



Clubs and Organizations Constitution and By-laws

by the Associated Students of Bellingham Technical College Year 2025-2026

Constitution

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 deem necessary:

Titles for the above position 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: Executive or Leadership positions 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: The total number of Executives or Leadership positions will be _____ (Note: use the number of Executive positions in Section 1 above).

Article IV – Executive Board:

Section 1: The Executive Board shall consist of the _____ (number, see Article III, Section 1 above).

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 club/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 by either two-thirds of the club or organization, or by a petition submitted by 20 percent of the voting members.

Section 2: A two-thirds majority vote from 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 club or 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 Student Senate and/or Executives if applicable
- Access to club property, such as making equipment available during break times

Section 2: The duties of all members shall be to:

- Participate in voting on club/organization issues
- Participate in events and club/organization activities
- Suggest ideas for events and activities

Article II – Duties of Advisor:

Section 1: A BTC employee shall be advisor to the club / organization.

Section 2: The Advisor shall be an ex-officio member of the club/organization, and does not vote.

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

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

Article III – Elections:

Section 1: The club/organization 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 the 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.