



**BYLAWS**  
**ASNIC STUDENT GOVERNMENT**  
**Adopted April 12, 2022**

We the North Idaho College Student Government will amplify student voices to advocate and create change for an enhanced student experience by serving as a bridge between students, administration, and our community. This is the mission of North Idaho College Student Government as the eyes, ears, and voice of the Associated Students of North Idaho College.

**ARTICLE I. ASNIC STUDENT GOVERNMENT OFFICER ETHICS STANDARDS, DUTIES, & RESPONSIBILITIES**

**SECTION 1. Code of Ethics**

To maintain merit and the confidence of their constituents, the ASNIC Student Government and all ASNIC SG hired affiliates and volunteers are held to the following Code of Ethics that details standards that are required of all ASNIC SG Officers and ASNIC affiliates.

**CLAUSE 1.** Abiding by the ASNIC Student Government Constitution and ASNIC Student Government Bylaws in their entirety.

**CLAUSE 2.** The ASNIC Student Government Mission Statement will be forefront in all members' thoughts concerning any and all ASNIC Student Government decisions and matters.

**CLAUSE 3.** Being accountable and maintaining involvement in all said responsibilities, (described in the position job descriptions) that were agreed upon by the Officer during their inauguration into the ASNIC Student Government.

**CLAUSE 4.** ASNIC Student Government finds it essential that student leaders be professional, and merit the confidence of their constituents while endeavoring to be models of honesty and integrity.

**CLAUSE 5.** ASNIC Student Government Officers will use integrity regarding their actions on and off campus that may reflect the image of the students (e.g., social media presence, public interactions, while on campus, and at college-sponsored engagements).

**CLAUSE 6.** ASNIC Student Government expects its team to be considerate of all people involved with the organization and their right to privacy.



**CLAUSE 7.** The ASNIC Student Government will not tolerate abuses of power by any Officer. An abuse of power occurs when a representative, in a supervisory position over another, takes action that is outside the scope of their authority as defined within the ASNIC SG Constitution and ASNIC SG Bylaws.

**CLAUSE 8.** The ASNIC Student Government Officers should strive to continually improve their knowledge about issues of concern to the students and seek out all sides of the issue before making decisions.

**CLAUSE 9.** The ASNIC Student Government Officers will work with transparency and accountability in all of their office-related activities.

## **SECTION 2. Responsibilities**

**CLAUSE 1.** The ASNIC SG Mission Statement and Code of Ethics will be forefront in all members' thoughts concerning any and all of the ASNIC Student Government (ASNIC SG) decisions and matters.

**CLAUSE 2.** Members will uphold and promote the NIC Student Code of Conduct and the ASNIC SG Constitution and ASNIC SG Bylaws.

**CLAUSE 3.** The primary purpose of ASNIC SG Officers to serve constituents needs in order to enable continuous quality improvement to and in all aspects of the campus.

## **SECTION 3. Attendance Requirement**

It will be the duty of each elected and appointed officer of ASNIC SG to attend all regularly scheduled ASNIC meetings and workshops. Routine tardiness and absences from ASNIC Student Government commitments will result in corrective action up to removal from office. The ASNIC Student Government President and Advisor(s) should be notified in advance to have an excused absence from meetings and responsibilities.

### **CLAUSE 1. Board Meeting, Workshops, and Training**

Attendance at ASNIC Student Government Board Meetings, workshops, designated committees, and professional development opportunities are required unless excused in advance by the ASNIC Executive Team.

### **CLAUSE 2. ASNIC SG Executive Team Meetings**

The President, Vice President, and President Pro Tempore are required to meet weekly during the



semester along with the Advisor(s).

## **SECTION 4. GPA, Time, Reporting, and Course Load Requirements**

### **CLAUSE 1. Officer GPA Requirements**

Students must have a cumulative GPA of 2.5 or better to run for office and hold ASNIC-based positions, and are required to maintain a GPA of 2.5 or better while serving in an ASNIC SG role (to include ASNIC SG Officers and ASNIC SG hired affiliates).

### **CLAUSE 2. Failure to Maintain GPA Requirements**

If a student falls below a 2.5 the following procedures are followed.

- GPA is 2.0 - 2.49 for Prior Semester: a student is placed on probation and must bring grades up to a 2.5 by mid-term. If grades are below a 2.5 at mid-term, the student will be removed from their ASNIC role.
- GPA is 2.0 - 2.49 at Mid-Term: a student develops an academic plan with advisor.
- GPA is below 2.0 for Prior Semester: The student is removed from ASNIC role.
- GPA below 2.0 at Mid-Term: the student is removed from ASNIC role.
- If a student is under Incomplete and below a 2.0 GPA: the student is removed from ASNIC role.

### **CLAUSE 3. Expectation of Time Outlay Per Week for ASNIC SG Officers**

- Executive Branch (Pres/VP): 8-10 hours per week
- Senators/Representatives: 6-8 hours a week
- Typical Distribution of Time Per Week
  - ASNIC SG Morning Meeting: Up to 2 hours
  - Office Hours: 4 hours minimum for Executive Branch (posted on door)
  - Office & Outreach Hours: 4 + hours minimum for Senators

### **CLAUSE 4. Office and Outreach Hours**

The ASNIC SG Officers can use a mix of activities from this list to meet their weekly hours.. Ideas for outreach activities that are not included on this can be considered for inclusion at ASNIC weekly meetings.

- Office hours
- NIC Committee meetings
- ASNIC SG Board Meetings
- Speaking events in support of ASNIC across campus or in the community
- NIC search committee participation
- Development & implementation of student-based projects including planning meetings



- Assistance with ASNIC Events Board activities
- Ad hoc ASNIC-based meetings
- Tabling for ASNIC on campus/creating listening posts to gather input from students
- Maximum 2 hours per week of pre-approved professional development classes
- Minimum 2 hours per week in the Get Involved Booth in the Edminster Student Union Building (for senators) (homework can be done at this time if all ASNIC SG related work is complete)
- Minimum 2 hours serving in the ASNIC suite and ensuring availability to engage with constituents (NO homework or non-related ASNIC SG activities can be done during this time)

#### **CLAUSE 5. Reporting of Office & Outreach Hours**

The ASNIC SG Officers will provide a weekly written narrative of past ASNIC-related activities at the ASNIC SG weekly meeting. Officers will provide a written narrative of monthly ASNIC SG-related activities monthly and present these activities at the ASNIC SG Board Meeting. The monthly summary will become a part of the ASNIC Board Meeting minutes. All reports must be comprehensive enough to indicate a clear completion of expected hours required per position.

#### **CLAUSE 6. Process for Failure of Time & Reporting Expectations**

First Occurrence: Verbal Discussion with ASNIC President and/or Vice President  
Second Occurrence: Verbal Discussion with Advisor(s) including Write-Up Summary  
Third Occurrence: Action Plan or Termination of ASNIC Role (depending on severity)

If an ASNIC SG Officer (Officer) either fails to attend 3 ASNIC meetings, or a combination of failure of meetings and/or narrative submissions without prior approval within the same academic year, the supervising Advisor will meet with the individual to form a corrective action plan.

For example: A weekly narrative deadline is missed – verbal discussion occurs (1st occurrence). The same Officer misses a weekly meeting – a verbal discussion and write up occurs (2nd occurrence). The same Officer then misses another narrative (or a schedule ASNIC SG-related meeting ) – an action plan is developed (third occurrence).

Once an action plan is developed, if the Officer continues to miss required meetings or submissions without prior approval, it will result in removal of office (termination of employment)

Officers are expected to provide a week’s advance notice of any absences. Exigent circumstances may allow for late-notice absences; if a pattern persists, an evaluation of the Officer’s work will be conducted by the ASNIC SG Executive Team and ASNIC SG Advisor(s).



**CLAUSE 7. Failure to Maintain Credit Load**

If an ASNIC SG Officer falls below a 9-credit course load during the semester they will be immediately removed from office, unless otherwise specified within the ASNIC SG Constitution.

**SECTION 5. General Duties of ASNIC SG Officers**

An ASNIC SG Officer is defined as any member of the ASNIC SG that is elected or appointed. The following are the general duties of an ASNIC SG Officer.

**CLAUSE 1.** To actively pursue all requirements outlined in the ASNIC SG Constitution and ASNIC SG Bylaws.

**CLAUSE 2.** To maintain GPA requirements and carry a minimum of 9 credits offered by North Idaho College throughout the semester, unless otherwise specified within the ASNIC SG Constitution

**CLAUSE 3.** To represent the ASNIC SG on a fairly distributed number of campus committees based on campus need.

**CLAUSE 4.** To approve all the ASNIC SG related organizations, processes, and related procedures.

**CLAUSE 5.** To approve by majority vote business brought before the ASNIC SG.

**CLAUSE 6.** To authorize all the ASNIC SG fund disbursements in adherence to the NIC Office of Finance and Budget Purchasing Guidelines.

**CLAUSE 7.** To represent the Associated Students of North Idaho College and keep the student body informed of all business related to the ASNIC student body.

**CLAUSE 8.** To perform other duties not listed in this document to benefit the general welfare of the campus and the campus community.

**CLAUSE 9.** Works evenings and weekends as needed.

**CLAUSE 10.** Maintain a positive, helpful, constructive attitude and work relationship with supervisor, Student Events Board team, college staff, general students, and the community.



## **SECTION 6. Individual Duties of ASNIC Student Government Officers**

### **CLAUSE 1. President**

- Maintain all requirements of an ASNIC SG Senator while completing additional duties related to the role of the ASNIC President as outlined in the ASNIC SG Constitution and ASNIC SG Bylaws.
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- Work at least 8 -10 hours per week in support of the ASNIC Student Government and campus constituents.
- Post and maintain at least 4 of the total work hours as office hours in order to be available to students, make progress on projects, emails, committee tasks, and other related business.
- Serve as Treasurer for the ASNIC SG and engage in ample dialogue with the NIC Auxiliary accountant and ASNIC SG Advisor(s) in order to provide the ASNIC SG at least monthly reports to apprise Officers of the financial position of the governing body.
- Ensure student constituents have multiple ways to share ideas and concerns, and ensure student inquiries are responded to in a timely manner.
- Attend and preside over all ASNIC SG weekly meetings and ASNIC SG Board meetings and gather input to develop agendas in advance of meetings.
- Attend all the ASNIC SG Executive Team meetings.
- Attend all the ASNIC events and workshops as they relate to leadership development and team building.
- Hold the ASNIC SG Officers accountable to abiding by the ASNIC SG Constitution including ensuring individual work is meeting job requirements through a review of weekly narratives, verbal discussion, and other supervisory means.
- Keep the ASNIC SG Advisor(s) informed and current on progress, decisions, meetings, and other pertinent information.
- Facilitate and lead a formal ASNIC SG Board Meeting monthly throughout the fall and spring semesters.
- Serve as a representative to the Board of Trustees as a Constituent Leader of the ASNIC student body.
- Delegate a committee of any or all student government members who request to aid in the appointment procedure due to the vacancy of an officer position.
- Nominate committee members to all ASNIC SG and College committees.
- Call special sessions of the ASNIC SG as needed to address immediate and unforeseen situations or concerns.



## **CLAUSE 2. Vice President**

- Maintain all requirements of an ASNIC SG Senator while completing additional duties related to the role of the ASNIC SG Vice President as outlined in the ASNIC SG Constitution and ASNIC SG Bylaws.
- Work at least 8 -10 hours per week in support of the ASNIC Student Government and campus constituents
- Post and maintain at least 4 of the total work hours as office hours in order to be available to students, make progress on projects, emails, committee tasks, and other related business.
- Attend all the ASNIC SG Executive Team meetings, weekly work meetings, and monthly ASNIC Board meetings.
- Attend all the ASNIC SG events and workshops as they relate to leadership development and team building.
- Assume all individual duties of the President in the case of their absence.
- Serve as the Chair or appoint a Chair of the Intra Club Council(ICC), create monthly agendas, and facilitate a monthly meeting of ICC constituents
- Assist new clubs in the development of their constitutions and educate them on the procedures and policies set forth in the Club Handbook.
- Conduct an annual review of the Club Handbook for relevance of information and to achieve best practices.
- Assist in holding the ASNIC SG responsible for abiding by the ASNIC SG Constitution.

## **CLAUSE 3. President Pro Tempore**

- Maintain all requirements of an ASNIC Student Government Senator while completing additional duties related to the role of President Pro Tempore.
- Maintain all requirements of an ASNIC Senator position as outlined in the ASNIC SG Constitution and ASNIC SG Bylaws.
- Maintain responsibilities of the ASNIC SG President and the ASNIC SG Vice President in their absence.
- Attend all ASNIC SG Executive Team meetings and provide and serve as a liaison between the Senate and the Executive team.

## **CLAUSE 4. Senators**

- Abide by the ASNIC SG Constitution and ASNIC SG Bylaws and ensure individual work is meeting job requirements through the development of weekly narratives, verbal discussion, and other means.
- Work at least 6-8 hours per week in support of the ASNIC Student Government.



- Post and serve two office hours in the ASNIC SG suite.
- Join and actively participate in a fairly distributed number of college committees.
- Ensure students have multiple ways to share ideas and concerns and ensure student inquiries are responded to in a timely manner.
- Attend all the ASNIC SG meetings including weekly work meetings and monthly ASNIC SG Board Meetings.
- Attend all the ASNIC SG events and workshops as they relate to leadership development and team building.
- Minimum 2 hours service per week in the Get Involved Booth in the Edminster Student Union Building.

## **SECTION 7. Filling Special Positions**

### **CLAUSE 1. President Pro Tempore**

The selection of the President Pro Tempore is done by a majority vote of the ASNIC SG.

### **CLAUSE 2. Senator Designated for Dual Credit Student**

One Senator position is designated for a Dual Credit student,. However, if no Dual Credit students run/apply, then the position can be filled by any student who meets the requirements. The selection of a Dual Credit Senator will be initiated in spring semester elections. At least one and up to a total of two of the six total senate positions is designated and can be held by a Dual Credit Senate position. If there are more than two candidates for these seats, the positions will have a competitive voting structure set up like general Senator positions. If there are no Dual Credit student candidates in the spring, the positions will be held for fall applications. In the case no Dual Credit candidates makes a successful declaration of candidacy within the fall application period, the positions will revert back to a general Senator position to be filled in the fall semester application period. Dual Credit student candidates must meet all eligibility requirements of a general Senator position in order to be eligible to run for office. The 9-credit minimum requirement must be courses offered by North Idaho College, and the majority of credits must be taken at an NIC location to be eligible to hold an ASNIC SG Senator position as a Dual Credit student.

### **CLAUSE 3. ASNIC Student Government Officer Special Positions**

Positions such as Marketing Coordinator, Project Coordinator, Volunteer and Community Engagement Coordinator, Student Events Board Coordinator, and Mental Health and Wellness Coordinator are available to current ASNIC SG Senators. The selection of these roles is done by a majority vote of the ASNIC SG. Preference will be given to Senators to hold the position to allow for proper allotment of time and leadership opportunities.





## **ARTICLE II. ASNIC STUDENT GOVERNMENT OFFICER EVALUATIONS**

### **SECTION 1. Officer Evaluations**

Midterm and Semester Evaluations: Every student of will be given a review at the end of every midterm and semester. The purpose of this review is to assess achievements and make recommendations for improvement.

#### **CLAUSE 1. Senators**

Individual Senate reviews will be completed at every midterm and just prior to the end of the fall semester. The review will be an anonymous peer evaluation, which is submitted in writing by each member of the board to the ASNIC Advisor(s) who will conduct the review with each Senator.

#### **CLAUSE 2. President, Vice President, and President Pro Tempore**

The President, Vice President, and President Pro Tempore positions review will be completed at every midterm and just prior to the end of the semester. The review will be an anonymous peer evaluation, which is submitted in writing by each member of the ASNIC SG to the ASNIC Advisor(s) who conduct the review with the individual Executive Team Officers.

## **ARTICLE III. COMMITTEES**

### **SECTION 1. College Standing Committees**

All of the ASNIC Officers will serve on college standing committees for the purpose of serving as a voice of the students. The ASNIC SG recognizes that it is important to have active participation in the college governance structure including college committees. The ASNIC SG Officers are representing the entire campus while participating in committee work. It is important to engage in a thoughtful and participatory manner in each meeting. The ASNIC SG committee representatives will make reports to the rest of the ASNIC SG regularly.

### **SECTION 2. ASNIC Student Government Committees & Affiliate Groups**

#### **CLAUSE 1. Ad Hoc Committees**

ASNIC SG committees are established as ad hoc committees to deal with important issues that need input from other representatives and students. These committees can and will change frequently due to the need of the students.



## **CLAUSE 2. ASNIC SG Budget Committee**

The presiding President will form a Budget Committee no later than the first week of November to develop a budget for the following fiscal year for final submittal to the North Idaho College Board of Trustees. The Budget Committee will consist of the ASNIC SG President, a minimum of four president-appointed Officers, and the ASNIC SG Advisor(s). The Budget Committee will be responsible for preparing a budget and submitting that budget to the ASNIC SG for approval by the last week in February. The Budget Committee will include its recommendation for compensation of the succeeding year's ASNIC Student Government members including: President, Vice President, and Senators. Following the ASNIC SG approval, the budget will be presented by way of Resolution by the ASNIC SG President at the upcoming ASNIC SG Board Meeting..

## **CLAUSE 3. ASNIC SG Projects Committee**

The full ASNIC SG governing body make up the SG Projects Committee and the ASNIC SG Advisor(s) serve in an ex office capacity. The ASNIC SG must work to devise many ways to discern what the student body wants and needs to enhance the environment and physical space of the campus. An annual survey will be conducted by the ASNIC SG to provide student feedback to the group (typically occurring in the Spring semester). Project ideas will use a formal template to detail the scope of work, cost, and other relevant project details. The ASNIC SG Officers will employ a grading rubric outlining the criteria required for a successful project. Projects will be voted on by the ASNIC SG and require a 2/3 positive vote to pass. All documents associated with a funding allocation for a project must be attached to the minutes for the meeting and kept in digital form. All project decisions should be based on available funding, % of total project funding required, need, impact, sustainability, and the potential for completion in the current academic year. Any member of the ASNIC student body may request project related documents for review in order to ensure transparency and accountability.

## **CLAUSE 4. Student Events Board**

**Mission:** The Student Events Board will strive to connect the students of North Idaho College to build an inclusive community and enhance their college experience by offering a variety of engaging and relevant activities.

**Vision:** To enhance the sense of community among North Idaho College students to elevate their college experience.

**Values:** To maintain Integrity, Authenticity, Acceptance, Growth, and Diversity, while Creating a space for students to interact outside of the formal academic setting.



Student event board makeup, eligibility, and advisor role is detailed in the Constitution. Student Event Board members will meet and work to gather input via word of mouth, survey, or other manner from the ASNIC constituents in order to host activities that are meaningful and interesting to the student body. Events may be held on and off campus and should contribute to individuals sense of community and engagement as an NIC student.

**CLAUSE 5. Intra Club Council**

The ASNIC Intra Club Council (ICC) will be composed of the ASNIC SG Vice President as chair, two ASNIC SG Senators, and one representative from each ASNIC recognized club. ICC will meet regularly once a month in an area set by the Chairperson. Any and all members may attend an ICC meeting, but only one voting member per club will be recognized during decisions on official ICC business. The ASNIC Clubs Handbook fully describes the duties and responsibilities of all those involved in the ICC.

**CLAUSE 6. Elections Committee**

All elections and campaigns will be supported by an Election Committee. The Election Committee should be formed and meet at the beginning of each semester to facilitate elections to the Student Government and provide oversight to the election process.

**ARTICLE IV. ELECTIONS, TRANSITION, & FILLING VACANCIES**

All Student Government elections follow all rules set within the ASNIC SG Constitution and ASNIC SG Bylaws.

**SECTION 1. Election Committee Membership and Duties**

**CLAUSE 1.** The election committee will consist of current ASNIC SG members who are not declaring candidacy, the ASNIC SG Advisor(s), and designated appointees.

**CLAUSE 2.** The Election Committee is responsible for encouraging students to run for office, help market the overall election process, and work with the student body to achieve large voter turnout.

**CLAUSE 3.** The Election Committee is available to provide oversight to ensure candidacy and campaign requirements are met.

**SECTION 2. Candidate Requirements and Approval**

**CLAUSE 1.** To be an approved candidate, a student must meet all academic requirements including being enrolled at North Idaho College for at least 9 credits and having a 2.5 cumulative GPA or higher.



Students are strongly recommended to maintain 12 credits, unless otherwise specified herein.

**CLAUSE 2.** Anyone who has been removed from an ASNIC SG Office will be deemed ineligible to run again for an ASNIC SG position. Candidates that have previously resigned from office will be reviewed by the ASNIC Student Government Advisor(s) to determine eligibility.

**CLAUSE 3.** To be approved as a candidate, interested students must completely satisfy all Declaration of Candidacy requirements on or before the posted deadline to be approved to run for a seat. The majority of ASNIC Student Government positions are elected in the spring semester. Elections will be held for President, Vice President, three general Senator positions, and a Dual Credit Senator position.

**CLAUSE 1.** Students will be given one vote for President, one vote for Vice President, and up to five total votes to allocate between all Senator candidates (dependent on the number of candidates running). No candidate may receive more than one vote per student.

**CLAUSE 2.** The Declaration of Candidacy period will typically begin the first week of March and will be open for approximately four weeks (or one month). During this time, candidate meetings will be held to inform students about important dates and campaign guidelines. While these meetings are not mandatory, they are highly recommended.

**CLAUSE 3.** Voting for candidates will typically start on the second or third Monday of April and will remain open for at least five days.

**CLAUSE 4.** If there is no dual credit student running as a candidate, the Dual Credit Senator position will revert to an open general Senate position (for a total opportunity to elect two Senators in spring).

**CLAUSE 5.** Students must choose their Officers from eligible students that successfully declared candidacy.

#### **SECTION 4. Fall Applications**

**CLAUSE 1.** A minimum of two total Senate positions are held for application in fall. Interested candidates can choose from at least two senator positions that will be open and any unfilled positions from the previous spring election. If enrollment drops are significant, these two seats may remain unfilled by majority vote of current ASNIC SG Officers.

**CLAUSE 2.** If the Dual Credit Senator position was not filled in spring, at least one of the open



Senate positions will be designated for that position. If there is no Dual Credit candidate, the Dual Credit Senator position will revert to an open general Senate position.

**CLAUSE 3.** Eligible candidates will apply via the ASNIC Student Government website in place of a traditional election format.

**CLAUSE 4.** Review Of candidates will begin after the posted deadline for application. At least two of the current ASNIC SG board and at least one ASNIC SG Advisor must be present for candidate interviews.

## **SECTION 5. Campaign Guidelines**

**CLAUSE 1.** There will be no active campaigning outside of the designated time. Active campaigning is defined as but not limited to:

- Distributing materials or election aids
- Hanging posters
- Writing on sidewalks, cars, or whiteboards
- Addressing students or groups of students for the purpose of announcing candidacy or discussing election issues

**CLAUSE 2.** Candidates are allowed to announce in classes that they are a candidate running and that students should vote in the elections and what days and times voting is open. However, they should not influence voting for themselves in class.

**CLAUSE 3.** During the established voting times, candidates are not permitted to influence voting in any way.

**CLAUSE 4.** Campaign spending is not allowed.

**CLAUSE 5.** The campaign and elections will be considered a part of the educational process of NIC. All campaigning must follow all requirements set forth in the NIC Student Code of Conduct and NIC branding requirements set forth by the Department of Communications and Marketing.

**CLAUSE 6.** Failure to comply with the campaign guidelines set forth by the ASNIC SG Constitution, ASNIC SG Bylaws, and the Election Committee will result in immediate review of said candidate.

## **SECTION 6. Campaign Violations and Appeals**



All concerns associated with potential campaign violations will be brought to the attention of the Election Committee chair. The chair will inform the members and call a meeting of the Election Committee as needed to review the matter and determine an equitable remedy.

**CLAUSE 1.** Appeals must be made in writing within 24 hours of the posting of election results to the ASNIC SG Advisor(s). No appeals will be recognized after 24 hours.

**CLAUSE 2.** Members of the Election Committee, ASNIC SG Advisor(s), and the head administrator of Student Services will constitute a board for an appeal hearing. After research of facts and deliberations, findings of the board will be provided to any parties involved. Decisions by this group will be final.

### **SECTION 7. Election Results**

Voting results will be compiled at the end of the polling period. All election results will be posted publicly no later than the following regular school day.

**CLAUSE 1.** All candidates will be notified of election results within 48 hours of the election.

**CLAUSE 2.** The acting ASNIC SG will pass a resolution to accept election results at the end of April for spring elections, and September for fall applications. All new Officers must agree to and sign the Code of Ethics found in the ASNIC SG Bylaws and be inducted into the ASNIC SG to become an official Officer.

### **SECTION 8. Transition of Officers After Spring Elections**

**CLAUSE 1.** Upon completion of spring elections, new officers will work with the acting ASNIC SG and Advisor(s) in support of transition of duties, information, and ongoing projects.

**CLAUSE 2.** Exiting Officers will ensure their offices and work space are vacated and prepared for the new Officers entering. The ASNIC SG will create a welcoming environment for new Officers.

**CLAUSE 3.** Outgoing ASNIC SG will conduct all matters of old business at the official Board meetings until the newly elected Officers are inducted.

**CLAUSE 4.** Newly elected ASNIC SG Officers will preside and vote on all matters of new business at official board meetings after being formally inducted.



## **SECTION 9. Filling Officer Vacancies Outside the Normal Election Cycle**

Officer vacancies that occur outside of a scheduled election cycle may be filled by completing a candidate search.

**CLAUSE 1.** Vacancies must be publicized for at least one week across the campus, and the ASNIC SG will conduct a search by requesting the submission of an application and resume by interested candidates.

**CLAUSE 2.** A search committee that includes a minimum of half of the members of the ASNIC SG and at least one ASNIC SG Advisor will convene to review applications and hold interviews. A majority vote is needed to pass a candidate from the search committee phase to the appointment phase. ASNIC SG Advisor(s) is/are ex officio participants and do not vote.

**CLAUSE 3.** Candidates who successfully complete the interview process are appointed by the ASNIC SG President at the following ASNIC SG Board Meeting and may attend ASNIC SG meetings prior to the official appointment at the next ASNIC SG Board Meeting.

## **ARTICLE V. REMOVAL FROM STUDENT GOVERNMENT**

### **SECTION 1. Process for Removal of an ASNIC Student Government Officer**

Removal of office may occur for negligence of duties, poor academic performance, (and/or a serious violation of the ethical standards set out in the ASNIC SG Constitution and ASNIC SG Bylaws.

**CLAUSE 1.** An Officer will be removed for failure to meet and maintain the GPA guidelines as set forth in this document through communication by the ASNIC SG Advisor(s).

**CLAUSE 2.** Requests to remove an Officer unrelated to academic requirements requires a review conducted by the ASNIC SG Executive Team.

**CLAUSE 3.** The review process may be initiated by any member of the student body or staff member of North Idaho College by submitting a letter to the ASNIC SG Advisor(s) and providing rationale for the request.

**CLAUSE 4.** A review for potential removal of an Officer may be initiated by any member of the student body or staff member of North Idaho College by submitting a letter to the ASNIC SG Advisor(s) and providing rationale for the request.



**CLAUSE 5.** Any member of the ASNIC SG that has had a review process initiated will be alerted in a timely manner and have access to meet with the Executive Team to hear the rationale provided in the request for removal, and questions about the process, and provide input.

**CLAUSE 6.** In the event that the request includes a member of the ASNIC SG Executive Team, the remaining members shall appoint an ASNIC SG Senator to stand in place of that member in the ASNIC SG Executive Team review process.

**CLAUSE 7.** The Executive Team will complete a process that includes time to research the claim and will provide a decision.

**CLAUSE 8.** In the event that the majority of the ASNIC SG is accused, the Executive Review Board shall consist of the Director of Student Involvement, the head administrator of Student Services, and any additional nominated staff or faculty members.

## **SECTION 2. Appeals Related to Removal of Office**

**CLAUSE 1.** Appeals associated with academic removal must be submitted in writing within 48 hours of the decision to the ASNIC SG Advisor(s) and the head administrator for Student Services for a review of process and facts. A decision made by this group will be final.

**CLAUSE 2.** All appeals of the decision of the ASNIC SG Executive Team review must be submitted in writing within 48 hours of the decision to the ASNIC SG Advisor(s) and the head administrator for Student Services for a review of process and facts. A decision made by this group will be final.

## **ARTICLE VI. GOVERNING RULES**

The rules contained in Robert's Rules of Order will govern in all cases where they do not conflict with the rules otherwise detailed in the ASNIC SG Constitution and ASNIC SG Bylaws.

### **SECTION 1. ASNIC Student Government Meetings**

#### **CLAUSE 1. Quorum**

The formal board meeting will have a voting quorum established by two-thirds of the acting ASNIC SG Officers.

#### **CLAUSE 2. Open Forum Rule**

Non-Student Government members have the opportunity to speak at meetings with the consent of the





presiding officer or by a majority vote of the members of the Student Government.

**CLAUSE 3. Resolution Format**

All Resolutions must be in a “whereas” standard format. Resolutions passed must be posted to allow members of the student body to view said resolution.

**CLAUSE 4. Presentation and Passing Resolutions**

All resolutions presented before the ASNIC SG must be read out loud during the first reading and follow Robert’s Rules of Order. Voting on resolutions will occur during open ASNIC SG Board Meetings.

**ARTICLE VIII. AMENDING ASNIC STUDENT GOVERNMENT BYLAWS**

**SECTION 1. Minor Edits**

**CLAUSE 1.** These ASNIC SG Bylaws (Bylaws) may be amended at any official meeting of the ASNIC Student Government by a 2/3 vote of the all members.

**CLAUSE 2.** Updates to Bylaws are enacted immediately upon a successful vote.

**CLAUSE 3.** Any ASNIC Student Government meeting in which Bylaws were updated must have minutes and detailed documentation of the language change and vote.

**SECTION 2. Major Edits**

**CLAUSE 1.** Major revisions that affect at least half of the ASNIC SG Bylaws must be posted and voted on by the student body when making changes that affect the majority of the document. A simple positive majority is needed to pass the revised Bylaws (more yay than nay of cast votes).