



CONSTITUTION

Of the Associated Students of Bellingham Technical College

Contents

Constitution.....	4
ARTICLE 1 – INTRODUCTION.....	4
Section 1 – Preamble.....	4
Section 2 – Mission.....	4
Section 3 – Definitions.....	4
ARTICLE 2 – RECOGNITION.....	5
ARTICLE 3 – AUTHORITIES AND POWERS.....	5
ARTICLE 4 – MEMBERSHIP.....	5
ARTICLE 5 – STRUCTURE OF GOVERNMENT.....	5
ARTICLE 6 – REVENUES.....	6
ARTICLE 7 – CLUBS AND ORGANIZATIONS.....	6
ARTICLE 8 – JUDICIAL REVIEW COMMITTEE.....	6
ARTICLE 9 – INITIATIVE.....	6
ARTICLE 10 – AMENDMENTS.....	6
By-laws.....	7
ARTICLE 1 – EXECUTIVE TEAM.....	7
Section 1 – Executive Team.....	7
Section 2 – Purpose.....	7
Section 3 – Funding Request Voting.....	10

Section 4 – Volunteer Student Senate.....	10
ARTICLE 2 - COMMITTEES	11
Section 1 – Initiating	11
Section 2 – Standing Committees	11
Section 3 – Selection Committee.....	11
Section 4 – Ad Hoc Committees.....	12
ARTICLE 3 – CLUBS AND ORGANIZATIONS	12
Section 1 – Recognizing Requirements.....	12
Section 2 – Purpose of Clubs and Organizations	12
Section 3 – Recognition.....	12
Section 4 – Membership.....	12
Section 5 – Conditions	12
Section 6 – Funding	12
Section 7 – Club and Organization Advisors.....	13
Section 8 – Rights, Responsibilities, and Discipline of Clubs.....	13
Section 9 – Training	13
ARTICLE 4 – EXECUTIVE TEAM SELECTIONS.....	13
Section 1 – Standard Executive Team Selection Process	13
Section 2 – General Requirements.....	13
Section 3 – Hiring Committee Membership and Responsibilities	13
Section 4 – Voting	14
Section 5 – Timeline.....	14
Section 6 – Vacancies on the Executive Team.....	14
Section 7 – Vacancies during the Spring Quarter	14
ARTICLE 5 – BTC CAMPUS COMMITTEE APPOINTMENTS.....	15
ARTICLE 6 - EXECUTIVE MEMBER DISCIPLINE POLICY.....	15
Section 1 – Discipline Policy.....	15
Section 2 – Corrective Action	15
Section 3 – Oral Warning/Verbal Counseling.....	15
Section 4 – Reprimands	15
Section 5 – Probation	15
ARTICLE 7 – ACADEMIC PROBATION	16
ARTICLE 8 - REMOVAL FROM OFFICE	16

Section 1: Grounds for Dismissal	16
Section 2: Involuntary Dismissal or Removal by Executive Team.....	16
Section 3: Involuntary Dismissal or Removal by Student Life Director	17
Section 4: Judicial Review Committee.....	17
ARTICLE 9 - JUDICIAL REVIEW COMMITTEE	17
ARTICLE 10 - INITIATIVES.....	18
ARTICLE 11 - REFERENDUM.....	18
ARTICLE 12 - POSITION STATEMENT	18
Section 1: Establishing Positions and Opinions	18
Section 2: Process	18
Section 3: Procedure.....	18
Section 4: Approval	19
ARTICLE 13 - AMENDMENTS.....	19
Section 1: Grammar, Spelling, and Punctuation	19
Section 2: Amendments	19
ARTICLE 14 – SERVICES AND ACTIVITIES FEES	19
Section 1: Source of Funds	19
Section 2: Authority	19
Section 3: Funding Guidelines.....	19
Section 4: Budgeting Procedure	20
Signatures.....	21
Associated Students of Bellingham Technical College	21
Bellingham Technical College	21

Constitution

Of the Associated Students of Bellingham Technical College

ARTICLE 1 – INTRODUCTION

Section 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, employees, administration, and the campus community, do hereby ordain and submit ourselves to the Constitution and its By-laws.

Section 2 – Mission

To enhance the academic and personal lives of students by providing diverse and cultural opportunities with meaningful learning experiences that complement classroom education and enrich student life.

Section 3 – Definitions

As used in this constitution the following words and phrases shall mean:

- **ASBTC:** Associated Students of Bellingham Technical College which consists of all currently enrolled students in credit-bearing classes
- **ASBTC Executive Team (Executive Team):** Representative governing body for students at Bellingham Technical College recognized by the Board of Trustees. The Executive Team consists of the positions listed in Article 1 of the By-laws
- **Associated Students:** Any student enrolled in credit-bearing classes at Bellingham Technical College
- **Board:** Board of Trustees of Bellingham Technical College, Community College District 25, State of Washington
- **Club:** A recognized student-led group whose program aims at the promotion of an identity, a special interest, occupation, or field of study, and is open to all students
- **Club Advisor:** College employee who volunteers to provide guidance, support, and advice to an officially recognized ASBTC club by assisting student officers and members in achieving their club's goals and providing oversight of club budgets
- **College:** Refers to Bellingham Technical College, Community College District 25, State of Washington
- **College Administration:** Refers to the Bellingham Technical College's leadership
- **Contingency Fund:** A contingency budget, up to 15 percent of the total yearly budget level, may be retained to meet changing needs of the ASBTC
- **Contingency Fund Request:** Only available to programs, recognized clubs, and recognized organizations and are intended to be used for expenses (such as supplies, guest presenters, or conference travel) that were not budgeted in the regular Services and Activities Fee Budget request cycle
- **Fiscal Year:** Calendar period from July 1 through June 30
- **Fund Balance:** The account containing the cash balance from the unallocated and unspent services and activities fees and program revenues at the end of the fiscal year

- **Organization:** A recognized student-formed group with a larger affiliation to a state or national organization
- **Organization Advisor:** College employee who volunteers to provide guidance, support, and advice to an officially recognized ASBTC organization by assisting student officers and members in achieving their organization's goals and providing oversight of organization budgets
- **Recognized Club or Organization:** A club or organization must submit annual club/organization forms to the ASBTC office to be recognized
- **Services and Activities Fees (S&A Fees):** Fees other than tuition, operation, and building fees charged to students at Bellingham Technical College for the promotion of student services and activities as indicated in RCW 28B.15.041
- **Services and Activities (S&A) Fee Budget Committee:** Committee consisting of nine (9) voting members, and two (2) advisory members responsible for making Services and Activities Fee budget recommendations to the Board of Trustees
- **State Board:** State Board for Community and Technical Colleges (SBCTC)
- **Student:** Unless otherwise specified, any person who is enrolled in a credit-bearing class at BTC
- **Student Leader:** Student employees in leadership positions outside the ASBTC Executive Team (e.g., peer coaches, ambassadors)
- **Student Senate:** Open to all students, as defined in Article I, Section 4 of the By-laws. Any interested student is able to participate

ARTICLE 2 – RECOGNITION

The name of this student body shall be the Associated Students of Bellingham Technical College (ASBTC), also referred to as the Associated Students (AS). The recognized governing body of the Associated Students shall be known as the Executive Team.

ARTICLE 3 – AUTHORITIES AND POWERS

The Executive Team shall have the authority as granted by the Board of Trustees of Bellingham Technical College, to legislate, promote, and regulate the affairs of the Associated Students. In acceptance of this authority, the Executive Team recognizes its responsibility to administer its programs and funds in compliance with rules and regulations prescribed by the College and the laws of the State of Washington.

ARTICLE 4 – MEMBERSHIP

Any student enrolled in credit-bearing classes at Bellingham Technical College shall automatically be a member of the Associated Students. Bellingham Technical College does not discriminate on the basis of race, creed, color, national origin, sex, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained service animal by a person with a disability, and no member shall be denied membership based upon any of these protected statuses.

ARTICLE 5 – STRUCTURE OF GOVERNMENT

The governing structure of the Associated Students of Bellingham Technical College (ASBTC) shall consist of a Student Senate and the Executive Team. The Executive Team will meet, in an official capacity, once a week unless campus operations have been suspended, per BTC alerts.

The Student Senate will meet at least once every two weeks unless campus operations have been suspended, per BTC alerts. All official meetings must include at least one of the following: Student Life Director, ASBTC Program Office Assistant, or designee.

The Student Senate is open to all students, as defined in Article I, Section 4 of the By-laws. It is encouraged that there be a representative from each academic program, campus club, and organization. The purpose of the Student Senate is to share information, provide a perspective on student issues and communicate back to the student body.

The duties and members, and the selection process for the Executive Team shall be defined and stated in the By-laws.

The Student Life Director and ASBTC Program Office Assistant, or designee, shall be ex-officio members of the Executive Team without voting privileges for the purpose of acting as advisors.

ARTICLE 6 – REVENUES

The Associated Students shall have the authority to generate revenue through the collection of Services and Activities fees, admission charges, fundraising programs, and other means deemed beneficial by the Executive Team, and regulate the same.

The Services and Activities Fee Budget Committee shall assume authority and initial responsibility for the development and approval of Services and Activities Fees and associated budgets. Final budget approval lies with the Board of Trustees or designee. The Executive Team will ensure that funds are used as the Services and Activities Fee Budget Committee intended through their allocations and are spent responsibly.

ARTICLE 7 – CLUBS AND ORGANIZATIONS

Any members of the Associated Students desiring to organize a club or organization on campus must submit an annual charter form to the Student Life Director to be recognized. Procedures on obtaining annual recognition shall be set forth in the “Clubs and Organizations Handbook”.

ARTICLE 8 – JUDICIAL REVIEW COMMITTEE

The Judicial Review Committee shall hear all cases and/or controversies of the interpretation of this Constitution and the By-laws. Judicial Review Committee decisions shall be applied to all persons, and the Executive Team (as applicable). Operations of the Judicial Review Committee are detailed in the By-laws.

ARTICLE 9 – INITIATIVE

Members of the Associated Students (AS) shall have the right to initiate and implement legislation. This shall take form through a fair process of voting as detailed in the By-laws and will be conducted in a timely manner based on precedent.

ARTICLE 10 – AMENDMENTS

Amendments to this document shall be initiated by Executive Team action, by initiative, or by Administrative action in collaboration with the Executive Team.

By-laws

Of the Associated Students of Bellingham Technical College
(Sections may reference to specific constitution provision(s).)

ARTICLE 1 – EXECUTIVE TEAM

Section 1 – Executive Team

The Executive Team manages, directs, and monitors all of the activities, policies, and procedures, as well as serves as a voice for the Associated Students of Bellingham Technical College (ASBTC).

Section 2 – Purpose

As defined in the Constitution, all legislative powers herein granted shall be vested in the Executive Team. Such powers include the direction and regulation of all activities, policies, procedures, and enactment of measures for the general welfare of the Associated Students. As delegated by the Board of Trustees, the Executive Team expends the Services and Activities Fees, and has the ability to sanction or cancel student clubs or organizations.

Clause 1 – Authorities and Powers

The creation of new Bellingham Technical College Policies and Procedures or revisions to existing Policies and Procedures, that apply to ASBTC and Student Life, shall be approved by majority vote of the Executive Team, before being reviewed by the BTC policy approval process. ASBTC Executive Team shall have the opportunity to review suggested changes before final adoption by the BTC policy approval process.

Any external ASBTC documents (denoted with *) referenced in the ASBTC Constitution and By-laws must get approval by majority vote of the ASBTC Executive Team, with guidance from Student Life Director and ASBTC Program Office Assistant, and will be presented to the Student Senate.

ASBTC Executive Team and Student Senate may suggest changes to the ASBTC budget to the Services and Activities Fee Budget Committee prior to being submitted to the Board of Trustees.

Clause 2 – Term of Office

One term shall be defined as the date by which an Executive Team member assumes their duties, until the end of the spring quarter, regardless of when the Executive Team member began their term.

Clause 3 – Assumption of Duties

Executive Team members assume their full responsibilities and duties on the first day of training as determined by the Student Life Director and/or designee.

Clause 4 – Conditions of Executive Team Member Tenure

- Each member of the Executive Team is responsible for fulfilling their job description

- A signed “Student Involvement Terms of Appointment”* must be on file at the time the Executive Team member takes office. Not having this may be basis for removal from office
- Completing at least five (5) credits per quarter. With written permission from the Student Life Director, this condition of Executive Member tenure may be waived for the duration of one (1) academic quarter
- Maintaining a 2.50 quarterly GPA and 2.50 cumulative GPA. Refer to Article 7, Academic Probation
- Executive Team members may serve a maximum of 2 terms on the Executive Team. Executives who want to serve a second term must apply for the position(s) in which they are interested
- Executive Team members cannot hold a club officer position at the same time as their Executive Team position unless they have received written permission from the Student Life Director (e.g., ASBTC Executive Team member and PTK Club/Organization Officer)

Clause 5 – Meetings and Voting

Regular meetings of the Executive Team will be held weekly during fall, winter, and spring academic quarters.

- Special meetings may be called as necessary, provided that there is at least 24-hour advance notification to all members. Special meetings may only be called by the chair, or by a majority of the members of the Executive Team. All meetings and special meetings have to be publicly noticed in accordance with Open Public Meetings Act, Revised Code of Washington 42.30.110
- The Executive Team reserves the privilege of executive session when deemed appropriate by the chair, and in accordance with Open Public Meetings Act, Revised Code of Washington 42.30.110
- Each member of the Executive Team shall exercise one vote. The chair may vote whenever the vote will affect the rest
- Remote attendance and voting is allowable utilizing the ASBTC chosen platform
- No proxy votes will be accepted
- Abstentions will not be allowed, except with permission from the Chair, prior to voting on the current motion
- Quorum shall consist of two-thirds (2/3) of filled Executive positions. When calculating two-thirds of positions, round up to the next whole number
- All decisions made by the Executive Team will require a majority vote of the members present
- The Executive Team may choose not to schedule meetings during the final week of academic quarters in order to focus on their academic responsibilities

“ASBTC Selected Robert’s Rules of Order”* document, shall be the rules of the day. Refer to Roberts Rule’s of Order current book edition for further clarification.

All Executive Team members must follow standard college practices and principles of behavior, as outlined in the BTC Student Conduct Code. Failure to follow the BTC Student Conduct Code may result in discipline, as set forth in Articles: 6, Executive Member Discipline; Article 7, Academic Probation; and Article 8, Removal from Office.

Clause 6 - ASBTC Executive Compensation

Compensation for Executive Team positions shall be requested by the Student Life Director and determined in the annual Services and Activities Fee Budget Committee process.

Clause 7 – Responsibilities of Executive Team

Duties include but are not limited to the following:

President:

- Oversee the Student Senate and the Executive Team
- Chair and facilitate the Student Senate and Executive Team meetings
- Call the meetings to order; make sure the agenda is observed; keep order within the group, make sure all appropriate procedures are followed, and adjourn the meetings
- Oversee all team tasks planned are completed
- See “ASBTC President Job Description”* document for full position description

Director of Diversity and Inclusion:

- Serve on the Diversity, Equity, and Inclusion (DEIC) committee as a voting member, or equivalent BTC governance committee
- Work with the Student Life Director to develop and implement training on inclusive language/diversity for the Executive Team
- See “ASBTC Director of Diversity and Inclusion Job Description”* document for full position description

Director of Legislation:

- Serve as the representative for the ASBTC in the Washington Community and Technical College Student Association (WACTCSA)
- Coordinate legislative events (for example, annual BTC Legislative Breakfast)
- See “ASBTC Director of Legislation Job Description”* document for full position description

Director of Finance:

- Serve as chair of the Services and Activities Fee Budget Committee
- Oversee, track, and maintain accounting control of all ASBTC expenditures and revenue
- Report on all vote-approved expenditures approved at Executive Team meetings at bi-weekly Student Senate meetings
- See “ASBTC Director of Finance Job Description”* document for full position description

Director of Clubs and Organizations:

- Assist clubs and organizations with submitting annual recognition forms
- See “ASBTC Director of Clubs and Organizations Job Description”* document for full position description

Director of Communications:

- Maintain and update the ASBTC Canvas page weekly during fall, winter, and spring quarters
- Maintain and update all ASBTC social media accounts weekly during fall, winter, and spring quarters

- See “ASBTC Director of Communications Job Description”* document for full position description

Director of Administrative Affairs:

- Take and prepare meeting minutes for the Executive Team, Student Senate, and Services and Activities Fee Budget Committee meetings
- Serve on the Services and Activities Fee Budget Committee as a voting member
- See “ASBTC Director of Administrative Affairs Job Description”* document for full position description

Clause 8 – Chair Flow of Responsibility

- President
- Director of Diversity and Inclusion
- Director of Legislation
- Director of Finance
- Director of Clubs and Organizations
- Director of Communications
- Director of Administrative Affairs

Clause 9 – Attendance and Duties

Executive Team members will be subject to the discipline process of Articles: 6, Executive Member Discipline; Article 7, Academic Probation; and Article 8, Removal from Office if they:

- Do not meet general requirements (Article 4, Executive Team Selection, Section 2, General Requirements), including quarterly or cumulative GPA
- Miss one (1) or more meetings/committed ASBTC events, in any one (1) quarter without a written/verbal exemption from the Student Life Director
- Abandon their position by being absent and/or out of communication for more than three (3) consecutive business days without a written/verbal exemption from the Student Life Director
- Not completing listed job duties, as identified by the Student Life Director

Section 3 – Funding Request Voting

Funding requests must be submitted to the ASBTC for review and approval by the ASBTC Executive Team. Funding requests \$500 or over from Programs, Clubs, and Organizations, must be approved by the Student Senate, after the request has been approved by the Executive Team. Incomplete funding requests will not be considered.

After the request has been approved, by either the Executive Team or Student Senate, a member of Student Life will notify the applicant about the status of their request.

Section 4 – Volunteer Student Senate

The Student Senate serves as a voice for the general student population with the express regard of helping to inform or affirm the decision-making of the Executive Team.

Clause 1 – Authorities and Powers

ASBTC Senators are entitled to voting rights on various issues including funding requests. ASBTC Senators are also entitled to review and make suggestions on the constitution and by-laws revisions and amendments, and annual Services and Activities Fee budgets.

Clause 2 – Student Senate Membership/Tenure Requirements and Assumption of Duties

- In order to be recognized as a voting member, a student must have attended at least one Student Senate meeting the same academic year prior to the meeting in which they can vote
- Senators must sign in with the Director of Clubs and Organizations and indicate if they are in attendance on behalf of a program, club, or organization
- All members must follow standard school practices and principles of behavior, as defined in the BTC Student Conduct Code and elsewhere. Failure to follow standards may result in removal from the current Student Senate meeting. Repeat violations will be addressed by the Student Life Director

Clause 3 – Meetings and Voting

Regular meetings of the Student Senate will be held fall, winter, and spring quarters.

- Quorum shall consist of two-thirds (2/3) of filled Executive positions. When calculating two-thirds of positions, round up to the next whole number
- Special meetings may be called as necessary, provided that there is at least 24-hour advance notification to all members. Special meetings may only be called by the chair
- In Student Senate meetings, each member of the Executive Team shall exercise one vote
- Each recognized voting Senator shall exercise one vote
- Remote attendance and voting are allowable via the ASBTC chosen platform (ex. Zoom)
- No proxy votes will be accepted

ARTICLE 2 - COMMITTEES

Section 1 – Initiating

Special committees may be created, as deemed necessary by the Executive Team. The appointment of the committee chair shall be the responsibility of the Director of Diversity and Inclusion. The appointment of the committee members will be the responsibility of the Committee Chair in collaboration with advisors.

Section 2 – Standing Committees

Services and Activities (S&A) Fee Budget Committee:

The membership, responsibilities, and authorities of the Services and Activities Fee Budget Committee shall be detailed in the “Associated Students of Bellingham Technical College Financial Code”*.

Section 3 – Selection Committee

The method, selection, group membership, voting, timeline, and committee responsibilities shall be outlined in Article 4, Executive Team Selections. This shall be the official policies and procedures for the Executive Team selection committee.

Section 4 – Ad Hoc Committees

Ad Hoc Committee progress reports must be made to the Executive Team in writing within two (2) weeks of the committee having met and presented at both the Executive Team and Student 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 Director of Diversity and Inclusion or their designated Head of Committees.

ARTICLE 3 – CLUBS AND ORGANIZATIONS

Section 1 – Recognizing Requirements

The "Clubs and Organizations Handbook"* shall be the official policies and procedures manual for all recognizing requirements.

Section 2 – Purpose of Clubs and Organizations

Clubs and Organizations provide Associated Students a variety of student involvement opportunities. Recognized Clubs and Organizations may receive funding support to accomplish objectives.

Section 3 – Recognition

To become a recognized campus club or organization, all student groups must submit a recognition packet every year to the Director of Clubs and Organizations. The necessary components of a recognition packet can be found in the "Clubs and Organizations Handbook"*, on the ASBTC Canvas page, or in the Student Center, Campus Center 300.

Section 4 – Membership

All Associated Students have the right to join a club or organization. Membership within the club or organization will depend on the group's constitution and by-laws.

No student shall be discriminated against on the basis of race, creed, color, national origin, sex, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained service animal by a person with a disability.

Discrimination of any kind will not be tolerated and will be subject to the college's provisions under the Student Conduct Code.

Section 5 – Conditions

All clubs and organizations must be fully recognized to:

- Use the name of the college
- Use the facilities of the college
- Administer services, programs, or activities
- Request and receive Services and Activities funds

Section 6 – Funding

Campus clubs and organizations are eligible to receive funds, subject to budget constraints. Campus organizations are eligible to apply for funding through the Services and Activities Fee

Budget Committee Annual Request process. All recognized student groups may request funds, for permissible expenditures, through the Executive Team or the Student Senate in accordance with the "ASBTC Financial Code"*. All student groups are encouraged to seek additional funding through fundraising or grants for expenses not subsidized through Services and Activities fees. The "Clubs and Organizations Handbook"* shall set forth the funding guidelines for campus organizations.

Section 7 – Club and Organization Advisors

The role and responsibilities of an advisor to a student club or organization shall be set forth in the "Clubs and Organizations Handbook"*.

Section 8 – Rights, Responsibilities, and Discipline of Clubs

The rights and responsibilities of clubs and appropriate disciplinary actions shall be set forth in the "Clubs and Organizations Handbook"*.

Section 9 – Training

A club representative may request an orientation conducted by the Student Life Director or their designee.

ARTICLE 4 – EXECUTIVE TEAM SELECTIONS

Section 1 – Standard Executive Team Selection Process

- Candidates must submit a fully completed "ASBTC Executive Team Application"* to the Student Life Director
- Students may apply for more than one position at a time

Section 2 – General Requirements

The general requirements for candidates selected for any position with the Executive Team are as follows:

- Be currently enrolled in five (5) credits or more, each quarter, at Bellingham Technical College (BTC)
- Possess a minimum 2.50 cumulative grade point average at BTC
- Must have completed the previous quarter with a minimum GPA of 2.50
- Must be a student in good standing with the college and community

Any student wishing to appeal the qualification requirements set forth in these By-laws must submit a letter of appeal attached to their "ASBTC Executive Team Application"* and submit it by the deadline. If the appeal is granted, the student will be on a probationary period for one academic quarter

Section 3 – Hiring Committee Membership and Responsibilities

Membership:

- One (1) BTC employee
- One (1) Executive Team member, who is not applying (if not available one (1) student leader)

- One (1) student leader (peer coach, ambassador, etc.)
- Two (2) currently enrolled students-at-large
- Student Life Director
- ASBTC Program Office Assistant

The Student Life Office will solicit interest and appoint the members of the Selection Committee. The Student Life Director will facilitate and serve as Chair.

Responsibilities:

- The Student Life Office is responsible for advertising open positions, scheduling interviews, and developing a list of questions for the position(s)
- The Selection Committee is responsible for the interview process to include, but not limited to: reviewing the applications, conducting the interviews, and ranking the final decisions for selection
- All Selection Committee members must be present for all interviews, the entire deliberation process, and voting in order to have a final ranking on the candidate(s) to be chosen
- Each member of the Selection Committee must sign a "Confidentiality Agreement"* prior to having access to any applications or documentation. Details must be kept confidential in perpetuity
- The application period of all Executive Team positions must be closed by the final week of the fall, winter, or spring academic quarter respectively

Section 4 – Voting

All decisions made by the Selection Committee will require a majority vote.

Section 5 – Timeline

The Selection Committee will be organized as soon as the application period has closed. The application period must be completed before the final week of the fall, winter, or spring academic quarter respectively.

Each application period shall be open for at least two (2) instructional weeks during the fall, winter, or spring quarters respectively. Applications will not be accepted after the posted closing date.

The application period may be opened early during breaks.

Section 6 – Vacancies on the Executive Team

The Executive Team shall fill vacancies occurring in fall or winter quarter through a selection process. If a vacancy occurs during the academic year, the Executive Team members will have the opportunity to fill that position from within the Executive Team before it is announced to campus. This requires unanimous approval from the Executive Team during an Executive Team meeting.

Section 7 – Vacancies during the Spring Quarter

If a vacancy occurs during or after the final week of winter quarter, the Executive Team may leave the position vacant or choose to appoint someone into the vacant position. Filling and appointing require unanimous approval from the Executive Team during an Executive Team meeting.

ARTICLE 5 – BTC CAMPUS COMMITTEE APPOINTMENTS

Appointments of student positions on campus committees shall be made by the Director of Diversity and Inclusion no later than the second (2nd) week of fall quarter.

- The Director of Diversity and Inclusion shall announce openings for student representation, to the Executive Team on all applicable BTC's governance and operational committees by the first (1st) week of fall quarter
- If by the end of the second (2nd) week, no Executive Team member is able to serve on a committee, the Director of Diversity and Inclusion shall actively recruit a potential committee member from the Student Senate by the third (3rd) week of the quarter
- The college administration reserves the right to deny a student membership on a campus committee
- All appointments to BTC's governance and operational committees shall be reported to the Executive Team by the Director of Diversity and Inclusion. Names shall then be forwarded to the Committee Chairs and College administrators as appropriate, by the Student Life Director

ARTICLE 6 - EXECUTIVE MEMBER DISCIPLINE POLICY

Section 1 – Discipline Policy

The term discipline, as used in this policy, describes a process for actions that holds Executive Team members to the standards of performance and recognized standards of conduct at Bellingham Technical College, as defined in the Student Conduct Code and "Student Involvement Terms of Appointment".

Section 2 – Corrective Action

Any non-Student Code of Conduct allegation/student concern brought to the attention of the Student Life Director shall start an investigation into the situation. It is expected that all corrective actions have ongoing communication between the Executive Team member(s) and the Student Life Director in an effort to correct the situation.

Section 3 – Oral Warning/Verbal Counseling

A meeting shall be convened by the Student Life Director to initiate an investigation into non-Student Code of Conduct allegations brought against any Executive Team member(s). The terms of the meeting shall be defined in writing by the Student Life Director. If the Executive Team member's performance does not improve within a specified period, corrective action will proceed. Except when necessary, this counseling shall be kept confidential.

Section 4 – Reprimands

Reprimands shall be initiated in writing by the Student Life Director and kept in the Executive Team member's file.

Section 5 – Probation

If Sections 3 and 4 are not effective, or if the seriousness of the offense warrants immediate probation, the Student Life Director must review all corrective action regarding a recommendation of probation prior to taking this action. A probationary timeline will be set by

the Student Life Director. If the Executive Team member has not improved within this timeline, further action may be taken.

ARTICLE 7 – ACADEMIC PROBATION

All ASBTC Executive Team members must sign the “Student Involvement Terms of Appointment”* (see Article 1, Executive Team, Section 2, Clause 4) upon taking office. Conditions of continued employment on the Executive Team include, but may not be limited to:

- Maintaining enrollment in a minimum of five (5) credit hours per quarter (fall, winter, and spring)
- Maintaining a quarterly grade point average of 2.50
- Maintaining a cumulative grade point average of 2.50

Failure to maintain the conditions of appointment, referenced in the “Student Involvement Terms of Appointment”*, will automatically put the Executive Team member onto Academic Probation for the quarter immediately following.

If an Executive Team member’s GPA falls below the conditions of appointment, the Executive Team member will be subject to immediate Academic Action Plan and Follow Up and is put onto academic probation for the quarter. If the Executive Team member’s cumulative and/or quarterly GPA continues to not meet conditions of employment, that Executive Team member will be removed from their Executive Team position at the end of the probationary quarter.

ARTICLE 8 - REMOVAL FROM OFFICE

Section 1: Grounds for Dismissal

Any Executive Team Member may be dismissed from office for the following:

- Involuntary Dismissal or Removal by both Executive Team and Student Life Director
 - Failure to maintain the responsibilities, and/or duties
 - Failure to follow policies and procedures outlined in any governing documents
 - Abuse of power of office
- Involuntary Dismissal or Removal by Student Life Director
 - Failure to maintain minimum qualifications of office
 - Found by the Student Conduct Officer, Conduct Review Officer, Vice President of Student Services or their designee, to have committed a violation of the Bellingham Technical College Student Conduct Code

Section 2: Involuntary Dismissal or Removal by Executive Team

Process:

- Verbal warning
- Written warning
- Probation
- Dismissal or removal

If no improvement of performance/behavior is recognized, impeachment by a two-thirds (2/3) vote of the Executive Team may occur. The Executive Team shall provide a statement to the Student Senate upon an Executive's removal from office.

Section 3: Involuntary Dismissal or Removal by Student Life Director

Involuntary dismissal or removal may occur if all other disciplinary actions are exhausted and no improvement of performance/behavior is recognized, providing that the Executive Team member has been placed on probation status by advisor(s). If the actions of the Executive Team member are deemed serious or dangerous, the Student Life Director will immediately refer the case to the Office of the Vice President of Student Services. The Student Life Director shall provide a statement to the Executive Team upon an Executive's removal from office.

Section 4: Judicial Review Committee

The student who has been removed may appeal this action to the Vice President of Student Services or designee, within 10 business days from written notice of removal from office. The Vice President of Student Services or designee will convene the Judicial Review Committee to review and make recommendations regarding the appeal.

ARTICLE 9 - JUDICIAL REVIEW COMMITTEE

The Vice President of Student Services or designee will convene the Judicial Review Committee to review and make recommendations regarding an appeal. The committee shall meet only upon the receipt of an officially filed grievance.

- **Membership:**
 - Vice President of Student Services or designee, Chair, ex-officio
 - Four (4) students-at-large, voting members, selected by the Vice President of Student Services, who shall have little or no knowledge and no bias for or against the grievance
 - One (1) BTC employee will be a voting member, selected by the Vice President of Student Services, who shall have little or no knowledge and no bias for or against the grievance
- **Voting:**
 - The Judicial Review Committee quorum shall be 100% of all Judicial Review Committee members. All votes taken by the committee will need a majority vote of all members to pass
 - Abstentions will not be allowed
 - All Judicial Review issues and discussions are confidential
 - The Judicial Review Committee will share its official decision
- **Responsibilities - Evaluate and review appeals regarding:**
 - Any action taken against an Executive Team member, or selection results
 - Any action taken against a student representative on any campus committee
 - Any action taken against a Student Senator
 - Any action taken against a member of a club or organization
 - Interpretation of the ASBTC Constitution and By-laws

- Appeals to amendment petitions (see Article 13, Section 2)

ARTICLE 10 - INITIATIVES

Any member of the Associated Students may initiate an article of legislation by:

- Presenting to the Executive Team a petition containing the signatures of students that exceed the numerical value of 5% of the Associated Students for the quarter
- Petitions will be researched for feasibility, appropriateness and accuracy by the ASBTC President and Director of Diversity and Inclusion who shall draft a preliminary recommendation and submit it simultaneously to the Executive Team and student petitioner within two (2) instructional weeks of receiving the petition
- Upon receipt of a valid petition, the Executive Team shall call a vote of the Student Senate no less than two (2) instructional weeks and not more than four (4) instructional weeks after presentation of the petition to the Executive Team at a regularly scheduled meeting
- An initiative shall become policy upon ratification by two-thirds (2/3) majority of the Student Senate votes cast in the affirmative

ARTICLE 11 - REFERENDUM

The Executive Team reserves the right to initiate a referendum.

- Such action shall pass out of the Executive Team by a two-thirds (2/3) affirmative vote
- Referenda shall become policy upon ratification by two-thirds (2/3) majority of the Executive Team votes cast in the affirmative

ARTICLE 12 - POSITION STATEMENT

Section 1: Establishing Positions and Opinions

The Executive Team reserves the right to clarify and interpret documents and policies, answer complaints, and establish ASBTC positions on issues.

Section 2: Process

The Executive Team may issue a position statement when:

- A member of the Associated Students makes a written request for clarification of any document, policy, or procedure relating to student governance
- The Executive Team, through the passage of a motion, desires to take a position on an issue of importance to the Associated Students or for clarification necessary for the maintenance of internal affairs

Section 3: Procedure

The procedure for adopting a position statement shall be as follows:

- The President and Director of Diversity and Inclusion shall research the situation in depth and draft a preliminary recommendation
- Not more than two (2) instructional weeks shall lapse during this drafting. The preliminary draft shall be presented no later than the first Executive Team meeting following the conclusion of the two (2) instructional week draft period

Section 4: Approval

Approval of a position statement shall require a majority vote of the Student Senate.

ARTICLE 13 - AMENDMENTS

Section 1: Grammar, Spelling, and Punctuation

Grammar, spelling, and punctuation changes may be independently initiated and approved by a majority vote of Executive Team.

Section 2: Amendments

Amendments to the Constitution and By-laws, proposed by the ASBTC Executive Team, except for grammar, spelling, and punctuation changes noted above that do not change intent, must, in the following order, be approved by two-thirds (2/3) majority vote of the Executive Team reviewed by the Student Senate; be approved by the Student Life Director, the Vice President of Student Services, a legal review conducted by the BTC assigned Assistant Attorney General (AAG), and final approval by the BTC Board of Trustees.

Students may appeal the amendment by submitting a petition to the Executive Team before approval by the BTC Board of Trustees. In the event that a petition is received, the Judicial Review Committee will make a determination as to whether the amendment shall advance to the Board of Trustees or return to the Executive Team per Article 9, Judicial Review Committee.

In the event a proposed amendment is approved by the Executive Team, but is declined by the Student Life Director and/or the Vice President of Student Services, all parties shall meet in a good faith effort to resolve such dispute(s) prior to the proposed amendment being forwarded to the BTC Board of Trustees to be ratified.

ARTICLE 14 – SERVICES AND ACTIVITIES FEES

Section 1: Source of Funds

The Associated Students shall be funded by Services and Activities Fees collected from students as part of their tuition.

Section 2: Authority

The Services and Activities Fee Budget Committee has the sole authority to develop and recommend the annual Services and Activities Fee Budget to the Board of Trustees. The allocation and expenditure of student Services and Activities funds shall be subject to the provisions outlined in the "ASBTC Financial Code"* in accordance with RCW 28B.15.041.

Section 3: Funding Guidelines

Funding guidelines are to conform to the "ASBTC Financial Code"* as well as all Washington Administrative Codes (WAC) and Revised Code of Washington (RCW) guidelines for Community and Technical Colleges. Detailed guidelines of the Services and Activities Fee Budget Committee process and copies of the "ASBTC Financial Code"* will be retained in good order and readily available to requesting parties within the Student Center.

Section 4: Budgeting Procedure

The procedure for developing the annual budgets of the various student-funded programs and organizations shall be vested with the Services and Activities Fee Budget Committee and is outlined in the “ASBTC Financial Code”**.

Bellingham Technical College does not discriminate on the basis of race, ethnicity, creed, color, sex, gender identity or expression, citizenship or immigration status, national origin, age, religion, disability, veteran or military status, sexual orientation, genetic information, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, pregnancy, marital status, or any other characteristic protected by federal, state, or local law in its programs, activities, and services. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director for Human Resources Allison Mack, 360.752.8354, or hr@btc.edu. For Title IX/Section 504 compliance, contact: Vice President of Student Services Michele Waltz, 360.752.8440, or title9@btc.edu. Mailing address: 3028 Lindbergh Avenue, Bellingham, WA 98225. BTC publications are available in alternate formats upon request by contacting the Accessibility Resources office at 360.752.8576.

Signatures

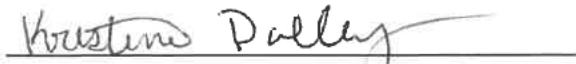
Associated Students of Bellingham Technical College

ASBTC President
Luke Olson




Date: 5/6/2021

ASBTC Director of Legislation
Kristina Daeley



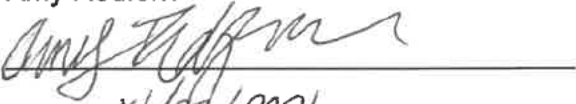
Date: 05/03/2021

ASBTC Director of Clubs and Organizations
Christian Salvatierra



Date: 04/27/2021

ASBTC Director of Administrative Affairs
Amy Redfern



Date: 04/23/2021

ASBTC Director of Diversity and Inclusion
Vacant

Date: _____

ASBTC Director of Finance
Maximum Millett



Date: _____

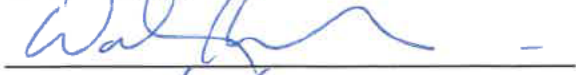
ASBTC Director of Communications
Kyla Lanham



Date: 5/14/2021

Bellingham Technical College

Interim President and Chief Academic Officer
Walter Hudsick



Date: 5/21/21

Vice President of Student Services
Michele Waltz



Date: 5/17/2021

Student Life Director
Chris Eder



Date: 5/17/2021