

Bastyr University Student Council Washington By-laws

2019-2020

Article I: Name

Bastyr University Student Council Washington (Reviewed and approved on 7/6/2019)

Article II: Purpose:

The purpose of the Student Council is to represent the interests of the student body and to coordinate efforts and facilitate communications among students, between students and the following groups: faculty, administration, Board of Trustees, health practitioners, professional associations, other schools, and the public. (Reviewed and approved on 7/6/2019)

Article III Members:

Section I Classes of Members:

1. Communications and Professional Development Team Leader
2. Administration Team Leader
3. Academics Team Leader
4. Activities Team Leader
5. Clinic Team Leader
6. Finance Team Leader
7. Social Justice, Diversity, and Equity Team Leader
8. International/English Language Learner Team Leader
9. Appointed Technology Team Leader
10. Appointed Secretary

(Reviewed and approved on 7/6/2019)

Section II Active Members:

1. Rachel Boone: Communications and Professional Development Team Leader
2. Jeehah Yu: Administration Team Leader
3. Rachel Collins: Academic Team Leader
4. Lois Hernandez: Activities Team Leader
5. Zoë Kelly-Linkletter: Clinic Team Leader
6. Poorna Menon: Finance Team Leader
7. Pearline Davis: Social Justice, Diversity, and Equity Leader
8. Xavier Aponte: International/English Language Learner Leader
9. Alexander Aponte: Technology Team Leader
10. Diana Phan: Secretary (Reviewed and approved on 7/6/2019)
 - 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 start at the beginning of each fiscal year.

(Reviewed and approved on 7/6/2019)

Section III Eligibility for Membership:

All currently full-time 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.

(Reviewed and approved on 7/6/2019)

Section IV Nominations & Elections:

1. All elected and appointed positions are eligible to be filled annually.
2. Applications open Monday of Week 2 of Spring quarter at 8:00 a.m. Students may apply for one elected position or one appointed position. Applications will state that non-appointed applications will be shared with the student body.
3. Applications from Technology Team Leader and Secretary that are currently on the SC are due at 11:59 p.m., Friday of Week 3 of Spring quarter. They may apply for an appointed position or an elected position.
4. All applications are due to SCouncil@bastyr.edu, Friday of Week 3 Spring quarter at 11:59 p.m., except the current IT and Secretary. Applications will be shared with the whole student body during elections.
5. Student Council elections will take place during the fourth 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 student council meeting of the Spring quarter, subsequent to the election.
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 6 of Spring quarter.
9. It is the responsibility of the entire Student Council to communicate and publicize the elections and results for the leadership and appointed positions.

10. Appointment of Technology Team Leader and Secretary are done by Monday of Week 6 of Spring quarter by the new student council 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. If a position is not filled, a write-in option will be made available on the electronic polls. Those nominees will be contacted by current Student Council and will be appointed by a majority vote of current Student Council members.
12. In the event of a tie, where a candidate did not receive the majority of votes, said candidate will have the opportunity to present their competency for the candidacy to the current Student Council. The current Student Council will select a candidate by a majority vote of the Council.

(Reviewed and approved on 7/6/2019)

Section V Term of Office:

1. All positions start at the beginning of Summer Quarter and run through the end of Spring Quarter of each academic year. The only exceptions are if the positions are removed or if the individual resigns from their office.
2. All Executive Team Leaders and Appointed Team Leaders are eligible to reapply for the same or different Student Council position the following year.
3. Compensation is made quarterly in the form of direct deposit.

(Reviewed and approved on 7/6/2019)

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 the majority of Bastyr school wide meetings run by the Student Council in person.
2. All members of the Student Council must attend the majority of Team Leader meetings. These meetings will take place in Summer, Fall, Winter, and Spring quarters.
3. On occasion, emergency Executive Team Leader meetings will be called in agreement by the Secretary and IT leaders, as petitioned by Executive 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 an Executive 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 Executive Team Leaders of the following year are required to attend. The retreat is held prior to the start of Summer Quarter to give time for all team leaders to collaborate.
5. All Executive Team Leaders are required to go to each major quarterly (SU, FA, WI, SP) student council events and assist the Activities Team Leader as needed, prior to and leading up to the event.
6. Executive Team Leaders are exempt from the above if, and only if, they have a school required event at the time of the meetings. Exceptions include: class, clinic shift, preceptorship, health issues, 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.

(Reviewed and approved on 7/6/2019)

Section VII Disciplinary Action and Removal Process:

In the event that an Executive 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 Executive Team Leader may bring a violation up to the appointed positions' attention. If action is deemed necessary, at least three members will write a formal letter to the Executive Team Leader in question addressing the concerns and informing them of the complaints. Appointed positions document violations in writing, via scouncil@bastyr.edu and on the Student Council Google drive. If the Executive Team Leader in question feels the complaints are inaccurate, they can send said letter to the entire Student Council and ask for repeal of the letter. Repeal is a vote at the next Executive Team Leader meeting to rescind the written violation.
 - a. If the complaint is regarding an appointed member, the other appointed member will be notified with the Dean of Students to help mediate.
2. Process:
 - a. Review of all accusations in a meeting with the Dean of Students, in which the Dean determines the validity of the accusation.

- b. Verbal reprimand if all accusations are found valid by Dean of Students.
- c. The Executive Team Leader has a 30-day probation to rectify the violation(s). A review of progress by the Executive Team Leaders and Dean of Students will happen at the following Executive Team Leader meeting, and a majority vote to remove the probation.
- d. If violations are rectified, the Team Leader is taken off of the probation period.
- e. If violations continue, the letter will be shared with the Student Council Executive Team Leaders, including all appointed positions to be discussed at the next scheduled Executive Team Leader meeting. The Team Leader in question gets an opportunity to defend actions. If misconduct continues, after probation period, or are never addressed during probation period, proceed to step 3.

(Reviewed and approved on 7/6/2019)

- 3. If steps 1 and 2 are exhausted, the Dean of Students will observe a vote of removal of the Executive Team Leader in question.
 - a. Removal from a position requires a majority vote held by the Student Council Executive Team Leaders.
- 4. All duties are to be delegated to the rest of the Executive Team Leaders until position is filled via election process outlined in election section.

(Reviewed and approved on 7/6/2019)

Section VIII Resignation:

- 1. Should an Executive 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 Executive Team Leaders until position is filled via election process outlined in election section.

(Reviewed and approved on 7/6/2019)

Section IX Vacancies:

- 1. Should an Executive Team Leader decide to resign/be asked to vacate their position prior to the end of their year term, the position will be open to another election process. (Reviewed and approved on 7/6/2019)

2. If the Executive Team Leader decides to resign, or is asked to vacate their position during Spring Quarter, the individual who will be taking over the following year will then take over during the 30 day turnover period, with help from the current Student Council Executive Team Leader with the transition. (Reviewed and approved on 7/6/2019)
3. If the Executive Team Leader is an appointed position, the responsibilities of that Executive Team Leader fall onto the remaining Executive Team Leaders until a new person is found to fill the position by the remaining Student Council members. (Reviewed and approved on 7/6/2019)
4. In the event that there is a position that remains unfilled, it is the responsibility of the entire Student Council to solicit applicants within two weeks via the above election process. (Reviewed and approved on 7/6/2019)
5. In the event that there is a position that remains unfilled more than two weeks, the position responsibilities are to be split amongst other student council 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 Executive Team Leader for that position, as subject to the election process, even if unopposed. (Reviewed and approved on 7/6/2019)

Article IV Meetings:

Section I: Meetings:

1. Campus Wide meetings:
 - School wide meetings will be held in one meeting during Summer Quarter, and 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 Executive Team Leaders who are able to attend. Student Council may choose to live stream the campus wide meeting concurrently at clinic, should an Executive Team Leader be available to facilitate. The Secretary will send out an email requesting agenda items to all of the Executive Team Leaders 1 week prior to each meeting. It is the responsibility of the Executive Team Leaders to respond before the meeting. (Reviewed and approved on 7/6/2019)
2. Executive Team Leader Meetings:

- All Executive Team Leader meetings are held in-person, at a prior designated location. The Secretary will send out an email requesting agenda items to all of the Executive Team Leaders 1 week prior to each meeting. It is the responsibility of the Executive Team Leaders to respond before the meeting. (Reviewed and approved on 7/6/2019)
3. Special Meetings:
- On occasion emergency Executive 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. (Reviewed and approved on 7/6/2019)

Section II: Cancellation of Regularly Scheduled Meetings:

1. If a school wide meeting needs to be cancelled, the Secretary will email all of the Executive Team Leaders, and the Communications Executive Team Leader will notify the school of the cancellation and subsequent re-scheduling via email. If an Executive Team Leader meeting needs to be cancelled the Secretary will notify the rest of the SC of the cancellation. If an Executive Team Leader is unable to attend the meeting it is their responsibility to notify the Secretary of their absence. If a majority of the Executive Team Leaders are unable to attend an Executive Team Leader meeting, it will be cancelled. It is up to the discretion of the current Executive Team Leaders whether the cancelled meeting needs to be rescheduled. (Reviewed and approved on 7/6/2019)

Article V Amending the Bylaws:

The Executive Team Leaders will review and update the Bylaws at their annual Summer retreat or when circumstances are dictated by the Bastyr University community. Prior to attending the retreat, it is the responsibility of 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 majority vote of the TLs at the retreat.

(Reviewed and approved on 7/6/2019)

Article VI Team Leader Responsibilities:

All SC Team leaders are strongly encouraged to communicate their accomplishments, upcoming events, as well as to engage the community via Facebook, tagging, office

hours, and other creative pathways to improve transparency of SC within the community.
(Reviewed and approved on 7/6/2019)

SC Team Leaders are all required to attend student office hours for 2 hours a week and table once per quarter based on sign up (this may be your office hours for that week). If you have to miss your office hours you must email the entire team 24-hours in advance, if possible, to notify them of your absence and when the make-up hours will be held.
(Reviewed and approved on 7/6/2019)

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 enhance the student body experience by providing opportunities to build relationships among their colleagues. This aspect of Student Council focuses on bringing balance to the lives of students going through the various programs offered at Bastyr University through enjoyable, relaxing events each quarter that are at no cost to attendants. (Reviewed and approved on 7/6/2019)
- Annual events that have been traditionally planned include:
 - First Friday Party in the Fall quarter
 - Talent-No-Talent Show (TNT) in the Winter Quarter
 - Community Day in the Spring Quarter.

**These events are subject to change through gauging of the student body's interest.*

- The Activities Team Leader is responsible for project management, including timelines, deliverables, due dates, and delegation as necessary, to the Executive Team Leaders.
- 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.

(Reviewed and approved on 7/6/2019)

Academics Team Leader

- 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

(Reviewed and approved on 7/6/2019)

- Academic Committee and Board of Trustee meetings

- Quarterly attendance of academic meetings set up through assistant of the Provost and board meetings set up through the secretary of the President of Bastyr University.
- Reports made out to Academic committee meetings on student academics.
- Academic TL will report on attended meetings during subsequent SC meetings, with their report appearing on the SC meeting agenda beforehand. The report must also be submitted on Moodle to the student body after the subsequent SC meeting.

(Reviewed and approved on 6/27/2018)

- Other Responsibilities:
 - The Team Leader may choose to develop training opportunities aimed at assisting students in recognizing individual teaching and learning styles, validating individual academic learning modalities, and teaching techniques to build school/life balance.

(Reviewed and approved on 7/6/2019)

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 VP of Student Affairs for the Bastyr University website along with the Technology Team Leader for the Student Council Moodle.
 - Direct all club marketing needs to Communications and IT/Technology Team Leader for web and video options.
 - Oversee any club equipment bought with Student Council funds, with the intention of retrieving items bought with said funds if the club disseminates. Clubs are not able to repurchase items with Student Council funds if the items are damaged for any reason other than wear and tear of those items.
 - Coordinate Club Fairs during Week 2 of each quarter.

(Reviewed and approved on 7/6/2019)

- 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.

(Reviewed and approved on 7/6/2019)

Clinic Team Leader

- The responsibility and function of the Clinic Team Leader includes, but is not limited to, serving as a liaison between the clinic and the student body. The Clinic Team Leader 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 of the clinic.
- The clinic team leader is also responsible for holding one event each quarter for student clinicians.
- The clinic team leader position may only be filled by an active student clinician.

(Reviewed and approved on 7/6/2019)

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 Team Leader must be competent in the following: listening skills, effective communication, and problem solving. The Communications Team Leader 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 individual must have a deep desire to inform and communicate with the student body.

(Reviewed and approved on 7/6/2019)

- Emergency communications
 - See Supplemental Information Document

(Reviewed and approved on 7/6/2019)

- If unable to be reached
 - In the case that the Communications TL is unable to be reached and there is a 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.

(Reviewed and approved on 7/6/2019)

- Professional Development responsibilities:
 - 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.
 - Allocate funds to any speaker or workshop that focuses on the professional development of the student body.

- Events should be interdisciplinary, whenever possible.
- Events should focus on areas not normally covered by the curriculum but are essential for the success of Bastyr University graduates.
- Coordinate with the Director of Career and Alumni Services about professional development events.

**Budget cannot be used for student expenses, such as dining and entertainment with the presenters.*

(Reviewed and approved on 7/6/2019)

Finance Team Leader

The Finance Team Leader is responsible for monitoring, reporting, and allocating the Student Council budget. The Finance Team Leader works in conjunction with the VP of Student Affairs to determine projected and current account balances as well as ensure SC funding requests are viable and executed. At every Team Leader meeting, the Finance TL will update each TL on their existing budget. 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
 - Each award valued at a maximum of \$500 with 40 awards, as fiscal budget allows, being available per Student Council term
 - Awards are broken up into program of study, with every program having at least one award and the remaining awards being divided amongst the remaining programs, depending on the population of attending students.
 - Award application guidelines
 - See Supplemental Information for the Guidelines
- Team Leader Budget
 - Each TL will be responsible for their individual budgets with the oversight of Finance TL.
 - Finance TL is responsible for tracking each TL's budget.

(Reviewed and approved on 6/27/2018)

Social Justice, Diversity, and Equity Team Leader

- Identifies issues relevant to minority students (including but not limited to Students of Color, the LGBTQ community, and students with disabilities).
- Canvas these minority students' opinions so as to be aware of common problems and concerns and share these issues with the Student Council.
- Hosts social events, community projects, and university reform related to these minority students. There must be at least 1 event per quarter. This can include 1

sponsorship event with the greater Seattle community (i.e. sponsor a night at Teen Feed, soup kitchen, fundraising)

- Ensures that the needs of minority students are reflected through the activities of the Student Council.
- Works closely with The Center for Social Justice and Chief Diversity Officer.
- Serves as liaison between SC and other registered student organizations comprised of historically underrepresented groups.
- Works closely with the ELL/International Executive Team Leader to plan events, address microaggressions, and enhance community, promote equity, and include social diversity.
- Advocates in instances of micro-aggression in classroom and clinic environments. Coordinates with Administration, CSJ and Academic TL if necessary.
- Coordinates, advises, and endorses cooperation of university-wide programs that enhance community, promote equity, and include social diversity.
- Meets expected responsibilities for other SC TL as outlined in SC bylaws.

(Reviewed and approved on 7/6/2019)

International and English Language Learner Team Leader

Remain in constant communication with International Students and be aware of common concerns and make SC aware of these issues.

- Acts on the behalf of International Students to facilitate communication to the University.
- Handles unique educational and welfare concerns of International Students and assists with access and equity in coordinating these needs including:
 - Financial Aid resources, Registrar needs, and/or all other needs in order to navigate through a university structure.
 - Tutoring services specializing with ELL (for lecture, EPIC and clinic).
 - Directing them to resources to for example, obtain a social security card
 - Directing them to resources for testing and classroom accommodations if necessary (Antioch University Testing services).
- Assists with helping students bring their cultures to light within Bastyr's community by putting one event per quarter (multicultural potluck, talent show or lunch and learns).
- Works closely with The Center for Social Justice, Chief Diversity Officer, and Social Justice and Diversity Executive Team Leader to fulfill these duties
- Develops administrative communication and connection to ELL and International students and any related activities.
- Keeps track of the current flags displayed at the Bastyr University dining commons.
- Meets expected responsibilities for other SC TL as outlined in SC bylaws.

(Reviewed and approved on 7/6/2019)

Technology Team Leader

Responsibilities:

1. Manages Wordpress website: ie make sure up to date documents for Student Council events, Conference reimbursement, etc are on the website and moodle.
2. Updates and supports other Team leaders with uploading meeting minutes, their documents on the www.bastyrsc.org Website.
3. Runs the Technical aspects of events, working with other members to coordinate this. Other SC TLs must give at least a three day notice to the Technology TL.
4. Works closely with Communication Team Leader to update Student Council Moodle page with new additions to calendar, meeting days and locations, minutes, office hours, etc
5. Assists the SC Communication Leader with SC videos, editing them, and placing them on the youtube page, and then the www.bastyrsc.org website.
6. Updates and run the TV with regular Powerpoint updates for events, clubs etc. Ensure the TV is running with the powerpoint everyday.
7. Runs 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. Builds surveys for other Team leaders for Student Council and the student body.
9. Takes 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. Puts on annual projects using Technology Funds
 - a. Renew the www.bastyrsc.org website, domain names, and hosting with Student Council Technology budget
11. Adds office hours to the student council door and tv.

(Reviewed and approved on 7/6/2019)

Secretary

- The SC Secretary Team Leader is an appointed position in which the main goal of the position to support the Executive Team Leaders (TL), set up meetings, run the meetings (calling things to order, making sure people adhere to civil meeting practices, calling for votes) 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.

(Reviewed and approved on 7/6/2019)