

Bastyr University Kenmore Student Council Bylaws

2017-2018

Article I: Name

Bastyr Student Council (Kenmore Campus)

Article II: Purpose:

The purpose of the Student Council is to represent the interests of the student body and to coordinate efforts and communications among students, between students and the following groups: faculty, administration, Board of Trustees, health practitioners, professional associations, other schools and the public.

Article III Members:

Section I Classes of Members:

1. Appointed Secretary
2. Communications and Professional Development Team Leader
3. Administration Team Leader
4. Academics Team Leader
5. Activities Team Leader
6. Clinic Team Leader
7. Finance Team Leader
8. Appointed Technology Team Leader

Section II Active Members:

1. Bethany Waller - Secretary
2. Lauren Watters - Communications and Professional Development Team Leader
3. Susanne Lietz - Administration Team Leader
4. Marie Barrera - Academic and Professional Development Team Leader
5. Jamie Moser - Activities Team Leader
6. Jessica Pirkey - Clinic Team Leader
7. Chih-Yun Hsiung - Finance Team Leader
8. Daniel Riordan - Technology Team Leader
 - See Article VII for each Team Leader's responsibilities.
 - All members have equal voting rights at meetings.

- One member holds the active Team Leader position and is encouraged to build a team of members from the Bastyr University student body.
- All positions are elected by the student body, with the exception of the Technology Team Leader and Secretary, which are appointed positions by the Bastyr Student Council. Position term runs from the retreat of the first summer to the retreat of the subsequent summer.

Section III Eligibility for Membership:

All currently enrolled, matriculated students of Bastyr University Washington in good academic standing. It is the responsibility of the council member to disclose to student council if their status changes.

Section IV Nominations & Elections

1. All elected and appointed positions are eligible to be filled annually.
2. Applications open Monday of Week 10 of Winter Quarter at 8:00am. Students may apply for one elected position and/or one appointed position.
3. Applications from Technology Team Leader and Secretary that are currently on the SC are due at 11:59 pm, Friday of Week 9 of Winter Quarter. They may apply for an appointed position and/or an elected position (one of each).
4. All applications are due to SCouncil@bastyr.edu, Friday of week 1 Spring Quarter at 11:59pm (except the current IT and Secretary).
5. Student Council elections will take place during the third week of spring quarter.
6. Elections and appointments will be held via online electronic polls.
7. Winners are determined by a majority vote of the student body and is announced at the first student council meeting of the Spring quarter.
8. Applications for Technology Team Leader and Secretary are to be filled out and an interview (which a majority of council members are able to attend) is held week 4 of spring quarter.
9. It is the responsibility of the whole Student Council to publicize for both election and appointed positions.
10. Appointment of Technology Team Leader and Secretary are done by Monday of Week 5 of Spring Quarter by the New SC members.

11. In the event that there is a position that remains unfilled, it is the responsibility of the entire student council to solicit applicants and extend the application and election period for that position only.

Section V Term of Office

1. All positions are one year long positions, unless they are removed or resign from their office.
2. The position begins in the Summer, at the annual Summer retreat, and terminates the following year at the Summer retreat.
3. All Team Leaders are eligible to reapply for the same or different student council position the following year.

Section VI Membership Requirements:

In addition to the requirements put forth by the duties of the individual positions all team leaders are required to do the following.

1. All members of the council are required to attend all Bastyr school wide meetings, whether in person or remotely.
2. All members of the Student Council must attend the Team Leader meetings.
3. On occasion emergency team leader meetings will be called in agreement by the secretary and IT leaders, as petitioned by a team leaders. All members will make a best faith effort to attend the emergency meeting and if unable to attend in person, agree to review and comment (if needed) on meeting notes within 48 hours.
4. Each year there is a team leader retreat in which the matter of the subsequent year will be discussed, including but not limited to funds, expectations, clubs and activities and review of the Bylaws. All team leaders of the following year are required to attend. The retreat is held early in the Summer quarter to give time for all team leaders to collaborate.
5. All TLs are required to go to each major quarterly (FA, WI, SP) SC events and assist the Activities TL as needed, prior to and leading up to the event.
6. Team Leaders are exempt from the above if, and only if, they have a school required event at the time of the meetings. Exception include: class, clinic shift, preceptorship, health ies and religious observation. Communication of absence to scouncil@bastyr.edu is required as soon as possible in the event of the absence.
7. All members have equal voting rights at meetings.

Section VII Disciplinary Action and Removal Process:

In the event that a team leader is not meeting the membership requirements (as outlined here in these Bylaws, conflict of interest forms, individual leadership responsibilities, and fiscal agreements).

1. A concerned TL may bring a violation up to the appointed positions' attention. If action is deemed necessary, these three members will write a formal letter to the team leader in question addressing the concerns and informing them of the complaints. Appointed positions document with a written violation via scouncil@bastyr.edu, and on google drive. If team leader in question feels the complaints are malicious or ill willed they can send said letter to the entire SC and ask for repeal of the letter. Repeal is a vote at the next TL meeting to rescind the written violation.
 - a. If the complaint is regarding an appointed member, the other appointed member should be notified and will get the Dean of Students, to be the 3rd participant.
2. If violations continue, then the letter is shared with the entire student council and discussed at the next scheduled TL meeting. The team leader in question gets an opportunity to defend actions. Probation actions are initiated for a 3 week period and re-evaluated at the following TL meeting. If actions are addressed, then probation ends. If misconduct continues after probation period or are never addressed during probation period proceed to step 3.
3. If steps 1 and 2 are exhausted, the Dean of Students will observe a vote of removal of the team leader in question.
 - a. Removal from a position requires a $\frac{2}{3}$ majority vote held by the 8 student council members (6/8)
4. All duties are to be delegated to the rest of the Team Leaders until position is filled via election process outlined in election section.

Section VIII Resignation:

1. Should a Team Leader decide to resign from their position prior to the end of the year term, a written notice will be sent to the entire Student Council 30 days prior.
2. All duties are to be delegated to the rest of the Team Leaders until position is filled via election process outlined in election section.

Section IX Vacancies

1. Should a Team Leader decide to resign/be asked to vacate their position prior to the end of their year term, the position will be offered to the person who was runner up in the election the year prior, if they leave the position prior to the start of Spring Quarter.
2. If the TL decides to resign/is asked to vacate their position during spring quarter the individual who will be taking over the following year will then take over, with help from the current student council team leaders with the transition.
3. If the TL is an appointed position, the responsibilities of that TL fall onto the remaining TL until a new person is found to fill the position by the remaining SC members.
4. In the event that there is a position that remains unfilled, it is the responsibility of the entire student council to solicit applicants.
5. In the event that there is a position that remains unfilled, the position responsibilities are to be split amongst other SC members, suspended for the year, or a mixture of both at the discretion of the new year's council. The suspension period can be ended at any point if a student becomes interested in becoming the TL for that position, as subject to the election process, even if unopposed.

Article IV Meetings:

Section I: Meetings

1. Campus Wide meetings:
 - School wide meetings will be held during the lunch hour in weeks 3, 6 and 9 of Fall, Winter and Spring quarters. The day of the week is determined by majority of TL who are able to attend. Student council may choose to live stream the campus wide meeting concurrently at clinic, should a TL be available to facilitate. The Secretary will send out an email requesting agenda items to all of the TL's 1 week prior to each meeting. It is the responsibility of the TL's to respond before the meeting.
2. Team Leader Meetings:
 - All TL meetings are held electronically via Google Hangout, unless otherwise arranged. The Secretary will send out an email requesting agenda items to all of the TL's 1 week prior to each meeting. It is the responsibility of the TL's to respond before the meeting.
3. Special Meetings:

- On occasion emergency team leader meetings will be called in agreement by the secretary and Technology leaders, as petitioned by a team leader. All members will make a best faith effort to attend the emergency meeting and if unable to attend in person, agree to review and comment (if needed) on meeting notes within 48 hours.

Section II: Cancellation of Regularly Scheduled Meetings

1. If a school wide meeting needs to be cancelled, the Secretary will email all of the TLs, and the Communications TL will notify the school of the cancellation and subsequent re-scheduling via email. If a TL meeting needs to be cancelled the Secretary will notify the rest of the SC of the cancellation. If a TL is unable to attend the meeting it is their responsibility to notify the Secretary of their absence. If more than $\frac{3}{4}$ of the TLs are unable to attend a TL meeting, it will be cancelled. It is up to the discretion of the current TLs whether the cancelled meeting needs to be rescheduled.

Article V Amending the Bylaws:

Bylaws are to be amended annually at the SC retreat. Prior to attending the retreat it is the responsibility each of the TL to review the Bylaws and bring their amendments as they see fit. Amendments will be voted on and made by a $\frac{2}{3}$ vote of the TLs at the retreat.

Article VI Team Leader's Responsibilities

All SC Team leaders are strongly encouraged to communicate their accomplishments, upcoming events, as well as to engage the community via Facebook, tabling, office hours, and other creative pathways to improve transparency of SC within the community.

SC Team Leaders are all required to attend student office hours for 2 hours a week. If you have to miss your office hours you must email the entire team to notify them of your absence and when the make up hours will be held.

Activities Team Leader

- The Activities Team Leader is responsible for organizing school-wide events aimed at building community among the students, faculty, and staff. The goal of these events is to provide opportunities for students to disengage from their

normal school routine and build relationships among their colleagues. This aspect of Student Council focuses on bringing balance to the lives of students going through the various rigorous programs offered at Bastyr University through enjoyable, relaxing events each quarter that are at no cost to attendants.

- Annual events that have been traditionally planned include:
 - First Friday Party in the fall quarter
 - Talent-No-Talent Show in the winter quarter
 - Community Day in the spring quarter.
- The First Friday Party is a school wide celebration of the year to come that takes place on the first Friday of the fall quarter and is generally in the Bastyr Dining Commons. It can carry various themes, activities, music, and food/drink offerings.
- The Talent-No-Talent Show (TNT) generally takes place between midterms week and finals week of winter quarter. It is a showcase open to all students, faculty, and staff who care to share their various talents and performances on the auditorium stage. Awards are given for the “Most Talented” act, as well as the “Most Entertaining/People’s Choice” and the winners are determined either by popular vote or by a panel of judges.
- Community Day takes place during the spring quarter on a specific day determined by the Activities Team Leader and the Vice President of Student Affairs 1 year in advance. All classes, clinic shifts, and staff positions are cancelled for the afternoon of the designated day so students, staff, and faculty can take part in the activities of the day. Traditionally, Community Day has called upon those in the school to give back by doing small projects and improvements around the campus. Through the years, it has evolved into a day of food, fun activities, and fundraiser-raffles. As this event continues to be present at Bastyr, it is important to keep the original intent in mind and begin to incorporate it once again.
- Other, supplemental events can be offered throughout the quarters to enrich the experience at Bastyr University. Such events that have been coordinated in the past include Spirit Weeks, the ceremonial sand mandala created over a week-long period by Tibetan Monks, a movie on the lawn during the summer quarter, and other community fundraising opportunities.
- The Activities Team Leader requires support and participation from the other team leaders in organizing and executing events and is also responsible for helping other team leaders in their respective team leader roles as necessary and requested.

- The Activities Team Leader secures a liaison for the graduation party and passes necessary documentation to that liaison. The liaison then organizes and plans the graduation party.

Academics Team Leader

- Academic TL position is open to anyone who is on campus 50% time for classes and clinic shifts.

Duties

- Student representation
 - Liaison between students and academic administration
 - Attendance of meetings to assess effectiveness of curriculum
 - Meeting with deans and chairs of departments to discuss concerns as needed
- Academic Committee and Board of Trustee meetings
 - Quarterly attendance of academic meetings set up through assistant of the Provost (Currently: Pat Baird) and board meetings set up through the secretary of the President of Bastyr University (currently Nicola Francis).
 - Reports made out to Academic committee meeting on student academics.
 - Academic TL will report on attended meetings during SC meetings and will appear on the agenda and submitted on Moodle to the student body
- Other Duties
 - Student Council Olympics
 - Held on Community Day
 - The Student Council Olympics are a way to bring the student body together in the spirit of fun and camaraderie with a competitive edge to build and strengthen the Bastyr University community
 - Consists of eight teams or more made up of four people each
 - Awards
 - Up to the discretion of the Academic Team Leader with student council approval
 - Previous awards included:
 - Cash & Trophy & Eternal Fame & Glory
 - Can choose to develop training opportunities aimed at assisting students in recognizing individual teaching and learning styles, validate individual academic learning modalities, as well as teach techniques to build school/life balance.

Administration Team Leader

- Manage clubs:

- Respond to all emails of “club” nature
- Collect paperwork to approve and renew clubs at each student council meeting, as well as allocate requested funds.
- Make sure to keep an updated list of current clubs with the Senior Executive Assistant of VP of Student Affairs (currently Silva Bedoyan) for the Bastyr University website along with the Technology Team Leader for the Student Council Moodle.
- Direct all club “marketing” needs to Communications and Tech Team Leaders for web and video options.
- The Giving Tree:
 - This is put out by the 1st of December each year for students and faculty to help out other students at the school during the holidays. The email to promote the tree should go out 2 weeks prior to the 1st of December.
- Responsibilities for kids table for community day are to be shared with activities, secretary and/or clinic team leaders.

Clinic Team Leader

- The responsibility and function of the Clinic Team includes, but is not limited to, serving as a liaison between the clinic and the student body. The Clinic Team is responsible for eliciting feedback from the student body regarding clinic issues and disseminating intel to clinic administration. The goal of this team is to collaborate with students, administration, faculty and facilities regarding issues related to standard operating procedures, transportation and daily operations.
- The clinic team leader position may only be filled by an active student clinician.

Communications and Professional Development Team Leader

- The main objectives of this position are to effectively communicate important information to all students at Bastyr University. The Communications chair must be knowledgeable in the following: Listening skills, Effective communication, Video and Problem solving. The Communications chair must be willing to develop respectful and professional relationships with the faculty, including but not limited to: professors, public relations, marketing, alumni services and conference services. This position must have a deep desire to inform and communicate with the student body. The Communications chair is the only position that is allowed to send out campus-wide email and must use this power in a prudent and judicious manner. All other team leaders report to Communications if they have information that must be sent to all students. Communications chair runs the student council meetings and it is mandatory

that s(he) be willing to attend all meetings. Communications chair often calls for votes and makes motions when presented for requests by the student body.

- Emergency communications
 - Write proposed communication letter to Student body
 - Send letter to entire SC via email
 - In email there should be a doodle poll for approval
 - SC members response protocol
 - Have **24 hours** after the email is sent to **read and edit**
 - **24 hours** to vote on communication (no editing can be made during this period)
 - **At any time during the 24 hour voting period** if the majority **vote yes** to send out:
 - Unanimous yes means the letter will have all SC names signed on the letter
 - Majority vote will be signed as Student Council
 - The Communications TL will send out communications
 - **At any time during the 24 hour voting period** if the majority **vote no** to send out
 - There will be no sending until further communication and deliberation on editing.
 - A re-vote can be called and the emergency communications process can be started over
 - MAX OF 2 ROUNDS
 - Second Vote of No occurs
 - Emergency TL meeting can be petitioned by any TL
 - Topic can be tabled till next TL meeting
- If unable to be reached
 - In the case that the communication TL is unable to be reached (i.e. leaving the country or going on extended vacation during summer months) and there is request by other SC members to have back up communication; the secretary is to be notified and is to request that the Dean of Students send out communications on our behalf.
- Professional Development Events
 - Act as a coordinator for professional development events, speakers and workshop events sponsored by the Student Council. The professional development leader will communicate with the other Student Council team leaders about events and ideas.

- There is a budget for professional development events and this budget cannot be used for student expenses, such as dining and entertainment with the presenters.
- Funds may be allocated to any speaker or workshop that focuses on the professional development of the student body.
- Professional development events should be made discipline neutral if possible (events could translate among several if not all disciplines if possible).
- Professional development events should focus on areas not normally covered by the curriculums but are essential for the success of Bastyr University graduates.
- Coordination with the Director of Career and Alumni Services about professional development events (currently Susan Farley).

Finance Team Leader

The finance team leader is responsible for monitoring and reporting on the student council budget. The finance team leader works in conjunction with the Senior Executive Assistant of VP of Student Affairs (currently Silva Bedoyan) to determine projected and current account balances as well as ensure SC funding requests are viable and executed. The finance team leader also serves as a liaison fielding student body questions, developing student body ideas, helping other SC team leaders, and participating in SC events/meetings.

- Conference reimbursements
 - Manage annual disbursement of conference funds, currently \$20,000 annually
 - Each award valued at a maximum of \$500 with 40 awards being available
 - Awards are broken up into disciplines with every discipline having at least one award and the remaining awards being divided among disciplines depending on population of attending students of that discipline
 - Award application guidelines
 - Award applications will begin to be accepted at the start of the summer quarter and end on the last student council meeting of the spring quarter.
 - Awards may be applied to conferences, symposiums, or other multiple speaker focused events.
 - Awards may not be applied to workshops, weekend classes, or other events where a certificate is awarded or particular skill is being taught

- Award applications are considered on a “first come, first serve basis”
 - Deadlines during each quarter to open and close application dates at the discretion of the finance team leader
 - This is filled by discipline until all awards for that discipline are filled
- Award applications for the same conference will be awarded to the first applicant to that conference
 - Awards for the same conference is up to the discretion finance team leader (typically in the past it has been to 2-3 attendees).
 - If awards for the same conference are received at the same time that award will be split between the applicants
- If a discipline has all its awards filled and more applications are arriving for that discipline they may be kept on file at the request of the applicant and be awarded later should an earlier applicant fail to complete the requirements for reimbursement
- Award Application Timeline
 - Form is filled out and delivered to the e-mail of the SC TL of Finance.
 - Forms must be received by the TL of Finance at least **two weeks** prior to the conference for that year
 - SC TL of Finance enters the form information into the spreadsheet
 - Applicant attends the conference
 - Applicant must keep a copy of receipts of all expenses to be turned in at the time of reimbursement
 - Applicant returns from conference and has 60 days from the last day of the conference to complete a lunch and learn presentation for the school
 - In order to receive reimbursement Spring quarter awardees must complete their presentation by the Friday of spring quarter.
 - Applicant fills out the necessary reimbursement paperwork with the TL of Finance and files for reimbursement through the Student Resources office
- If an applicant fails to complete the appropriate lunch and learn presentation within sixty days the award will reopen to the next applicant
 - If there is already an applicant who has filed but did not receive an award due to all awards being held for other applicants they may

then be notified that they are eligible to receive the now open award

- If the award passes to an applicant whose conference has already passed and they did attend that conference they have sixty days from the date of notification to complete the requirements for reimbursement
- No person may be awarded more than one reimbursement per academic year.
- At the end of a school year, if all awards are not filled the following actions may be taken at the discretion of the TL of Finance.
 - Notification before the second to last SC meeting of the year by e-mail of all of the student body that the awards that are remaining are open and available for those applicants that meet the disciplines that are available
 - A further notification that if the spots that are held for those disciplines are not filled by applicants from those disciplines then the remaining awards will be opened up for the entire student body of applicants regardless of discipline for the duration of at least two weeks before the last student council meeting of the year
- All awards applications will close on the last SC meeting of the spring
- By the first Student Council meeting of the Spring quarter, remaining unused conference funds from various programs will become pooled and available to waitlisted students from other programs.
- Due to the potential of conflict of interest the SC TL of Finance may apply for a conference reimbursement award while in office with the approval of two thirds of the Student Council.
- At the end of the retreat, the current Finance Team Leader must meet with Silva and ensure that all budget documentation is current and up to date.
- It is the responsibility of the Finance Team Leader to hand out (via email or in person) and keep track of “Conflict of Interest” forms that are required to be signed by all Student Council members.

Technology Team Leader

Responsibilities for the year for Student Council Technology Team leader:

1. Wordpress Website Management: Make sure up to date documents for Talent No Talent show, Conference reimbursement, etc are on the website and moodle.
2. Update and support other Team leaders with uploading meeting minutes, their documents on the www.bastyrsc.org Website.

3. Run the Technical aspects of events, working with other members to coordinate this.
4. Assist the SC Comm Leader with SC videos, editing them, and placing them on the youtube page, and then the www.bastyrsc.org website.
5. Update and run the TV with regular Powerpoint updates for events, clubs etc.
6. Make sure the TV is running with the powerpoint everyday, encouraging other student council leaders to do the same.
7. Run Student Council Elections in the Spring, Coordinate with Elections for NMSA and other Departments who want to offer elections for various positions, this is done through Survey Monkey Account or Google Forms (Whichever the TL prefers).
8. Building surveys for other Team leaders for Surveys that are sent out to student body.
9. Take Student Technology needs at the clinic, school, and communicate with the IT Department on a regular basis so they know what is going on.
10. Projects that need to take place annually using Technology Funds:
 - a. Renew the www.bastyrsc.org website, domain names, and hosting with Student Council Technology budget, please mention this at the Student Council Retreat. approximately \$250-300 for 2 years.
11. It is the responsibility of the Tech TL to keep the SC Moodle Page up-to-date with new additions to calendar, meeting days and locations, minutes, OH, etc
12. Add office hours to the student council door and tv.

Secretary

- The SC Secretary position is a hired position in which the main goal of the position to support the team leaders (TL), set up meetings and create agenda/meeting minutes and ensure organization and synchronicity within the Student Council. This position is ever evolving and depends on who is in the position. The ideal person would be someone who can multi-task, be creative, very organized, be a leader and be a confidant.
- Secretary Team leader helps Tech Team Leader by running elections and accepting applications to scouncil@bastyr.edu.
- For Meetings:
 - Student Council Secretary is required to post SC meeting times in at least two outlets including social media, SRC board, etc
 - Just prior to the start of each quarter an email is sent out to the TL's to see what their schedules are and when they're available for meetings, both TL meetings and school wide meetings.

- Traditionally the schoolwide meetings are held during lunchtime, while the TL meetings are held in the evenings via google chat
- Once the day is picked, based on who is most available to attend, room assignment is arranged through conference services. You get this sheet from the SRC and then have Silva/Susan sign it and give it to Conference Services. They will then send you a confirmation email with the days, times and room number.
- Before the meeting, usually a week to a few days prior, you will send an email to the TL's for their agenda items. Put these under the appropriate category in the "Meeting Minutes Template" and make sure that there are reminders sent out by Communications to the school about the meeting.
- The day before/day of, get treats, veggies, fruits, whatever you want for the meeting so there are snacks for people to enjoy. Often, once a quarter at the last meeting, we will get a full meal such as Indian food, sandwiches, etc. Save receipts and hand them in to SRC with the reimbursement form in order to get reimbursed for the meals.
- Agendas must be sent out a week prior to meetings to all student council members at least in electronic form.