

# **Constitution**

## **Of the Associated Students of Bellingham Technical College**

### **Article 1 – Preamble**

We, the students of Bellingham Technical College, in order to provide a means of self-governance; to promote our educational, cultural, and social welfare; to guarantee an equal opportunity for participation and representation; and to foster cooperation among students, faculty, administration, and the community, do hereby ordain and submit ourselves to the Constitution and its Bylaws.

### **Article 2 – Purpose**

We endeavor to enhance the academic and personal lives of the students and help to provide a safe, productive, and encouraging environment.

### **Article 3 – Recognition**

Section 1: The name of this organization shall be the Associated Students of Bellingham Technical College (ASBTC).

Section 2: The recognized governing entity of the Student Body shall be known as the Associated Students of Bellingham Technical College (ASBTC).

Section 3: The ASBTC consists of all students to include a Student Senate and Executive Officers.

### **Article 4 – Authorities and Powers**

Section 1: The ASBTC is the sole representative governing body for students of Bellingham Technical College, operating under the authority of the Board of Trustees of Community College District 25.

Section 2: The ASBTC Executive Officers have the obligation to administer and enforce this Constitution and Bylaws.

Section 3: Matters pertaining to the operation of the ASBTC but not specifically addressed in the Constitution and Bylaws shall be addressed in the ASBTC Policies and Procedures.

## **Article 5 – Membership**

- Section 1: Membership shall be open to all persons currently enrolled at Bellingham Technical College.
- Section 2: No member may be denied membership because of personal reasons, race, religion, color, creed, sex, sexual orientation, national origin, age, citizenship, marital status, or disability.
- Section 3: Students upon completion, termination, or other separation from BTC lose all rights to ASBTC.

## **Article 6 – Voting**

- Section 1: Standard methods of voting may be used as outlined in Robert’s Rules of Order as a general guideline insofar as they are not inconsistent with the ASBTC Constitution or Bylaws.
- Section 2: Only recognized Program Representatives, or Alternates in the absence of the Program Representative, may vote on matters pertaining to the Senate, and on the Constitution and Bylaw amendments and ratification.
- Section 3: All Executive Officers may vote on matters pertaining to the Senate, with the exception of the President or designee who may vote only in the event of a secret ballot or as otherwise described in the Constitution and Bylaws.
- Section 4: Each voting member of the ASBTC may only vote once (1) on matters pertaining to the Senate.

## **Article 7 – Structure of Government**

- Section 1: The governing structure of the Associated Students of Bellingham Technical College (ASBTC) shall consist of a Student Senate and Executive Officers.
- Section 2: The President of BTC or designee shall appoint the primary staff advisors for the ASBTC.
- Section 3: Meeting procedures may follow Robert’s Rules of Order as a general guideline unless it conflicts with the Washington Administration Code or the Revised Code of Washington or as otherwise stated in this document.
- Section 4: Upon direction/approval of program instructors, deans, and administration, members can apply for and may earn credit for leadership skills through Council participation.

## Article 8 – Executive Officers

The Executive Officers shall consist of the President, the Vice President, the Director of Legislation, the Director of Student Advocacy, the Director of Finance, and the Directors of Administrative Affairs, and the Director of Communications. The election of Executive Officers is set forth in Article 12.

- Section 1: A quorum shall consist of no less than four (4) ASBTC Executive Officers and at least one (1) Advisor or assigned designee.
- Section 2: The Executive Officers shall meet weekly prior to the next regularly scheduled Student Senate meeting to create and approve agenda.
- Section 3: Special meetings of the Executive Officers may be convened at the discretion of the .
- Section 4: Archives
- A. The Executive Officers shall maintain and archive minutes of its activities and meetings to be used as reference for succeeding administrations.
  - B. General information held in ASBTC archives is to be made available to all students and the administration upon request.
  - C. The Executive Officers shall determine confidentiality by majority vote of the Executive Officers after Vice President of Student Services consultation with the Assistant Attorney General assigned to represent BTC. Any information thus determined to be confidential shall only be released by said person’s written consent.
- Section 5: The order of succession when the President is unable to serve, absent or vacates their office shall be:
- Vice President
  - Director of Legislation
  - Director of Student Advocacy
- Section 6: Executive Officers must maintain 90% or higher attendance at official ASBTC Executive Officer, Senate, Committee meetings and events.

## Article 9 – Student Senate

- Section 1: The Student Senate shall consist of Senators (program representatives and alternates) that are elected at-large by majority vote of the students within their respective programs at the beginning of each quarter. The number of student Senators shall be determined at the beginning of each academic year according to the Bylaws. Senators may be recalled from office pursuant to the provisions in Article 12, Section 3.

- Section 2: Attendance is required and mandatory from all Program Senators or their respective Alternates at Senate meetings. Attendance required for Club Representatives is one Senate meeting per quarter.
- Section 3: A quorum shall consist of Senators representing one more than half of the participating programs, no less than four (4) ASBTC Executive Officers and at least one (1) Advisor or assigned designee.
- Section 4: Duties and responsibilities of Senators shall be to report Senate activities to their respective constituencies; serve on at least one ASBTC committee as needed or appointed by the ASBTC President; set an example of school spirit, leadership, citizenship, and accountability.
- Section 5: Regular Senate meetings shall be held weekly when the college is in session during fall, winter, and spring quarters. There will be no regular meetings during summer quarter. Special meetings may be convened by majority vote of the Senate at any time.
- Section 6: The order of business at regular Senate meetings may include, but not be limited to:
- Call to Order
  - Declaration of Quorum--Approval of Minutes
  - Speakers (per requirement)
  - Presentation(s)
  - Announcement(s)
  - Committee/Organization Reports
  - Old Business
  - New Business
  - Unscheduled Business (Comments from the Audience)
  - Adjournment

## **Article 10 – Finances**

- Section 1: All monies collected and/or expended by the ASBTC, its agents, agencies, and subsidiaries, as defined in the ASBTC Constitution and Bylaws, shall be subject to and comply with all State and College procedures and regulations.
- Section 2: All ASBTC funding requirements and procedures shall be outlined in the Bylaws
- Section 3: ASBTC Budget development process shall be outlined in the Bylaws

## **Article 11 – Compensation for Executive Officers**

- Section 1: Executive Officers shall be compensated as described in the Bylaws.
- Section 2: Compensation for the duration of summer quarter shall be as described in the Bylaws.
- Section 3: Senate Members shall be compensated as described in the Bylaws..

## **Article 12 – Elections and Recall**

- Section 1: General elections of Senators (Program Representatives) and Alternates shall be by majority vote of all enrolled students within each respective program. The general election of Senators and Alternates shall occur at the beginning of each quarter. Elections of the Executive Officers for the upcoming academic year shall occur during spring quarter, or as needed, by majority vote of the Senate.
- Section 2: A student may hold an ASBTC Executive Officer position for up to two terms. A term shall be defined as one (1) academic year (summer through spring). After holding the position for two terms an officer may be re-elected by a majority vote of the Senate.
- Section 3: A student may not serve as an Executive Officer if he/she has previously resigned from office, was asked to resign due to recall, or has been previously dismissed from the office. The student may make an appeal to the Executive Officers for the opportunity to re-run for an office. This must be approved by a majority vote of the Executive Officers.
- Section 4: All elected officers and program representatives are subject to recall on the grounds of gross misconduct, incompetence, absenteeism, failure to maintain the requirements of their position, and/or for violations of Chapter 495B-120 WAC Campus Conduct Code. Procedures for recall are described in the Bylaws.
- Section 5: In the event that an Executive Officer position becomes vacant while the Senate is not in session, the remaining Executive Officers may elect a student to fill the office in an interim capacity until the Senate returns to session and a general election can be held. The interim officer must meet the requirements for serving as an Executive Officer as outlined in the Bylaws. The election to fill the position permanently shall be held as soon as possible after the Senate is in session.

## **Article 13 – Committees**

- Section 1: The President of the ASBTC or the President’s designee may, if needed, appoint ASBTC Senate members to ASBTC committees, preferring volunteers.
- Section 2: ASBTC committees may be created or dissolved as deemed necessary by the Executive Officers. All Chairpersons shall present regular reports of their committee’s progress to the Senate as described in the Bylaws.
- Section 3: ASBTC committees will meet as needed to complete committee objective(s), goals, and/or functions.
- Section 4: Non-ASBTC committees will not be the responsibility of the ASBTC to oversee, enlist for, or otherwise facilitate.

## **Article 14 – Clubs and Organizations**

- Section 1: A club or organization is recognized as a group of five (5) or more ASBTC members with a shared interest, hobby, skill, or trade.
- Section 2: Each club or organization shall have an advisor who is a faculty, staff, or administrator of Bellingham Technical College. This advisor shall oversee the actions of the club or organization.
- Section 3: All ASBTC members shall be given the right to join a club or organization sanctioned by the ASBTC. Membership within the club will depend on the individual club standards. No student shall be discriminated against on the basis of personal reasons, race, religion, color, creed, sex, sexual orientation, national origin, age, citizenship, marital status, or disability. Hazing of any kind will not be tolerated and will be subject to the college’s provision under the Student Code of Conduct.
- Section 4: Club and organization recognition status in the ASBTC grants the club or organization specific rights and privileges as described in the Bylaws, including approved funding and assistance with activities and events. Club status, recognition procedures, available funds, policies and requirements shall be defined in the Bylaws.
- Section 5: Each recognized club or organization shall designate one representative to attend ASBTC meetings. The representative may not represent a club/organization and program at the same time. All Club Representatives are required to attend one meeting per quarter and to update the Senate on their status. The Club Representative shall notify the Executive Officers one week prior to the meeting they will attend, so they can be added to the agenda.
- Section 6: Line item clubs are clubs that are nationally recognized.

## **Article 15 – Interpretation**

Section 1: The Executive Officers, after consultation with the college administration, shall reserve the right to interpret this document and its Bylaws.

Section 2: Such interpretations shall be made in writing and kept as an official record.

## **Article 16 – Bylaws**

Section 1: The Bylaws of the ASBTC shall describe, in detail, the various positions and components that constitute student government, as well as describe the policies and procedures of the ASBTC.

## **Article 17 – Amendments**

Section 1: Amendments to the Constitution and/or Bylaws shall be made at scheduled Senate meetings by a two-thirds (2/3) majority vote of attending Senate and Executive Officer members. Amendments must be presented in written form at least one regularly scheduled meeting in advance of the vote.

Section 2: Amendments passed pursuant to Article 17; Section 1 must be authorized by the ASBTC Advisor(s) and President of BTC or President's designee. The President of BTC or President's Designee shall present amendments to the Board of Trustees and the Assistant Attorney General assigned to represent BTC for ratification pursuant to Article 18.

Section 3: Corrections to incorrect grammar, punctuation, spelling, or references to other documents that do not change the intended meaning may be made by a simple majority vote of the Senate.

## **Article 18 – Ratification**

Section 1: Ratification of this document and/or its Bylaws shall be made at a regularly scheduled Senate meeting by a two-thirds (2/3) majority vote of attending Senate and Executive Officer members. Ratifications of this Constitution and/or Bylaws must be presented in written form and passed by the Executive Officers and Senate.

Section 2: After ratification, this document and its Bylaws shall be presented to the college President, Board of Trustees and Assistant Attorney General for approval as the official Constitution and Bylaws of the ASBTC.

## **Article 19 – Positions**

- Section 1: The roles and duties of the Executive Officers, Senate Members and Advisors shall be described in the Bylaws
- Section 2: The Executive Officers shall create and fill positions to serve the needs of the ASBTC as the need arises. (Such positions are not Executive positions.) The procedure for this shall be outlined in the Bylaws.



# **Bylaws**

## **Of the Associated Students of Bellingham Technical College**

**(Referenced to specific Constitution provision)**

### **Authorities and Powers:**

#### **Article 4, Section 3:**

The creation of new Policies and Procedures or revisions to existing Policies and Procedures shall be approved by vote of the Executive Officers.

### **Voting:**

#### **Article 6, Section 1:**

Recognized Program Representatives are the Senators and Alternates who are on the current Associated Students of Bellingham Technical College (ASBTC) attendance roster. This roster will be kept by the Director of Administrative Affairs-Attendance.

1 full-time faculty	1 voting Representative and 1 Alternate
2+ full-time faculty	2 voting Representatives and 2 Alternates

(2+ Faculty Programs examples: Automotive Technology, Dental Assisting, Electrician, HVAC, Instrumentation, Practical Nursing, Process Technology, Welding)

### **Student Senate:**

#### **Article 9, Section 1:**

##### **Senate Member Requirements:**

- Must hold a 2.5 or higher cumulative grade point average for their current quarter, verified by designated advisor
- Must maintain a 75% or higher attendance at Senate and committee meetings, as assigned.
- Must not be on any form of academic probation
- Must volunteer for a minimum of 2 ASBTC sponsored events per academic school year.

#### **Article 9, Section 2:**

Programs must be represented by Senators or Alternates for at least 75 percent of all regularly scheduled meetings. Alternates must attend at least one (1) meeting per month.

- If a program is not on the ASBTC recognized program list, it will be ineligible for program funds.

- Programs are only eligible for funding if their Senators or Alternates have met the 75% attendance requirement at the time of request. Future funding to such programs will be discretionary and subject to approval by the Executive board.
- If meeting attendance cannot be sustained, other arrangements may be made if requested and approved by the Executive Officers

#### **Article 9, Section 4:**

All members must follow standard school practices and principles of behavior. They must be polite and courteous to other members, faculty, and students.

### **Finances:**

#### **Article 10, Section 1:**

##### **ASBTC-Funded Trips—\$500.00 or more**

- A representative from the requesting class/program must present each funding request at an ASBTC Executive Officers meeting. Funding request presentation is mandatory on all “away” trips funded regardless of the requested amount, and for all requested funds of \$500.00 or more
  - Any out of state travel is considered “away”
  - Executive Officers will determine what constitutes an “away” trip for in-state travel

### **Available Funds, Policies and Requirements**

#### **Article 10, Section 2:**

##### **Available Funds and Policies:**

- ALL FUNDS ARE AWARDED ON A FIRST COME, FIRST SERVED BASIS
- Total funds available for Student Programs (See Budget Report for details)
- Total funds available for Student End-of-Quarter/Year parties (See Budget Report for details)
- Total funds available for Student Clubs (See Budget Report for details)
- Programs may submit request(s) up to the amount determined by the Executive Officers, per the current year’s budget, for program related requests, e.g., trips, fundraisers, food/refreshments, student assistance, etc.
- Programs may submit requests up to the amount determined by the Executive Officers, per the current year’s budget, for parties, BBQ or other assistance
- Clubs may request an amount to be defined in the budget, (including tax) per year for fundraisers to raise funds to support their club
- Recognized clubs are a budget line item (i.e. Phi Theta Kappa and Veteran’s Club). These clubs must present a viable discussion to the ASBTC Executive Officers to request additional

funds. These types of clubs are subject to the same club recognition policies as non-line item clubs

- Clubs will NOT receive funding or recognition if their club status has not been updated annually and approved by the Executive Officers
- Receipts for reimbursement will only be paid up to and not to exceed the approved amount
- When requesting funds for any off campus event, a final list of participating students (including SID numbers) must be submitted to ASBTC clerical support before the program funds will be released. Otherwise, the request will NOT be approved.
- All receipts must be submitted to the ASBTC Clerical Support within **30 days** of the event date for reimbursement. Submissions beyond this date will NOT be reimbursed
- Funds may be requested between the first day of the fall quarter and the last Friday in May. Funds requested before or after the deadline will not be honored
- No funding requests for personal equipment such as tools, books or homework supplies will be accepted. Student funding requests for TWIC cards or certifications with expiration dates are eligible for funding.
- All programs and clubs receiving funding must present the benefits of the funding at a Senate meeting, no more than 45 days after the funded event. Presentations are expected to be 3-5 minutes long, and include photographs of the program/club students and the funded event

### **Requirements:**

- Funding for programs must have Representative(s) attend Senate and committee meetings and maintain a 75% attendance per academic year (3 quarters). One (1) Senate Representative is required for programs with only one (1) full-time program faculty member; two (2) Senate Representatives are required for programs with two (2) or more full-time program faculty members. For those programs that require two (2) voting Representatives, attendance is counted only if BOTH Senate Representatives are present.
- Submitted funding requests must include a program faculty signature, Dean's signature and be approved by a majority of program students
- Funds used for events must be offered to all program students. (i.e. first and second year students).
- Funds requested by a program must NOT be for a club's usage
- Clubs and organizations who maintain an account for procured funds will report monthly to ASBTC in regards to their budget, fund raising and community involvement.
- If an organization, program, club or individual chooses to hold a fundraiser, a Fundraiser Request Form must be submitted to the Executive Officers forty-five (45) days prior to the event for approval and tracking. Then, after the event, a status report must be presented at the next available ASBTC Senate meeting.

### **Approval Process:**

- Funding requests must be submitted to an Executive Officer or the ASBTC Administrative Assistant in Building B, Room 8 before 10:00 a.m. Friday morning

- Review of funding requests will occur at the following Executive Officer meeting (requests up to \$499.99 do not require Senate approval) where the requesting organization will discuss the funding request
- Approved funding requests from \$500 or more, will be reviewed at the following Senate meeting, after Executive Officer review and approval
- Funding request approval is contingent upon approval of meeting minutes from both Executive Officer and Senate meetings during which the request was discussed and approved
- If a program receives funds early in the year and the attendance for the remainder of the year is unacceptable (below 75%), then future (next year's) available funds may be reduced
- If insufficient attendance during the previous year has necessitated reduced funds the following year, that program may petition ASBTC for their full allotments or maintain 100% attendance for a period of 90 days and be eligible for their full annual allotments. (ASBTC may require good faith documentation for additional assurance)

\*\*\*NOTE\*\*\* ALL FUNDING REQUESTS REQUIRE 2-3 WEEKS FOR FUNDS TO BE AVAILABLE, SO PLAN ACCORDINGLY.

\*\*\*NOTE\*\*\* Any Program, club or organization abusing funds or not adhering to ASBTC Constitution and Bylaws may be subject to immediate status recall and frozen funds for the remaining fiscal year.

\*\*\*NOTE\*\*\* All monies collected and/or expended by the ASBTC, its agents, agencies, and subsidiaries, as defined in the ASBTC Constitution and Bylaws, shall be subject to and comply with all State and College procedures and regulations.

### **Article 10, Section 3:**

ASBTC Budget will be developed by ASBTC Executive Officers with input from advisors. The Budget goes to the Senate for approval prior to being submitted to Board of Trustees.

### **ASBTC Executive Compensation:**

#### **Article 11, Section 1:**

The compensation shall be defined in the budget per academic quarter per officer. Academic quarters are defined as fall, winter, and spring quarters.

#### **Article 11, Section 2:**

Compensation for summer equal to regular quarterly compensation will be awarded to individual Executive Officers with 20 or more hours contributed towards official student government business. To receive the full compensation, Executive Officers must meet the twenty (20) hour attendance requirement and are required to participate in the CUSP Leadership Institute and the ASBTC Retreat. If one-half of the summer hours (10) or one required summer event is missed, half compensation may be awarded.

**Article 11, Section 3:**

The compensation shall be defined in the budget per Senate member (program primary only). Academic quarters are defined as fall, winter, and spring quarters.

**Elections and Recall:****Article 12, Section 1:**

If an Executive Officer is no longer able to serve or has been recalled, an election may be called any time during the academic year by the Executive Officers.

**Procedures:**

- There will be an announcement by ASBTC Officers of open Executive Officer positions at Senate meetings
- Upon announcement, there will be a running time of no less than two weeks for candidates to apply
- Applicants will be announced at Senate meetings
- Upon expiration of the running time, candidates will give speeches at an appointed Senate meeting, followed by the election
- In the event of a special election, the newly elected officer(s) shall complete the remainder of that academic year and may serve the following academic year before requiring re-election

**Candidate's Requirements for Open ASBTC Executive Officer Positions:**

- Must be currently attending BTC
- Must have a 2.5 cumulative grade point average or higher
- In the event of an officer's GPA dropping below the requirement, that individual will sign a letter of intent and will be allowed one (1) academic quarter to raise their grades to meet the requirements
- An officer that signs a letter of intent for grade improvement shall have only one (1) opportunity as an officer to fulfill that obligation
- Is not on any form of academic probation
- Executive Officers must have minimum of one (1) academic year commitment (academic year is defined as summer to end of spring quarter)
- Must obtain signatures from six students agreeing to support the candidacy of said student. Use of Officer Endorsement Form is required. (Executive Officer signatures are not permitted)
- Officer Endorsement Form must be signed by candidate's instructor and submitted one (1) week prior to elections
- All applicants will attend an interview process with all Executive Officers and at least one (1) advisor to evaluate compatibility and commitment prior to election
- It is highly recommended that Executive Officers hold no more than one (1) Executive position at a time. (e.g., ASBTC Executive Officer and PTK Executive Officer). If one chooses to hold more than one (1) Executive position, they will be recused from voting on issues relative to the other position(s). If conflicts between the positions occur, the Executive Officer may be asked to step down from one of the positions.

## **Article 12, Section 4:**

### **Executive Officer Recall Process:**

- Acquire significant supporting documentation and inform an advisor of the situation
- Meet with individual, including advisor, to discuss issues and intent for correcting recent activities
- Give a timeline for corrections
- In the event of continuous inappropriate Executive Officer actions, a formal written action plan shall be drafted and presented, with an advisor's signature, to the individual for documentation purposes
- Give last timeline for corrections
- Upon further future inappropriate Executive actions, an advisor and remaining Executive Officers shall discuss the issues to include a recall
- Final decision shall be drafted and signed by all Executive Officers and presented to Vice President of Student Services for final action If an Executive Officer, a Senator or an Alternate has committed an offense in violation of the Student Rights and Responsibilities Code of Bellingham Technical College (WAC Chapter 495B-120), they may be ineligible for participation in ASBTC.

### **Excused and Unexcused Absences and Tardiness:**

Executive Officers may be excused from Senate or Executive Officer meetings if that member communicates their intent to be absent or tardy to the President and Vice President, with acceptable written explanation, in advance > Acceptable written excuses may be submitted in person, via email, or via text message..

- Tardiness is defined as being up to fifteen (15) minutes late. Being more than fifteen (15) minutes late constitutes an absence unless prior notice has been given
  - Three (3) incidents of tardiness with acceptable explanation equals one (1) excused absence
  - Three (3) incidents of tardiness without an acceptable explanation equal an unexcused absence and follows procedure of unexcused absences
  - Six (6) tardy incidents with or without explanation may result in a recall

### **Acceptable Reasons Are:**

- Planned vacation
- Illness or injury
- Family emergency
- Other reasons deemed acceptable by Executive Officers

If an Executive Officer fails to attend an Executive Officer or Senate meeting without prior notice to the President and Vice President, that member will have no more than five (5) business days to communicate with the Executive Officers and explain why the absence occurred. The explanation will be reviewed by the remaining Executive Officers and voted on as to its validity.

After review, if the explanation is found to be unacceptable, or if the Executive Officer fails to submit an explanation, the Executive Officer will receive an unexcused absence.

**Upon Receiving an Unexcused Absence, the ASBTC Vice President will consult with Executive Officer to:**

- Determine whether the Executive Officer wants to continue as an Executive Officer
- Communicate what is expected of an Executive Officer
- Convene with other Executive Officers to determine if the Executive Officer in question will be recalled and/or lose their compensation following two (2) unexcused absences
- Present all documentation and a signed request for recall by the remaining Executive Officers to the Vice President of Student Services for the final decision if a recall process has been deemed necessary

**Committees:**

**Article 13, Section 2:**

Committee progress reports must be made to the Executive Officers in writing within two (2) weeks of the committee having met and presented at both the Executive Officer and Senate meetings. This report will be made by the chair (or the chair's designee) of the committee. Written reports are to be given to the Vice President or their designated Head of Committees. Failure to file reports will jeopardize future funding requests.

**Article 14, Section 4:**

All recognized clubs and organizations shall have the right to a representative in the Senate. They will have no voting rights.

All clubs and organizations wishing to participate in ASBTC must submit a Student Club Charter Recognition Form to the Executive Officers no later than the 21<sup>st</sup> day of the quarter for which they first wish to be recognized. The recognition will be in effect through the end of the academic year, unless the club dissolves itself prior to that time, Charter Recognition may be obtained beyond the deadline under special circumstances, if approved by the Executive Officers and Senate.

**Article 19, Section 1:**

**Executive Officer Roles-**

Duties include but are not limited to the following:

**President:**

- Oversee the student Senate and the Executive Officers
- Facilitate the Senate and Executive meetings, plan meeting agendas, create presentations for Senate and Executive Officer meetings
- Make sure the planned meeting space is available
- Be one of the first to arrive at meetings
- Call the meetings to order; make sure the agenda is observed and all the tasks planned are completed; keep order within the group, make sure all appropriate procedures are followed, and adjourn the meetings

- Is usually the “go to” person for the administration, faculty, staff, and students at BTC if they have any questions, agenda requests for Senate meetings, proposed initiatives, concerns, etc.
- Check BTC email account on a regular basis (daily)
- Present a professional appearance
- Chair an ASBTC committee
- Work in conjunction with other Executive Officers and Advisors to better the learning environment at Bellingham Technical College
- Meet with appropriate or assigned BTC administrator

**Vice President:**

- Chair an ASBTC Committee as needed
- Track Executive Officer attendance
- Track Program Presentations
- Keep postings current at all ASBTC billboards
- Serve as supervisor for positions created, as in Article 19, Section 2.
- Complete additional assigned tasks as needed
- Chair ASBTC Officer disciplinary proceedings
- Work in conjunction with other Executive Officers and Advisors to better the learning environment at Bellingham Technical College
- Meet with appropriate or assigned BTC administrator

**Director of Legislation:**

- Chair an ASBTC Committee as needed.
- Make changes to the student Bylaws and add to or create new Legislative Bills directly affecting ASBTC
- Assist Representative to the Washington Community and Technical College Student Association
- Attend Board of Trustee Meetings
- Meet with appropriate or assigned BTC administrator

**Director of Student Advocacy:**

- Chair an ASBTC Committee as needed
- Answer students' questions
- Direct students to appropriate staff, departments and other resources
- Give students general guidance on BTC’s policies, procedures and be familiar with BTC Student Code of Conduct
- Assist Director of Administrative Affairs-Minutes
- Meet with appropriate or assigned BTC administrator

**Director of Finance:**

- Chair an ASBTC Committee as needed
- Receive funding requests while confirming available funds for such requests
- Work closely with the assigned ASBTC clerical assistant
- Assist Director of Administrative Affairs-Attendance



- Provide the ASBTC President with real-time weekly and monthly financial information by program and line item
- Announce and present all Funding, Club and Fundraiser Requests at the Executive Officer and Senate Meetings before calling for a motion to discuss and to vote on such requests
- Make the request and tracking process as simple and accurate as possible for all parties involved
- Meet with appropriate or assigned BTC administrator

**Director of Administrative Affairs-Attendance:**

- Chair an ASBTC Committee as needed
- Track attendance of both ASBTC Program Senators and Alternates for weekly meetings and committee attendance
- Work in conjunction with other Executive Officers and Advisors to better the learning environment at Bellingham Technical College
- Assist Director of Finance
- Meet with appropriate or assigned BTC administrator

**Director of Administrative Affairs-Minutes:**

- Chair an ASBTC Committee as needed
- Take and read meeting minutes for both Executive Officer and Senate meetings
- Submit approved and signed meeting minutes to assigned ASBTC clerical assistant within one (1) week of approval if there are any funding requests and fourteen (14) days if there are not
- Track all fundraisers
- Track the usage of the popcorn and hot dog machines
- Assist Director Student Advocacy
- Meet with appropriate or assigned BTC administrator

**Director of Communications:**

- Serve as the representative for the ASBTC in WACTCSA
- Chair an ASBTC Committee as needed
- Communications Manager
- Maintain contact with local government and the student body
- Recruit and schedule speakers to come to campus
- Assist Director of Legislature
- Meet with appropriate or assigned BTC administrator.
- Schedule Senate speakers

**Senate Member:**

- Program representative attend weekly Senate Meetings
- Attend committee meetings as needed
- Report to clubs and programs
- Volunteer for two ASBTC sponsored events per academic year (3 quarters), the first of which must occur by the end of the winter quarter

## **Advisor Roles:**

### **Vice President of Student Services (Chief Student Services Officer)**

This is a College administrative position that has administrative oversight for all student services. BTC's student government advisor reports to this position. This position has broad administrative oversight of all student government activities, assuring that college policies are followed and encouraging leadership development.

### **Associated Students of Bellingham Technical College (ASBTC) Advisor**

- This position reports to BTC's Chief Student Services Officer and is responsible for oversight and guidance to BTC student government.
- This position advises leaders on methods, processes, assists in problem solving a variety of issues, assures college policy is adhered in all student government actions, and works with ASBTC to promote student activities.
- The advisor teaches students program planning and mentors them through the academic year and serves as supervisor to student officers.
- It is expected that this person attends student activities, executive team meetings, retreats, and council meetings.
- For activities paid for through ASBTC, the advisor must follow the approval process of ASBTC.

## **Article 19, Section 2**

When it becomes necessary for a position(s) to be created to fill a specific need(s) for service to the ASBTC, the following procedure shall be followed to fill such position(s).

- The need for a specialized position is identified and voted on by the Executive Officers. (i.e. a web specialist)
- The Executive Officers shall develop a list of duties for the role, as well as a list of desired qualifications of the person filling the role. An estimate of the amount of time the role will require will be made and shall be taken into account when determining the -compensation amount for the position.
- Creation of the position will be subject to the following approvals: Approval by the Vice President of Student Services; Approval by the Board of Trustees.
- Once approved, the Executive Officers will announce the open position and desired qualifications at the next ASBTC Senate Meeting. The job shall be posted for at least two weeks before being filled.
- All applicants shall be interviewed by the Executive Officers. The decision will be made by majority vote of the Executive Officers.
- Executive Officers are not eligible to serve in these positions.
- The Vice President shall have oversight for these positions and will serve as the primary contact and resource for these positions.
- The Executive Officers shall review the need for this position(s) at the end of each academic quarter and determine whether or not the position(s) is needed for the following academic quarter.

**Signatures**

**ASBTC:**  
President

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Vice President

\_\_\_\_\_

Director of Legislation

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Director of Student Advocacy

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Director of Finance

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Director of Administrative Affairs-  
Attendance

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Director of Administrative Affairs-  
Minutes

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Bellingham Technical College  
President

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Vice President of Student Services

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ASBTC Advisors

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Board of Trustees

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