activities Board will consist of appointed activity coordinators and will include representatives from the Bremerton, Poulsbo and Shelton campuses.

Article IV. Appointment and Selection

Section 1: All positions will be selected and appointed through a process outlined in the By-Laws.

Article V. Voting

Section 1: Quorum:

Quorum is met when two-thirds of voting members are present to vote.

Section 2: Voting Rights:

A- Student Body: In special elections, all members of the student body will have one vote.

B- SGOC Branch Members (as defined in Article III): Within their respective committees and groups, full voting rights are granted to all members of the Executive Council, the Student Senate, Club Congress, as well as members of committees established by the Executive Council; these will include, but are not limited to, the Student Tech Fee Committee, the Student Service and Activities Fee Committee, the Judicial & Constitutional Review Board, etc.

Section 3: Advisor(s) and Voting:

Advisors will not have voting powers on any of the committees or councils they are a member of in an advisory capacity.

Article VI. Term of Office

Section 1: Start of Term:

Terms for all Branch Members will start on the second week of August or as directed by the SGOC Advisor.

Section 2: End of Term:

All terms end consistent with the Olympic College guidelines for Student Employees, or June 30. At the end of the term all positions will be up for reappointment.

Section 3: Term Limits:

Individuals will serve no more than two full terms on the Executive Council not including mid-term appointments. Total term length is not to exceed 3 academic years.

Section 4: Council Positions:

SGOC Executive Council Members may not hold more than one Branch Member position at a time except for committee positions.

Section 5: Resignation:

If a SGOC employee wishes to resign their position, a letter of intent regarding the resignation must be submitted to the SGOC Advisor.

Section 6: Removal from Office:

- A. All SGOC Executive Council officers must abide by OC employment guidelines for student employees.
- B. Any SGOC Executive Council officer may be removed from office for any of the following offenses:
 - 1. Dereliction of duty
 - 2. Ethical violation of office duties or position
 - 3. Failure to maintain at least a 2.5 cumulative and/or quarterly GPA or meet the minimum credit requirements
 - 4. Violation of the Olympic College Student Code of Conduct
 - 5. Excessive unexcused absences from Student Government meetings required for the position
- C. Dismissal of an officer for any of the reasons in Article VI, Section 6-B will follow the Judicial & Constitutional Review Board Process outlined in the By-Laws.

Section 7: Vacancy:

In the event of a mid-term vacancy, the SGOC will convene as soon as possible to select a candidate. The candidate is to be selected within 20 school days. In the event of vacancy after April 30, the position will remain unfilled until the next term.

Article VII. Amendments

Section 1: Submission to Executive Council:

All SGOC constitutional amendments are submitted, in writing, to the SGOC Vice President or his/her designee to be read before the Executive Council in an Executive Council Meeting.

Section 2: Submission to the Board of Trustees:

Upon approval by the SGOC, amendments are submitted to the Olympic College Board of Trustees to be voted on as an information/action item following the governing documents of the Board of Trustees.

Section 3: Judicial & Constitution Review:

Board of Trustees approval is required for the amendment to be presented to the Judicial & Constitution Review Board for approval.

Section 4: Special Election:

A special election will be held. A two-thirds super-majority approval by the voting student body is required for amendment to be added to the constitution

Article VIII. Referendum, Resolution, and Direct Initiative

Section 1: The student body of Olympic College will have the right to express their voice through referendum, resolution, and direct initiative as outlined in the By-Laws.

Article IX. Judicial & Constitutional Review Board

Section 1: All constitution-related disagreements will be deferred to the Judicial & Constitutional Review Board. If the Judicial & Constitutional Review Board cannot come to a consensus then the final ruling will be made by the Olympic College President or Washington State Attorney General assigned to OC.

Article X. By-Laws

Section 1: The By-Laws of this constitution will be the lawful means by which the conditions of this constitution will be implemented.

By-Laws

Article I. SGOC Membership Qualifications

- Section 1:** All Olympic College Student Body members that meet the following criteria are eligible to apply for a student employment position with the SGOC:
- 1- The applicant must maintain a cumulative and quarterly GPA of 2.5 or above.
 - 2- The applicant must have completed more than ten credit hours at Olympic College.
 - 3- The applicant must be currently enrolled in at least eight credit hours at Olympic College
 - 4- The applicant must maintain eight credit hours per quarter*
 - 5- The applicant must be in good standing with Olympic College.
 - 6- The applicant must meet Olympic College Human Resources requirements.

*If it is the final quarter for the applicant, they may work with the SGOC Advisor if they do not need to be enrolled in eight credit hours to complete their degree or certificate.

Article II. Selection and Appointments

- Section 1:** Executive Council Members will be selected by a hiring committee consisting of outgoing student leaders and staff from student programs and activities.
- Section 2:** Senate members will be selected by the group of students they represent and approved by the Executive Council. This process is outlined in the Senate Handbook.
- Section 3:** Club Congress Officers will be selected by the club they are representing.
- Section 4:** Olympic College Activities Board Officers will be selected by the supervisor of the Olympic College Activities Board.
- Section 5:** Judicial & Constitutional Review Board members are nominated by the President of the Executive Council and approved by vote of the Executive Council. SGOC Executive Council Officers may not be selected to serve on the Judicial & Constitutional Review Board. The Judicial & Constitutional Review Board Chair is the President of the SGOC and does not have a vote in the proceedings, unless

there is a conflict of interest in which case the SGOC Vice President will act as the chair with no voting privileges.

Section 6: All Executive Council members are a part of the Student Service and Activity Fee Committee. Students at large are selected by the Executive Council Director of Finance and Operations.

Section 7: Student Technology Fee Committee is open to any student that wants to participate.

Article III. Oath of Office

Section 1: All newly appointed Executive Council officers will be sworn in at the following SGOC Executive Council Meeting, or designated event. All Executive Council officers are required to take the Oath of Office.

Section 3: The current Executive Council President or their designee will swear in any new officers. If there are currently no sworn-in officers on the Executive Council, the Advisor of the Executive Council will swear in the Executive Council President and then the Executive Council President will swear in any new officers.

Section 3: The Oath of Office will be as follows:

***“As (state the position) of the SGOC
I, (state the persons name), affirm that I will fulfill
To the best of my ability
All the duties assigned to me
Under the SGOC 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 Olympic College Student Body
Are fairly represented.”***

Article IV. Popular Recall

- Section 1:** Popular recall allows Olympic College students to impeach an Executive Council member by mass-petition.
- Section 2:** The Executive council must be presented with a petition of at least 100 total member signatures for a popular recall to occur. Only Olympic College Student Body members may initiate and/or sign a Popular Recall Petition.
- Section 3:** Popular Recall Petitions must indicate the name of the student being recalled, their position title, and specific reasons for the recall.
- Section 4:** The officer in question will have the opportunity to appeal the Popular Recall using an Endorsement Petition containing a minimum of 100 total member signatures. Only Olympic College Student Body members may sign this Endorsement Petition.
- Section 5:** Endorsement petitions must be presented to the SGOC within ten school days of receiving the Popular Recall. At this time, the SGOC Executive Council member that is being recalled endorsement petition will be given to the SGOC Advisor for review via the Judicial & Constitution Review Board (see Article VIII of the By-Laws). The Judicial & Constitution Review Board has two school days to announce their decision.
- Section 6:** SGOC Executive Council members may only be subject to a popular recall once per quarter.

Article V. General Members

- Section 1:** Members of the SGOC will be accountable for the duties and responsibilities set forth in Appendix A, as well as sections 2-3 of this article.
- Section 2:** Additional duties may be assigned to members of the SGOC by the SGOC President with approval from the SGOC Advisor.
- Section 3:** Each SGOC Executive Council member will post/maintain at least ten office hours per week. Time worked is not to exceed 18 hours per week.

Article VI. Truancy

- Section 1:** SGOC Executive Council members must submit a written notice of absence to the SGOC advisor at least twenty four hours in advance of any meeting they are expected to attend.
- Section 2:** More than one unexcused absence per quarter from required SGOC meetings is grounds for a disciplinary Judicial & Constitutional Review Board hearing. The Board will determine if the absences warrant dismissal from office.

Article VII. Dereliction of Duty

- Section 1:** Failure to perform the SGOC Constitution and By-Law duties and job descriptions may be grounds for a disciplinary Judicial & Constitution Review Board hearing.

Article VIII. 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 Executive Council elections, dismissal, and constitution approval.
- Section 2:** Members of the Judicial & Constitution Review Board will be selected to serve within the first five weeks of the fall quarter. The board will consist of the following: the SGOC Advisor and five students at-large, approved by the SGOC Executive Council.
- Section 4:** The Judicial & Constitution Review Board will conduct all business according to the guidelines set forth in the Judicial & Constitution Review Handbook.
- Section 5:** The five students at-large will have voting privileges in any SGOC sponsored election.
- Section 6:** The Olympic College President, and the Assistant Attorney General appointed to serve the Olympic College District will serve as the final interpreters of the SGOC Constitution and By-Laws if necessary.

Article IX. Meetings

- Section 1:** The SGOC Executive Council will set a time and date for regular meetings by the second week of each quarter, excluding the summer session. SGOC Executive Council meeting times will be posted in the SGOC office and on the SGOC official website.
- Section 2:** If a campus closure prevents a meeting from happening, the SGOC President may call a special meeting after the campus reopens.
- Section 3:** Notice to convene a special meeting must be posted at least twenty-four hours in advance, except in the case of emergency. Meeting times and dates will be posted in the SGOC office, and the SGOC official website, if possible.
- Section 5:** All public meetings will be conducted in accordance with Parliamentary Procedures as outlined Robert's Rules to order.
- Section 6:** All regular SGOC Executive Council meetings must be public. The SGOC President may change the meeting place to accommodate attendance.

Article X. Budget Committee

- Section 1:** The Budget Committee will consist of: All SGOC Executive Council Members and 4-6 students at-large (one from each of the Shelton and Poulsbo campuses and two from the Bremerton campus, if possible), designated by SGOC Director of Finance and Operations
- Section 2:** The SGOC Advisor will be a non-voting member.
- Section 3:** The SGOC Director of Finance and Operations will 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 will include other information as necessary for the budget process. The budget request packet will be available by the first week of winter quarter.

- Section 4:** The SGOC Vice President will be the record keeper of the budgeting process and will have the details of the proceedings available by request within a reasonable timeframe.
- Section 5:** The committee will present the recommended budget to the Vice President of Student Services and Achievement.
- Section 6:** The budget will be presented by the SGOC Director of Finance and Operations, the SGOC President and the Vice President of Student Services and Achievement to the Board of Trustees for final approval.
- Section 7:** The adopted budget will be in effect for the following fiscal year.
- Section 8:** Complete guidelines for the Student Service and Activity Fee budget process are outlined in the Student Service and Activity Fee Handbook.

Article XI. Student Activities Fee Appropriations

- Section 1:** Any Regular Student Employee 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 5 credits per quarter, excluding summer session.
- Section 2:** If a student disagrees with how Student Service and Activity funds are being spent, a student can follow the petition process:
- a) A petition will be presented to the SGOC Executive Council with at least 100 member signatures.
 - b) The SGOC Executive Council may approve the petition at a regularly scheduled meeting, with a simple-majority vote.
 - c) The approved petition will be voted on at a special election with a simple-majority of voting student body members. Results will be posted within one day after polls close.
 - d) Petitions that express the same intent will not be allowed to be submitted more than once during the academic year. Determination of same intent will be made by simple majority vote of the Judicial & Constitutional Review Board.

Article XII. Clubs

- Section 1:** The Executive Council will have the responsibility of chartering clubs.
- Section 2:** The Club Congress will be convened and chaired by the Director of Clubs and Student Life.
- Section 3:** Clubs will conduct business as outlined in the Club Handbook.

Article XIII. Referendums

- Section 1:** Any Member of the SGOC Executive Council may refer any of its legislative actions to a popular vote if the measure receives support by fifty percent of SGOC Executive Council members, provided that a simple-majority of the quorum approves that the chairperson refer the measure to popular vote.

Article XIV. Initiatives

- Section 1:** Amendments and new legislation may be proposed by petitioning the SGOC with 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 of the SGOC membership.

Article XV. Amendments

- Section 1:** All By-Law amendments will be submitted, in writing, to the SGOC Vice President to be read before the SGOC Executive Council.
- Section 2:** A two-thirds majority vote of the SGOC Executive Council will be required to pass By-Law amendments.

Appendix A
Job Descriptions

SGOC President

Officer Expectations:

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

Basic Function:

Engage the college administration, community and student body for the purpose of developing and refining SGOC goals and policies. Serve as the official spokesperson of the OC Student Body and the SGOC. Delegate appropriate tasks for completion of SGOC goals.

Specific Responsibilities:

1. Support Diversity and Equity initiatives of the college and SGOC;
2. Acts as the Chair of SGOC Executive Council;
3. Report SGOC activities monthly to the Olympic College Board of Trustees and attend the Board of Trustees meeting;
4. Represent the SGOC in local, state, and federal legislative meetings;
5. Meet with SGOC supervisor weekly;
6. Serve as a member of:
 - a. Services and Activities Fee Budget Committee;
 - b. Student Technology Fee Committee;
7. Recruit members for:
 - a. Judicial & Constitutional Review Board;
 - b. College Tenure Review Committees.

SGOC Vice President

Officer Expectations:

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

Basic Function:

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

Specific Responsibilities:

1. Support Diversity and Equity initiatives of the college and SGOC;
2. Chair of Student Senate;
3. Serve as a member of the Services and Activities Fee Budget Committee;
4. Serve as the recorder for all SGOC Executive Council sponsored meetings.
5. Maintain and post minutes to the common drive, and the SGOC official website of all SGOC sponsored meetings no later than one (1) week following said meeting;
6. Manage the SGOC Special Elections and coordinate with Advisor;
7. Meet with Supervisor every other week;
8. Prepare all SGOC related correspondence and business documents;
9. Maintain and update the SGOC official website on a regular basis;
10. Facilitate the organization of SGOC Executive Council office hours and meetings;
11. Develop and improve leadership engagement opportunities for all OC campuses;

Director of Finance and Operations

Officer Expectations:

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

Basic Function:

Obtain and maintain a working knowledge of all SGOC assigned budget codes as well as the day-to-day operations of the SGOC.

Specific Responsibilities:

1. Support Diversity and Equity initiatives of the college and SGOC;
2. Chairperson of all SGOC Budget Committees;
3. Establish annual operating budget for the SGOC in conjunction with SGOC Adviser
4. Train all members on matters concerning the budget process;
5. Solicit budget requests and present the budget to the Vice President of Student Services;
6. Meet with Supervisor every other week;
7. Select 4-6 students (at least one from Bremerton, Poulsbo and Shelton campuses, if possible) to serve as students at-large on the SGOC Budget Committees as prescribed by the Services and Activity Fee Financial Code;
8. Create and maintain a timeline for the SGOC budget process;
9. In conjunction with the SGOC Advisor, complete a mid-year review of all SGOC budgets and report back to the SGOC Executive Council;
10. Coordinate the annual review of the SGOC and Services and Activity Fee Financial Code, and revise as needed;
11. Coordinate the annual review of all Student Assessed fees as appropriate;
12. Actively serve on the following committees:
 - a. Chair of the Services and Activity Fee Budget Committee;
 - b. Chair of the Student Technology Fee Committee;
13. Responsible for keeping the SGOC aware of the status of all SGOC budgets;
14. Procure goods and services on behalf of the SGOC, including but not limited to:
 - a. Researching costs;
 - b. Proposing purchases;

Director of Clubs and Student Life

Officer Expectations:

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

Basic Function:

Responsible for maintaining open communication between the SGOC and the SGOC Student Clubs. Promote involvement opportunities to enhance co-curricular and extracurricular engagement.

Specific Responsibilities:

1. Support Diversity and Equity initiatives of the college and SGOC;
2. Serve as liaison between SGOC clubs and the SGOC;
3. Assist SGOC clubs in the promotion of club meetings and events;
4. Coordinate a quarterly club fair;
5. Serve as chairperson of the Club Congress and report on its activities;
6. Serve as a member of the Services and Activity Fee Budget Committee;
7. Meet with Supervisor every other week;
8. Maintain an up-to-date roster of all chartered clubs;
9. Make available all SGOC 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;

Director of Public Relations and Communications

Officer Expectations:

Work within the guidelines of the SGOC 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 SGOC, the OC Student Body, and the college administration.

Basic Function:

Manage written and visual communication in collaboration with the SGOC Vice President, as well as public relations and marketing on behalf of the SGOC.

Specific Responsibilities:

1. Support Diversity and Equity initiatives of the college and SGOC;
2. Coordinate SGOC communication to:
 - a. OC student body;
 - b. The Ranger News;
 - c. OC communications department;
 - d. Other media resources;
3. Manage the SGOC social media presence;
4. Work closely with the SOAR staff to coordinate SGOC involvement in SOAR as needed;
5. Meet with Supervisor every other week;
6. Maintain communication between the Bremerton campus and all other OC campuses;
7. Coordinate production of all marketing material for the SGOC;
8. Create and share activities calendar;
9. Approve promotional materials developed by OC clubs and programs;
10. Attend OCAB meetings weekly to stay up-to-date with campus activities.
11. Draft SGOC position statements, in collaboration with the SGOC Vice President;
12. Collaborate with SGOC Vice President to promote SGOC initiatives and events on the SGOC official web page;
13. If available, manage scheduling and oversight of logistics for 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 SGOC 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 College 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 SGOC Executive Council 2016-2017

<i>Submitted to SGOC Executive Council</i>	<i>October 26, 2016</i>
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<i>Approved by SGOC Executive Council</i>	<i>October 26, 2016</i>
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<i>Submitted to Judicial and Constitutional Review Board</i>	<i>November 30, 2016</i>
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<i>Approved by the Judicial and Constitutional Review Board</i>	<i>February 9, 2017</i>
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Recommended Amendment to the Constitution by the SGOC Executive Council Spring 2019

<i>Presented to Executive Council</i>	<i>March 29 2019</i>
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<i>Approved by vote of the Executive Council</i>	<i>March 29 2019</i>
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<i>Presented to the Board of Trustees</i>	<i>May 17 2019</i>
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<i>Approved by the Board of trustees</i>	<i>June 18 2019</i>
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<i>Presented to Judicial & Constitutional Review Board</i>	<i>June 19 2019</i>
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Special Election Held
Results of Special Election: Approved by Student Body

June 10 2019

Recommended Amendment to the By-laws by the SGO Executive Council Spring 2019

Presented to Executive Council

June 13 2019

Approved By Executive Council

June 13 2019

Presented to Judicial & Constitutional Review Board

June 19 2019

Approved By Judicial & Constitutional Review Board

June 19 2019

Signature Page

We hereby agree to the terms of the SGOC Constitution and its By-Laws.

X

SGOC President

X

SGOC Vice President

X

SGOC Director of Finance and Operations

X

SGOC Director of Clubs and Student Life

X

SGOC Director of PR and Communications

X

SGOC Advisor

X

OC Board of Trustees