Welcome to Wenatchee Valley College

The faculty and staff Wenatchee Valley College are eager to provide you with a stimulating and challenging learning experience. Your educational journey is important to us, and we have assembled a wide variety of programs and activities to help you succeed in your endeavors.

Your participation in student organizations, cultural diversity events, science field trips, athletics and other activities will enhance your stay at Wenatchee Valley College. I encourage you to seek out these opportunities, get to know your instructors and fellow students, and take advantage of services such as our tutor center and library.

We wish you success, and look forward to seeing you on campus.

Dr. Jack Becherer
WVC President

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 goals at Wenatchee Valley College.

Wenatchee Valley College is your college, and we encourage you to consider becoming 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 active involvement in student government and 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.

Carole Keane, Director of Student Programs, Wenatchee Campus
Livia Millard, Student Services Coordinator, North Campus
FALL 2002
Orientation, advising, registration ......................... September 16-20
Classes begin .............................................................. September 23
Last day to register .................................................. September 20
Last day to withdraw or change to audit .................. October 4
Veterans Day (holiday) ........................................... November 11
Thanksgiving Day (holiday) ........................................November 25
Last day to apply for fall quarter graduation ........... November 29
Final exams ............................................................. December 11
Christmas vacation ........................................ January 16-20
Grades available for students .................................. December 17

WINTER 2003
Classes begin ...................................................... January 3
Last day to register ............................................... January 16
Martin Luther King Day (holiday) ............................ January 20
Last day to withdraw or change to audit ............... February 1
President’s Day (holiday) ....................................... February 17
Last day to apply for winter quarter graduation ......... February 28
Professional Day (no classes) ................................. March 7
Final exams .......................................................... March 19-21
Spring vacation ................................................... March 24-28
Grades available for students ................................. March 25

SPRING 2003
Classes begin ...................................................... March 31
Last day to register ................................................ April 11
Last day to apply for spring quarter graduation ........ May 1
Last day to withdraw or change to audit ............... May 9
Professional Day (no classes) ................................. May 20
Memorial Day (holiday) .......................................... May 26
Final exams .......................................................... June 11-13
Graduation (Wenatchee Campus) ......................... June 13
Graduation (North Campus) ................................... June 14
Grades available for students ................................. June 17

SUMMER 2003
Registration begins ................................................. June 9
Classes begin ........................................................ June 23
Last day to register ................................................... July 2
Independence Day (holiday) ..................................... July 4
Last day to apply for summer quarter graduation ..... July 31
Last day to withdraw or change to audit ............... August 4
End of quarter .......................................................... August 15
Grades available for students ................................. August 19
# Table of Contents

Student Life
- Student Government Officers .............................................................. 4
- ASWVC Student Government ............................................................... 4
- Clubs and Organizations ..................................................................... 5
- Housing Information ........................................................................... 8
- Intercollegiate Athletics ....................................................................... 8
- Intramurals .......................................................................................... 8
- Student Identification Cards ................................................................. 8
- Student Insurance ............................................................................... 9

Student Services
- Academic Advising/Assessment ......................................................... 10
- Academic Regulations Committee ....................................................... 10
- Admissions/Registration ..................................................................... 10
- Bookstore .......................................................................................... 10
- Bulletin Boards ................................................................................... 11
- Business Office .................................................................................. 11
- Cafeteria ............................................................................................. 11
- Career Center ..................................................................................... 11
- Child Care ........................................................................................ 12
- Counseling ......................................................................................... 12
- Disability and Support Services ........................................................ 12
- Financial Aid ..................................................................................... 12
- Library ............................................................................................... 13
- Lost and Found .................................................................................. 13
- Multicultural Affairs .......................................................................... 13
- Parking ............................................................................................... 14
- Tutoring Services .............................................................................. 14
- Veterans Services ............................................................................. 15

Policies and Procedures
- Alcohol and Other Drug Abuse ........................................................ 16
- Use of Tobacco Products ................................................................... 16
- Computer Lab Policy .......................................................................... 16
- Student Rights and Freedoms ............................................................. 17
- Code of Student Conduct ................................................................ 21
- Student Disciplinary Procedures ....................................................... 25

ASWVC Governing Documents
- Constitution ..................................................................................... 33
- Bylaws - Wenatchee Campus ............................................................ 35
- Bylaws - North Campus .................................................................... 42
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 through its governing bodies, the ASWVC and the ASWVC, North Campus student senates. On the Wenatchee Campus, the student senate consists of 11 members: the five ASWVC executive officers, one events coordinator, one instruction/academic coordinator, one student services coordinator, and three freshman representatives. The Wenatchee Campus also has student ambassadors. On the North Campus, student senate consists of nine members: four executive officers, one events coordinator, two sophomore representatives and two freshman representatives.

The ASWVC student senate schedules student activities and 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 schedules a wide range of activities, including orientations, elections, cultural and social events, dances, and intramurals. Events provide a variety of entertaining and learning activities for students and the community.

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 all organizations on the Wenatchee Campus and approves student program scheduling at its weekly meeting. The North Campus coordinates student activities through the events coordinator with the approval of the student senate.

Recognition as a 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 vice president of instruction and student development or designee. 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 student senate.
ASWVC Financing - A portion of each student’s tuition and fees is designated by law as the services and activities fee. These funds, plus outside donations and fundraising proceeds, make up the funds of the Associated Students. Typical uses include clubs and organizations, athletics, and cultural and social events. Before funds can be expended, a budget for each group must be approved by the Wenatchee Valley College Board of Trustees. 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, contact the student programs office in Van Tassell Center.

Agricultural Students Association (Wenatchee Campus) Broadens the educational opportunities in the agriculture sector of North Central Washington. Also promotes communication and interaction between industry and students.

Characters of the Knight (Wenatchee Campus) The purpose is to experience the performing arts. It allows an open, expressive environment for students participating in either on-stage or off-stage activities. Members can participate in live performances, workshops with professional artists, and off-campus travel to theaters and festivals.

Chemical Dependency Counselors Student Association (Wenatchee Campus) Enhances professionalism, promotes communication among chemical dependency students and professionals, encourages continued professional growth, and helps establish guidelines and standards for delivery of chemical dependency services.

Computer Technology Student Association (Wenatchee Campus) Gives students a forum in which to gather and discuss issues concerning computing technology and to participate in various computer-centered activities.

Cultural Diversity Club (Wenatchee Campus) Promotes cultural awareness through active participation and mutual respect for students of all cultures. Also sponsors cultural events, attends statewide conferences, visits area high schools to promote diversity and education, and provides mentorship for its members.

Friends of Music Club (Wenatchee Campus) Under professional direction, this choir is available to students with all levels of musical experience. Emphasis is on vocal and musical development. Performs various musical styles for entertainment, quarterly concerts, and community events.

Gay-Straight Alliance (Wenatchee Campus) Offers a safe and supportive environment for individuals, both gay and straight, and to help open the minds of others by offering information and advocating diversity.
HepCat Swing Club (Wenatchee Campus) Promotes cultural improvement in the Wenatchee valley by giving access to the art forms of performance and social dance.

International Club (Wenatchee Campus) Gives students the opportunity to practice speaking foreign languages, provides a chance for interaction with the community, and provides an opportunity to discuss the culture of other countries.

Latter Day Saints Student Association (Wenatchee Campus) Offers members encouragement and support in academics and maintaining a balanced life. Members are encouraged to participate in campus and community activities and service.

Next Step (Wenatchee Campus) Provides opportunities for spiritual growth and development to those who are a part of the college community.

North Byte Technology (North Campus) Open to all students who are interested in learning more about modern technology. Meeting biweekly, the club brings in guest speakers, demonstrates equipment, learns about new programs, sponsors computer art shows, and visits local computer hot spots. Each quarter the club also provides an opportunity to travel to a major university or computer event outside the local area.

Order of the Blade (Wenatchee Campus) Gives students with interest in period fencing a place to learn and practice the safe use of period rapiers and other various fencing accessories.

Phi Theta Kappa (Wenatchee and North Campus) Eta Rho chapter and Alpha Kappa Eta chapter of the national Phi Theta Kappa honor society encourages scholarship, leadership and service. Members are active at the local, state, regional and international levels. Membership is open by invitation to students who carry at least 12 credit hours and have a cumulative GPA of 3.2 or higher.

Publishing Club (North Campus) Offers all phases of reporting, writing, editing and publishing the monthly newspaper, North News, which features articles of interest to students and the community.

Radiant Knights (Wenatchee Campus) Composed of radiologic technology students, participation in state and national conferences is encouraged. Activities provide the opportunity to visit health care facilities and enlist speakers pertinent to health care.

Red Road Association (North Campus) The major focus is local and national Native American awareness. Works to dispel myths of the general population about Native Americans and to bridge the gap in communication between communities.
Refrigeration/Electronics Club (Wenatchee Campus) Available to all full-time environmental systems and refrigeration technology (ESRT) and industrial electronics (ELTRO) students. The club emphasizes professional development and the enhancement of refrigeration and industrial electronic skills through activities with local, regional and international associations. Members participate in business meetings, leadership conferences, seminars, conventions, field trips and related activities.

Science Club (Wenatchee and North Campus) For students who have a strong interest in the sciences and wish to further their knowledge outside the classroom through field trips, observation and discussions with science leaders in the private sector.

Student Arts Association (Wenatchee Campus) Actively contributes to the goals and purposes of the art department through sponsorship and organization of extracurricular cultural activities, including trips to regional art galleries and museums, visiting artists, art workshops, student art exhibits, and student art sales.

Student Nurses of North Campus Enhances academic interest in the health field by providing opportunities for interaction between students outside the classroom. Includes promoting and helping to provide educational opportunities through such activities as public health teaching, exposure to other facilities and practice settings, and other enrichment activities.

Student Nurses of Wenatchee Provides an opportunity for nursing students to become better acquainted with their roles as future professional nurses, while contributing to the quality of student life. Also enhances academic interest in the health field by providing guest speakers, public health teaching, out-of-town hospital tours and associated activity with the state and national nursing associations, thus broadening education in the nursing field.

Take II Drama Club (North Campus) To provide an opportunity for those students who are interested in the creative arts to come together and participate in a variety of cultural events.

Vocational-Industrial Clubs of America (Wenatchee Campus) Involved in local and state activities to offer students leadership opportunities. Each year, members participate in statewide vocational skill competitions.

WVC Dance/Pom Squad (Wenatchee Campus) A great opportunity for students with any dance team, drill team or cheerleading background. Provides entertainment during the half-times of the men’s and women’s basketball games and supports many other sports and functions on campus. Tryouts are held in the fall and spring to determine membership.

WVC Jazz Club (Wenatchee Campus) Provides further understanding and appreciation of jazz music on the Wenatchee Valley College campus and the greater Wenatchee area. Also performs at college and community events.
WVC Outbackers *(Wenatchee Campus)* Promotes a healthy lifestyle through participation in “life-sports” in the out-of-doors (hiking, climbing, biking, downhill and cross-country skiing, canoeing, river rafting, etc.). The greater Wenatchee area offers an incredible assortment of outdoor recreation options. We promote outdoor safety, education, physical fitness, environmental consciousness and social interaction.

**Housing Information**

Off-campus Housing - The bulletin board located by the cafeteria in Van Tassell Center frequently has notices posted regarding off-campus housing.

Student Lockers: Lockers for student use are available to rent on the North 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 the states of Washington, Oregon and Idaho, as well as the Canadian providence of British Columbia, which 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 and men’s baseball. Intercollegiate activities are available on the Wenatchee campus only, and to be eligible to play, a student must be enrolled in a minimum of 12 credits. Admittance at all athletic events is free for any WVC student 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, and racquetball and tennis courts.

**Intramurals**

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, and fan bus trips to Mariner baseball and Husky and Seahawk football games. Intramural sports are available only on the Wenatchee Campus.

**Student Identification Cards**

Students at both campuses who are enrolled in six or more 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 or 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 (North Campus). The first identification card is free. Replacement cards are $5.00.

Student Insurance
Accident and/or Sickness Insurance Plan - Any student registered at Wenatchee Valley College for six or more credits per quarter is 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 are 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 - Athletic insurance is provided for intercollegiate athletes. It is the responsibility of the athlete to notify the athletic office in order to submit a claim.
Academic Advising/Assessment
Academic Advising - Each full-time student is assigned an adviser after completing assessment. Advisers can assist with a variety of educational planning activities. Successful students will take full advantage of these services.

Student Assessment - ASSET 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 ASSET prior to enrolling in classes at WVC.

Academic Regulations Committee
This committee reviews student petitions for waivers of college policies. Typical petitions include, but are not limited to, requests for: waiver or substitution of graduation requirements; removal of low grades; late withdrawal from class; and early administration of final examinations. Contact the vice president of instruction and student development or designee if you seek to file a petition with this committee.

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 forms, add/drop forms, withdrawal from college, enrollment programs, and transcripts. The registrar’s office also conducts degree checks (graduation requirements) and produces all grade reports. For more information, please check the WVC catalog.

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 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 two weeks 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 second week of class.

Textbooks may be sold back the last week of each quarter during Book Buyback. No receipt is required.
Textbooks for North Campus classes are marketed through a cooperative agreement with David Rodstol's Office Supply located in Omak. Contact the North Campus administrative office for further information.

**Bulletin Boards**

Any student organization 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 masking tape (Fun-Tak reusable adhesive is not permissible) to non-glass or non-painted surfaces or with thumb tacks on approved bulletin boards. Signs are not allowed on exterior marble-crete walls (for example, Anderson Hall or Van Tassell Center). Signs are not allowed on unpainted brick such as the library. Chalk is not allowed on sidewalks. Unapproved items will be removed.

A free posting area, where approval is not necessary, is maintained in Van Tassell Center, next to the cafeteria. North Campus maintains a free posting area in the student lounge.

**Business Office**

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

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

On the North Campus, parking is covered through the comprehensive fee. A parking permit is not required. Fees are paid in the administration building.

**Cafeteria**

The college cafeteria is located in the Van Tassell Center and is open Monday through Friday. Students, faculty and guests are encouraged to use the facility. The cafeteria offers a wide variety of menu items from the grill, deli, salad bar, in-house bakery and espresso. Pre-paid plans are available. Fine Host Food Service also offers catering services: coffee services, luncheons, snacks and dinners. “We cater to our customers.”

A cafeteria is not available on North Campus. An espresso machine is located in Friendship Hall, and vending machines are located in the student lounge area of the administration building.

**Career Center**

The career center is located in the Wells Hall counseling center. The career center provides students with computerized career guidance programs, planning workshops, a library of college catalogs, career information library and career counseling.
Career planning services are also available on the North Campus. Contact the student services office for more information.

**Child Care**
Limited funds are available to assist students in paying for child care costs. Funds are targeted on a first-priority basis to Pell Grant recipients. All financial aid recipients are eligible to apply and receive funding if the number of initial applicants is not sufficient to utilize total dollars available. The maximum grant allowable for one academic quarter is $150.

**Counseling**
The following services are available in the WVC counseling center: educational planning, career planning, academic advising; crisis intervention, referral to off-campus social and human service agencies, standardized test administration (GED, ACT, SAT, CLEP, etc.). Contact the counseling center for help with your academic or personal problems.

**Disability and Support Services**
Students with special needs should contact the special populations coordinator as soon as possible after deciding to attend WVC. The disability and support services office is in the counseling center. The following types of accommodations are available, if needed, to students with documented disabilities:

*Use of tape recorder in class, notes taken by another student in class, use of Franklin Speller, use of AlphaSmart, extended test time, quiet/distraction-free place for testing, large print tests, scribe, reader for exams, preferential seating, textbooks on tape by RFB&D, lumbar pillows/wrist rests, ASL interpreter, Kurzweil Reader, Voice-activated software, etc.*

Students requiring special assistance on the North Campus in Omak should contact the student services coordinator.

**Financial Aid**
Students who apply for financial aid at Wenatchee Valley College are considered for a variety of federal, state and/or institutional programs. Students usually need to begin the process for applying for grants, loans and workstudy by completing the Free Application for Federal Student Aid (FAFSA). The paper version of the FAFSA is available in the financial aid office in Wells Hall or the administration office at the North Campus or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students should apply by March 1 for on-time status for the following academic year (starting in September), but applications are processed on a first-come, first-served basis until the FAFSA deadline each year.

Dropping a class or changing to audit can cause students to become ineligible for financial aid even if they are not receiving these funds the quarter they withdraw.
Lost and Found
Inquiries should be directed to the student programs office on the Wenatchee Campus and the administration office on the North Campus.

Multicultural Affairs
The office of multicultural affairs is designed to help students of color pursue their educational opportunities. This office works with other departments and the North Campus to make sure that the needs of students are fulfilled in counseling, financial aid, registration, learning skills and student programs. Clubs, programs, job service, minority leadership, counseling and recruiting are just a few of the services provided by the multicultural affairs office.

Library
The Library Media Center is the tallest structure on the Wenatchee Campus and houses the library on the top two floors and the lyceum, media services and CWU/WSU classrooms on the basement level. The library contains 34,000 books, 200 print periodical titles, and over 1,500 full-text periodicals and 2,900 videos. Computerized catalogs for WVC, Central Washington University and the OCLC network of libraries, electronic periodical indexes, and other reference databases provide access to both print and nonprint collections on campus and off. The library Web page located at http: 134.39.150.204/wvclib provides campus and home access to many of the electronic resources available as well as research tips and links. Other library services include book and periodical circulation, reference assistance, reserve materials, and interlibrary loan privileges.

The library also has a photocopier and a microfiche reader/printer on the main floor, and computer-assisted instruction and word-processing computers are on the upper floor. The study environment provides comfortable lounge chairs, tables, individual study carrels, listening/viewing rooms, videotaping room and group study rooms.

The distance education coordinator is located on the upper floor and provides information and referral to students and faculty about online and telecourse classes.

The lyceum (Room 9100) is a multimedia auditorium on the basement level that is used for large-group instruction and special presentations.

Media services, also located on the basement level, coordinates the audiovisual equipment for faculty use and is responsible for the C and KU band satellite receivers, two WHETS classrooms for interactive transmissions from WSU and CWU, and teleconference and K-20 rooms.

The Library/Media Center on the North Campus is located in Room 306 in the library building. The library has both print and non-print collections, the full range of library services, study areas, and a photocopier. Campus and home access is also available to the electronic resources and library Web page.

Lost and Found
Inquiries should be directed to the student programs office on the Wenatchee Campus and the administration office on the North Campus.
Parking

Students and staff using the parking facilities on the Wenatchee Campus at any time 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. A $5 fine will be assessed for each violation. If paid within 24 hours from the time a ticket is issued, excluding weekends and holidays, the fine will be reduced to $2.50. Fines are to be paid at the cashier’s station located in Wells Hall. Questions pertaining to parking permits and violations should be addressed to the manager for facilities and operations.

A parking facility is provided for students on the North Campus in Omak. Entrances are on Birch Street and Bartlett Street. The parking fee is included in the comprehensive fee. No parking sticker is required.

Tutoring Services

Tutoring services are available free of charge at the Wenatchee Campus to all enrolled students, regardless of number of credits. The tutor center provides a dynamic atmosphere of collaborative learning guided by a philosophy of students helping students. The tutor center is staffed by competent, caring students who have a desire to help other students.

Tutoring is available in a variety of subjects. Availability of tutoring for specific subjects changes each quarter but may include anatomy and physiology, biology, calculus, chemistry, computer science, English, math, physics, and Spanish. No appointment is necessary. All tutoring is done on a drop-in basis. Tutoring takes place in the quiet study room off the student lounge in Van Tassell, and is open 8:00 a.m. to 5:00 p.m. Monday through Friday. Additional hours may be offered and vary by quarter. Some interactive tutorials are also available. Students interested in becoming tutors should contact the tutor center coordinator in Van Tassell Center or call 662-1651, ext. 2423.

Tutoring services are also available on the North Campus. The learning support center is located in room 120A in the basement of the administration building. Check the schedule in that area for days and times.

The adult basic education (ABE) program coordinates with the Wenatchee Valley Literacy Council to offer free, one-on-one and small-group tutoring. Individuals wanting help with reading or improving basic skills are matched with a trained literacy volunteer. Schedules are arranged on an individual basis.
The Comprehensive Academic Prep Program (CAPP) is available to help students upgrade their academic skills. The goal of the transition program is to provide tools for successful transition from basic skills or developmental educational programs to college degree and certificate programs. The skills gained will help individuals meet educational and career goals. CAPP is available to all students who want to develop abilities in reading and writing, math, technology, note taking, and leadership skills.

Veterans Services
Questions regarding eligibility for VA educational benefits should be directed to 1-888-442-4551. Students who are eligible to receive VA educational benefits should also contact the Wenatchee Valley College financial aid office. The application process takes several weeks, often delaying the first benefit check. 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 should be evaluated within the first two quarters at WVC.

Some veterans may qualify for tuition reductions and should inquire in the financial aid office in Wells Hall or the administration office at North Campus.
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 are 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.

1. Policy
A. The unlawful possession, use or distribution of illicit drugs or alcohol by students or employees on Wenatchee Valley 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.
B. The college will impose sanctions consistent with local, state and federal law and regulations adopted thereunder 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.

2. Program
A. 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.
B. A brochure describing available services and listing telephone numbers is available in the college counseling center in Wells Hall.

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. Smoking is also not permitted within 20 feet of building doorways or outside air supply grills or where prohibited by signage. The use of other tobacco products, such as smokeless or chewing tobacco, in College facilities is also prohibited.

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.
4. First priority is given to classes that have scheduled time in the lab. Second priority is given to students doing homework and research for 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 their position to another student with higher priority and, depending on demand for services, a time limit may be imposed.
5. 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.
6. 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.

Student Rights and Freedoms

Wenatchee Valley College 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. Classroom Rights - these 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, advisors, and counselors, are to be considered confidential.

D. Confidentiality of Student Records - 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. 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 are published in the Student Handbook and 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 - Students at Wenatchee Valley College shall be free from sexual harassment. Any student 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, shall be subject to disciplinary actions.

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 buildings 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.

H. Commercial Activities Policy (WVC) – 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.

2. Any recognized ASWVC organization may utilize available college facilities for authorized 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 vice president of instruction and student development or designee through the ASWVC activity council three 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;
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 (WVC) - 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 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 or 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.
M. Right to Due Process (WVC) - 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/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. **PURPOSE OF THE DISCIPLINARY SYSTEM**

This Code of Student Conduct protects the unique, 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 interferes 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 ground that criminal charges involving the same incident have been dismissed or reduced.

Definitions. When used in the code:

1. 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 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, and programs.
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 or grounds 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, or 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/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. 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 the academic community. Acts of dishonesty are serious breaches of honor and shall be dealt with in the following manner:
a. The college administration and teaching faculty will 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 dean of student services.

H. 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 Policy 000.340 and 000.350. This policy can be found in the student programs office and human resources office, or on the Web page.
   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 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 on the college campus; the use of illegal drugs by any student attending a college-sponsored event, even though the event does not take place at the college.
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, and/or misuse of computing equipment and services and facilities, including use of electronic mail and the Internet.
15. 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 their educational goal or 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 service animals on campus shall be under direct physical control, leashed by their owner or custodian.
19. Gambling: Any form of gambling is prohibited.
I. 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.

Student Disciplinary Procedures
A. DISCIPLINARY PROCESS
1. Any infractions of college policies or procedures may be referred by anyone within the college community to the vice president of instruction and student development or designee. That official shall then follow the appropriate procedures for any disciplinary action which he/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 may appeal 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 administrator 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.

B. PROCEDURES FOR RESOLVING DISCIPLINARY VIOLATIONS
1. The vice president of instruction and student development or designee is responsible for initiating disciplinary proceedings. The vice president of instruction and student development 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 vice president of instruction and student development 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 vice president of instruction and student development or designee shall set time and place for meeting with the student to inform the student of the charges, the evidence supporting the charges, and allow the student an opportunity to be heard regarding charges and evidence.

4. After considering the evidence in a case and interviewing student or students involved, the vice president of instruction and student development 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 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 vice president of instruction and student development or designee 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/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 vice president of instruction and student development or designee or to attend the hearing. However, the vice president of instruction and student development 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 as soon as practicable after the summary suspension.

9. The summary suspension hearing shall be considered an emergency adjudicative proceeding. The proceeding must be conducted as soon as practicable with the vice president of instruction and student development or designee presiding. At the summary suspension hearing, the vice president of instruction and student development 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 vice president of instruction and student development 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 vice president of instruction and student development 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 vice president of instruction and student development or designee findings of fact and conclusions, as expressly concurred in by the president which constituted probable cause to believe that 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 registered mail to said student’s last known address within three working days following conclusion of 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 suspension may be terminated.
12. The vice president of instruction and student development 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 to the academic regulations committee. No such appeal shall be entertained, however, 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.

C. 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 vice president of instruction and student development 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 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/she has been or will be a complainant or witness, in which he/she has a direct or personal interest, or in which he/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 to the vice president of instruction and student development 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.

D. 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/her and be informed of the identity of its sources; and shall be entitled to present evidence in his/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 advisor 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 vice president of instruction and student development or designee five (5) 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 vice president of instruction and student development 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 vice president of instruction and student development or designee, the council’s recommendation shall be forwarded to the vice president of instruction and student development or designee for disposition of the matter.

13. The vice president of instruction and student development or designee shall notify the student of his or her decision.

14. The student will also be advised of his/her right to present, within ten calendar days, a written statement of appeal to the president of the college before action is taken on the decision of the committee.

15. The vice president of instruction and student development or designee shall notify the student of his/her decision.

16. The student will also be advised of his/her right to present, within ten calendar days, a written statement of appeal to the president of the college before action is taken on the decision of the committee.

17. The vice president of instruction and student development or designee shall notify the student of his/her decision.

18. The student will also be advised of his/her right to present, within ten calendar days, a written statement of appeal to the president of the college before action is taken on the decision of the committee.

19. 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 the vice president of instruction and student development or designee, the student, and the committee. The president’s decision shall be final.

E. 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
31
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 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/
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.
F. LOSS OF ELIGIBILITY IN COLLEGE ACTIVITIES & 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.
G. STUDENT GROUPS AND ORGANIZATIONS
Student groups and organizations may be charged with violations of the
Student Code of Conduct.
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.
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. Sanctions for group or organization misconduct may
include revocation or denial of registration or recognition as well as other
appropriate sanctions.
H. 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 vice president of instruction and student
development or designee within ten 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 vice
president of instruction and student development 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 academic regulations committee and subsequent action by the vice president of instruction and student development or designee, may be appealed to, and shall be reviewed by, the college president or his/her designee.

4. Disciplinary action by 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.

I. TRANSCRIPT NOTATIONS
A temporary encumbrance may be placed on a student’s college records while disciplinary proceedings are pending. Permanent notation of disciplinary action will be made on transcript whenever a student is dismissed for misconduct.

J. 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.

K. 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. 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.

L. 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.

M. REPORTING, RECORDING AND MAINTAINING RECORDS
Records of all disciplinary cases shall be kept by the disciplinary official taking or initiating the action. 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 student’s file after the date of the student’s graduation or not more than five years.
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-North Campus, composed of all students attending WVC-North Campus. 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-North Campus 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-North Campus 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-North Campus 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, North Campus 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, North Campus judiciary review board.

Section 3. Duties and responsibilities.
A. 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.
B. The district judiciary review board has the right of approval or rejection as to the constitutionality of all actions of the executive commission.
C. 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 vice president of instruction and student development 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, North Campus, North Campus chief administrator or vice president of instruction and student development 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 dean of 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, North Campus 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, North Campus 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 vice president of instruction and student development 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 vice president of instruction and student development or designee interprets the constitution, campus by-laws and/or constitutions and financial code; serves as the final appeal on actions of the student senate, 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 on April 18, 2001
Approved by the Board of Trustees on May 9, 2001

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, Wenatchee Campus (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 eleven members: the five executive officers (president, vice president, secretary, activities treasurer, and athletics treasurer), one events coordinator, one student services coordinator, one instruction/academic coordinator, and three freshman representatives.

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.

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.

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 vice president of instruction and student development 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 vice president of instruction and student development 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.
A. All student senate members must maintain membership in the ASWVC during their term of office.
B. A student shall hold no more than one student senate position concurrently.
C. A student may be re-elected to the same student senate position if s/he meets other requirements for candidacy.

Section 2. Executive officers.
A. All candidates for executive office, events coordinator, student services 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.
B. All executive officers, events coordinator, student services coordinator and instruction representative must maintain an accumulative GPA of 2.50 during their term of office.
C. No student on disciplinary probation may hold or be a candidate for an executive office.
D. The five executive officers and the events coordinator will receive a full scholarship each quarter. The student services coordinator and the instruction/academic coordinator will receive a one-half 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.
A. All other student senate members must maintain an accumulative GPA of 2.50 during their term of office.
B. Freshman representative candidates cannot have earned more than 44 quarter credits prior to assuming office.

Section 4. Removal from office.
A. 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.
B. 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 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.

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 she 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 vice president of instruction and student development 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, instruction/academic coordinator, and the student services coordinator. The president-elect and the vice president of instruction and student development 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, student services 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 masking tape (Fun-Tak reusable adhesive is not permissible) to non-glass or non-painted surfaces or with thumb tacks on approved bulletin boards. Signs are not allowed on exterior marble-crete walls, for example, Anderson Hall, or Van Tassell Center. Signs are not allowed 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 vice president of instruction and student development 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 vice president of instruction and student development or designee.

B. The vice president of instruction and student development 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 vice president of instruction and student development or designee. The vice president of instruction and student development 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 vice president of instruction and student development 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 vice president of instruction and student development 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 vice president of instruction and student development 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 vacant.

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 vice president of instruction and student development 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. The number of student senate members required to be in attendance at meetings to constitute a quorum shall be eight (8). All votes requiring a two-thirds (2/3) majority must have eight (8) members 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 vice president of instruction and student development 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 vice president of instruction and student development 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 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 vice president of instruction and student development 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, and
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 vice president of instruction and student development 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 vice president of instructon and student development 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 vice president of instructon and student development or designee. Admission 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 vice president of instructon and student development 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 advisor should meet with the vice president of instructon and student development 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 vice president of instructon and student development 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. Members. 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 vice president of instructon and student development 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, North Campus 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 vice president of instruction and student development 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 vice president of instruction and student development 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 vice president of instruction and student development 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 elapsed. Student senate ratification of bylaws must be approved by a two-thirds (2/3) vote (8) of the entire membership (11) 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, NORTH CAMPUS

Approved by the ASWVC, North Campus
Student Senate on April 18, 2001
Approved by the Board of Trustees on June 13, 2001

INTRODUCTION

We, the students of Wenatchee Valley College, North Campus announce our desire and intention 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 WVC, North Campus constitution and bylaws shall be the responsibility of the WVC, North Campus student government.

Section 2: Students, faculty, classified staff, and administrators have the right to appeal the decision of the WVC, North Campus student government through the following:

A. North Campus chief administrator
B. College President
C. Board of Trustees

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

ARTICLE I

NAME

The name of this organization shall be the Associated Students of Wenatchee Valley College, North Campus (ASWVC, North Campus).

ARTICLE II

MEMBERSHIP

Section 1: The membership of the ASWVC, North Campus shall consist of all currently enrolled students of Wenatchee Valley College, North Campus.

Section 2: The status of honorary membership in the ASWVC, North Campus may be granted for life, by the executive cabinet of the ASWVC, North Campus, to those persons who have made an outstanding contribution to the associated students and/or college in general.

42
ARTICLE III
AUTHORITY
Section 1: The executive cabinet shall have the authority as granted by the Board of Trustees of Wenatchee Valley College, North Campus to legislate, promote and regulate the affairs of the Association.
Section 2: This authority shall extend to all areas of student affairs as deemed necessary by the executive cabinet, except where reserved by specific statute or regulation.

ARTICLE IV
THE EXECUTIVE CABINET
Section 1: The nine officers of the executive cabinet shall be the president, vice president, secretary, treasurer, events coordinator, two (2) sophomore representatives, two (2) freshman representatives.
Section 2: Members of the ASWVC, North Campus executive 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 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. Freshman representatives must maintain at least 12 credits completed each quarter during the term of office, excluding summer quarter and must also maintain a 2.50 quarterly grade point average.
Section 4:
A. ASWVC, North Campus officers shall maintain and document a minimum of 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, senate and cabinet meetings and any other official representative functions. Freshman representatives must maintain and document a minimum of 4 hours per week per month.
B. The ASWVC, North Campus president will monitor the schedules of the executive officers.
Section 5: Executives shall assume office the first day of summer quarter and shall maintain office until the first day of the following summer quarter.
Section 6: Executive cabinet members 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, except 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 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 advisor of the executive cabinet shall be appointed by the North Campus chief administrator.
Section 9: Incoming executive cabinet members shall be responsible for attending and assisting at the graduation ceremony.

ARTICLE V
DUTIES OF OFFICERS
Section 1: The ASWVC, North Campus president shall:
A. Preside at all ASWVC, North Campus student senate meetings except in case of illness and/or with proper notice to the next highest officer and be responsible for upholding the ASWVC, North Campus constitution, bylaws and financial code.
B. Preside at assemblies and special events sponsored by the ASWVC, North Campus student senate.
C. Be responsible for all official communication of the ASWVC, North Campus 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 North Campus chief administrator and submit monthly reports to the board of trustees.
F. Review and keep documentation on the attendance and activities of cabinet members 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 ASWVC, North Campus student senate and/or appropriate college official.
H. Appoint cabinet members to various committees as needed, including appointment of a student graduation chairperson.

I. Occupy a seat on the district executive commission.

Section 2: The ASWVC, North Campus vice president shall:
A. Be available to assist the ASWVC, North Campus president whenever it is deemed necessary.
B. Attend all ASWVC, North Campus student cabinet and senate meetings except in case of illness or with prior approval from the ASWVC, North Campus president or next highest officer in his/her absence.
C. Assume the office of president if that officer is no longer capable or eligible to hold office.
D. Be in charge of elections and the election committee.
E. Present to the student senate any/all student programs to be considered for sponsorship.
F. Conduct a yearly review of ASWVC, North Campus 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. Be responsible for upkeep and maintenance of the ASWVC, North Campus vehicles.
J. Occupy a seat on the district executive commission.

K. Shall serve on any committee appointed by the president.

Section 3: The ASWVC, North Campus 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 senate and cabinet meetings. Post a copy of minutes by the student government 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.
G. Shall serve on any committee appointed by the president.

Section 4: The ASWVC, North Campus treasurer 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. 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 budget process within the student senate.
E. Chair and organize the budget committee.
F. Assist clubs with expenditures and the budget process.
G. Prepare cabinet accounts for the budget process and submit to the cabinet for approval.
H. Compile and update a yearly event and activity summary and earning report for each club.
I. Facilitate locker policy and rentals.
J. Empty the change machine monthly or as needed, and this shall be done in conjunction with the ASWVC, North Campus president or other cabinet member. If other than president, notify the North Campus chief administrator.
K. May occupy a seat on the district executive commission.
L. Shall serve on any committee appointed by the president.

Section 5: The ASWVC, North Campus 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. Attend Northwest NACA conference with other cabinet members, the number to be determined by availability of funds. Cabinet members seeking positions the following year have priority.
C. 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.
D. If requested, assist all student-sponsored programs in coordinating their events.
E. Assist the president when deemed necessary.
F. May occupy a seat on the district executive commission.
G. Shall serve on any committee appointed by the president.
Section 6: The ASWVC, North Campus sophomore representatives (2) 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 awards banquet committee.
C. Participate in composing and distributing the 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 president.
E. Maintain cabinet computers, peripherals, and web page.
F. May occupy a seat on the district executive commission.
G. Shall serve on any committee appointed by the president.

Section 7: The ASWVC, North Campus freshman representatives (2) 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, necessary to inform the WVC, North Campus 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

Section 1: It shall be the duty of the ASWVC, North Campus student senate to plan, approve, and coordinate all ASWVC, North Campus student programs in accordance with Washington State laws through the North Campus executive cabinet advisor.

Section 2: The ASWVC, North Campus shall review and recommend sponsorship of ASWVC, North Campus student programs to the North Campus executive cabinet advisor and the North Campus chief administrator.

Section 3: The ASWVC, North Campus 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 North Campus chief administrator as special events.

Section 4: The ASWVC, North Campus student senate shall determine the financial solvency of all organizations requesting events.

Section 5: The ASWVC, North Campus student senate shall facilitate the total program by informing and/or teaching organizational representatives the contents of the ASWVC, North Campus constitution, bylaws, and financial code.

Section 6: The ASWVC, North Campus student senate shall serve as the official voice of all ASWVC, North Campus members at Wenatchee Valley College, North Campus.

Section 7: The ASWVC, North Campus student senate shall be responsible for evaluating all budget requests from ASWVC, North Campus student programs and making recommendations for those funds assigned to Wenatchee Valley College, North Campus.

ARTICLE VII
ELECTION OF OFFICERS AND CLASS REPRESENTATIVES

The election of the ASWVC, North Campus student senate officers shall be in the general spring and fall election outlined in the ASWVC, North Campus student senate bylaws. The ASWVC, North Campus elections shall be governed by a Omak Campus election committee, chosen in the same manner as outlined in the bylaws and chaired by the ASWVC, North Campus vice president, and shall follow the same filing requirements, campaign policies, and voting procedures.

Section 1:
A. The election committee chairperson shall be the ASWVC, North Campus vice president. In the event that the vice president chooses to seek office, the ASWVC-North Campus 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 constitution and bylaws.
B. Election committee members shall not be eligible to run for any office.
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 ASWVC, North Campus.
Section 2: Filing.
Any ASWVC, North Campus student body member wishing to be a candidate for any position in the ASWVC, North Campus student senate must file a declaration of candidacy with the ASWVC, North Campus student senate and the Omak Campus 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 North Campus chief administrator. ASWVC, North Campus 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 executive cabinet office, except for banners purchased from the banner maker.
5. No materials may be used belonging to ASWVC, North Campus.
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 North Campus chief administrator, the executive cabinet advisor or the election committee.
9. Areas where displays will be put up must not be used without prior approval of the North Campus chief administrator and the custodial supervisor.

Section 6: Voting.
A. The polling place shall be selected by the election chairperson in conjunction with the executive cabinet advisor.
B. The chairperson of the election committee shall open the polls at the WVC, North Campus and the polls shall remain open into the evening as determined by the ASWVC, North Campus student senate to more appropriately meet the needs of the WVC, North Campus students.
C. Any student taking a course for credit is eligible to vote.
D. Upon closing of the polls, the election committee members shall count the ballots.
E. The ASWVC, North Campus president 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 advisor or the North Campus chief administrator. 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 flyers 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 ASWVC, NORTH CAMPUS SENATE MEMBERSHIP
Section 1: General Requirements.
A. A student shall hold no more than one ASWVC, North Campus student senate position concurrently.
Section 2: Executive Officers.
A. All candidates for ASWVC, North Campus student senate executive officers must have earned a minimum of 15 credits hours at Wenatchee Valley College, North Campus 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 ASWVC, North Campus 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 ASWVC, North Campus student senate office.
E. Candidates for ASWVC, North Campus sophomore representatives must have earned 45 quarter credits prior to assuming office with a GPA of at least 2.50.
F. Candidates for ASWVC, North Campus 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.

Section 3: Club Representatives.
The senate representative of ASWVC, North Campus 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.
B. Any cabinet member may be removed from office by a two-thirds (2/3) majority vote and approval of the North Campus chief administrator due to conduct unbecoming an ASWVC, North Campus 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 or Y to be completed by the last day of the following quarter. Failure to do so or further incomplete or Y’s 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.

ARTICLE IX
SPONSORED STUDENT CLUBS
Section 1: All ASWVC, North Campus student senate must officially recognize all ASWVC, North Campus 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, North Campus. Be eligible to administer programs for the ASWVC, North Campus student senate on an as needed basis.
C. Receive ASWVC, North Campus 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 ASWVC, North Campus senate office.
B. Have an official faculty/staff advisor.
C. Provide for membership in the club which does not eliminate students on basis of race, religion, sex, creed, national origin, color, physical ability, or sexual orientation.
D. Must submit to the executive cabinet secretary the minutes of each meetings within five working days. After three unsubmitted 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 ASWVC, North Campus executive cabinet vice president will verify the eligibility of the club for sponsorship each fall and recommend ASWVC, North Campus student senate approval for each qualifying organization.

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 advisor.
3. Whether or not ASWVC, North Campus subsidy is desired in accordance with the financial code.
B. Appear before the ASWVC, North Campus student senate through the ASWVC, North Campus vice president and request sponsorship.
C. The ASWVC, North Campus 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, ASWVC, North Campus 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 North Campus chief administrator, or the ASWVC, North Campus student senate, either because of lack of attendance at ASWVC, North Campus student senate meetings or because of failure to comply with Omak Campus 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 advisor 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 advisory 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 re-organization 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 suspension, club must consider itself on probation for remainder of the year.
2. Further suspensions may result in disbandment.
E. Reasons for disbanding of sponsored clubs
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) 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-Omak Campus shall be notified of the amended changes to the bylaws of the ASWVC, North Campus 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.