



ASBTC

Associated Students of Bellingham Technical College

Striving for Student Success

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2024-2025

Preamble

(Note: This should include a statement of the purpose, goals and objectives for the club or organization as well as those objectives that will benefit the campus and college community.)

Article I – Name

The name of this club or organization shall be _____.

Article II – Membership

Section 1: All registered students, at the college shall be eligible for voting membership in _____ (club or organization name) at Bellingham Technical College.

Section 2: Voting members, in addition to Section 1, shall be designated as those persons who have attended _____ meetings in an academic quarter.

Article III – Officers

Section 1: The officers of the club or organization shall be (include any specific qualifications to hold each office):

- President
- Vice President
- Any additional positions your club or organization deems necessary

(Titles for the above positions may differ from those described at the discretion of the club or organization. Other positions may also be included as officer positions.)

Section 2: All members who are current students, and not a current ASBTC Executive Team member, shall be eligible for Executive or Leadership roles.

Section 3: The Position of Executive shall be valid so long as you are enrolled as a student in good standing.

Section 4: The Executives shall be elected by their contribution to the club or organization.

Section 5: There can only be ___ (***Note: use the number of Executive positions in Section 1 above***) Executives at one time.

Article IV – Executive Board

Section 1: The Executive Board shall consist of the ___ (#, see section 1 above) Executives.

Section 2: All executive and legislative power granted herein shall be vested in the Executive Board.

Section 3: The Executive Board shall be empowered to recommend priorities for various projects and to plan activities.

Article V – Meetings

Section 1: The regular meetings of the voting membership shall be held at least once a week, month, or quarter (excluding holidays and non-instructional days). (***Note: document how often your club/organization will meet***)

Section 2: Special meetings of the organization may be called by the Executives.

Section 3: A quorum shall be a majority of the Executive Board of the voting membership.

Article VI – Committees

Section 1: Finance

Section 2: Publicity

Section 3: Constitution and By-Laws

(***Note: These are suggested standing committees. No committees are required.***)

Article VII – Recall and Removal

Section 1: Officers may be recalled and, if found in violation, removed from office by a two-thirds majority of the voting members on the basis of not fulfilling their duties as outlined in these Constitution and By-Laws.

Section 2: Members may be recalled and, if found in violation, may be expelled from membership by a two-thirds majority of the voting members on the basis of not fulfilling the purpose of the organization.

Section 3: Advisors may be recalled and, if found in violation, removed from their position by a two-thirds majority of the voting members on the basis of not fulfilling their duties as described in the ASBTC and Student Club or Organization Constitution and By-Laws. A new advisor must be replaced within four

weeks. Student Life must be notified of all advisor changes, and an updated, signed Annual Recognition form must be provided to Student Life within four weeks.

Section 4: Any individual who is recalled shall be given full notice of the allegations against them and shall have an opportunity to respond to the allegations.

Section 5: Any member of the club or organization may initiate recall proceedings.

Article VIII – Amendments

Section 1: Amendments to this Constitution shall be proposed either by two-thirds (2/3s) of the club or organization, or by a petition submitted by 20 percent of the voting members.

Section 2: A two-thirds (2/3s) majority vote from the members shall be necessary to approve amendments to this Constitution.

Section 3: Amendments to this Constitution shall be recommended to the Executives for approval following approval by the Student Life Director.

Article IX – Active Status

In order to maintain active status, the organization must agree to abide by rules and regulations, including financial procedures, of ASBTC which pertain to all student clubs and organizations.

By-Laws

Article I – Duties of Officers

Section 1: The duties of the Executives shall be to:

- Preside over all meetings
- Call all special meetings
- Sign all financial documents of the organization (mandatory)
- Represent the club/organization documentation to the ASBTC Senate and/or Executives if applicable
- Access to club property; such as making equipment available during break times

Section 3: The duties of All Members shall be to:

- Participate in voting on Minor issues
- Participate in events and club or organization activities

- Suggest idea for games or events

Article II – Duties of Executive Advisor

Section 1: A BTC Employee Advisor shall be chosen by a majority of the Executive voting members.

Section 2: The Advisor shall be an ex-officio member of the Organization's Executive Board, and do not vote.

Section 3: The duties of the Advisor shall be to:

- Counter-sign all administrative financial forms (mandatory)
- Act as consultant for projects and special committees of the club/organization
- Attend all meetings and social activities sponsored by the Club or Organization (mandatory)

Article III – Elections

Section 1: The club/organizations elections shall occur every ____ (*Note: How often? Quarterly? Annually?*).

Section 2: Candidates for offices shall be eligible provided they have met the requirements for that office as stated in Article III of this Constitution.

Section 3: Candidates running for office shall be members of club/organization at the time of their election and during their term of office.

Section 4: Candidates running for office must be registered students in good standing at the time of their nomination and must maintain that status during their term of office.

Section 5: Other specific guidelines for the election procedure are left to the discretion of the organization.

Article IV – Finances

Section 1: Dues will be paid by individuals of the group as set by a majority vote of the voting members (*Note: It is not necessary to have dues*).

Section 2: Funds will be used for the operation of club/organization as directed by a majority vote of the voting members.

Section 3: All finances shall be handled in accordance with the established policy and fiscal procedures in effect for the college as outlined in the ASBTC Constitution and By-laws.

Section 4: In the event of loss of club or organization recognition, any funds remaining in the organization's campus account shall revert to the ASBTC campus account, in accordance with the ASBTC Constitution and By-laws.

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.