

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

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 Student Council (SC).

Article 4 – Authorities and Powers

The Student Council 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 Student Council 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 5 – Membership

Any student registered at Bellingham Technical College and who has paid the Services & Activities fee shall automatically be a member of the Associated Students. Bellingham Technical College does not discriminate on the basis of race, color, national origin, religion, gender identity or expression, sex, disability, veteran status, sexual orientation, age, or genetic information in its programs and activities, and no member shall be denied membership based upon any of these protected statuses.

Article 6 – Structure of Government

The governing structure of the Associated Students of Bellingham Technical College (ASBTC) shall consist of a Student Council. The Student Council shall consist of a Student Senate and Executive Team and may also be referred to as the Associated Student Government (ASG).

The duties and members of the Student Council shall be defined and stated in the By-laws.

The selection process for the Student Council shall be enumerated within the By-laws of this Constitution.

If any of the Student Council positions are vacated during the year, the positions will be filled by the process as enumerated in the By-laws.

The Student Life Coordinator, or designee, shall be an ex-officio member of the Student Council without voting privileges for the purpose of acting as the advisor.

Article 7 – Revenues

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

Once collected, the Student Council shall assume authority and initial responsibility for the development and approval of Services & Activities Fees and associated budgets. Final budget approval lies with the Board of Trustees or designee.

Article 8 – Clubs & Organizations

Any members of the Associated Students desiring to organize a club or organization on campus must seek charter approval from the Executive Team. Procedures on obtaining a charter shall be set forth in the By-Laws.

Article 9 – Judicial Review Committee

The Judicial Review Committee shall hear all cases and/or controversies of the interpretation from this Constitution and the By-laws. Judicial Review Committee decisions shall be applied to all persons, and the Student Council (as applicable). Details of Judicial Review Committee operations are to be enumerated in the By-Laws.

Article 10 – 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 enumerated in the By-Laws and will be conducted in a timely manner.

Article 11 – Amendments

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

Bylaws

Of the Associated Students of Bellingham Technical College (Referenced to specific Constitution provision)

Article 1 – Student Council

Section 1 – Purpose

As defined in the Constitution, all legislative powers herein granted shall be vested in the Student Council. 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 Student Council expends the Services & Activities Fees, and has the ability to sanction or cancel student organizations and assess additional student fees.

Section 2 – Executive Team

The purpose of the Executive Team is to manage, direct, and monitor all of the activities, policies, and procedures, and act as a voice for the Associated Students of Bellingham Technical College. (ASBTC)

Clause 1 – Authorities and Powers

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

The sanction or cancelation of student clubs or organizations shall be approved by vote of the Executive Team.

ASBTC Executive Team in collaboration with S&A Fee Committee will develop the ASBTC Budget. The Budget goes to the Senate for approval 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 assumes their duties, until the end of the spring quarter, regardless of whether that individual was selected during a special selection or regular selection.

Clause 3 – Assumption of Duties

An Executive Officer assumes their full responsibilities and duties on the first day of training as determined by the Student Life Coordinator and/or designee.

Clause 4 – Condition of Executive Member Tenure

- Each member of the Student Council is responsible for fulfilling that job description.

- A signed “*Student Involvement Terms of Appointment*” must be on file at the time the council member takes office. Not having this may be basis for removal from office.
- To remain in office, all members shall maintain successful progress towards their academic goals by completing at least three (3) credits per quarter, and maintaining a quarterly GPA of at least 2.5.
- Selected officers may serve a maximum of 2 terms in the same Executive position. Time served as an appointed officer filling a vacancy is not included in this term limit.
- 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 required to step down from one of the positions.

Clause 5 - Meeting

Regular meetings of the Executive Team shall be held fall, winter, and spring 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.
- 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 RCW 42.30.110.
- Each member of the Executive Office, except the chair, shall exercise one vote. The chair shall cast a vote in the event of a tie.
- No proxy votes shall be accepted.
- Quorum shall consist of 2/3 of filled Executive positions, excluding the President.

Robert’s Rules of Order, current edition, shall be the rules of the day.

All members of the ASG must follow standard school practices and principles of behavior, as outlined in the BTC Student Conduct Code and Student Handbook. They must remain in compliance with the BTC Student Conduct Code. Failure to follow may result in discipline, as set forth in Articles 6 and 7.

Clause 6 - ASBTC Executive Compensation

Compensation for executive positions shall be defined in the annual ASBTC Budget.

Clause 7 – Responsibilities of Executive Team

Duties include but are not limited to the following:

President:

- Oversee the student Senate and the Executive Team

- Facilitate the Senate and Executive meetings, plan meeting agendas, create presentations for Senate and Executive Team meetings
- Ensure 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
- Serve as 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 the Student Life Coordinator to improve the learning environment at Bellingham Technical College
- Meet with appropriate or assigned BTC administrator
- Participate in the planning, coordinating, and running of events

Vice President:

- Chair an ASBTC Committee as needed
- Track Executive Team attendance
- Track Presentations
- Keep postings current at all ASBTC billboards
- Serve as supervisor for positions created
- Complete additional assigned tasks as needed
- Work in conjunction with other Executive Officers and the Student Life Coordinator to improve the learning environment at Bellingham Technical College
- Meet with appropriate or assigned BTC administrator
- Participate in the planning, coordinating, and running of events

Director of Legislation:

- Serve as the representative for the ASBTC in the Washington Community and Technical College Student Association (WACTCSA)
- Chair an ASBTC Committee as needed.
- Update the student Bylaws and add to or create new Legislative Bills directly affecting the ASBTC
- Attend Board of Trustee meetings quarterly
- Meet with appropriate or assigned BTC administrator
- Work in conjunction with other Executive Officers and the Student Life Coordinator to improve the learning environment at Bellingham Technical College

- Participate in the planning, coordinating, and running of events

Director of Finance:

- Chair an ASBTC Committee as needed
- Serve on the S&A Fee Budget Committee
- Receive funding requests
- Confirm available funds for such requests
- Work closely with the assigned ASBTC clerical assistant
- Assist Director of Administrative Affairs-Attendance
- Provide the ASBTC President with financial information upon request
- Make the funding request and tracking process as simple and accurate as possible for all parties involved
- Meet with appropriate or assigned BTC administrator
- Work in conjunction with other Executive Officers and the Student Life Coordinator to improve the learning environment at Bellingham Technical College
- Participate in the planning, coordinating, and running of events

Director of Administrative Affairs-Attendance:

- Chair an ASBTC Committee as needed
- Track attendance of ASBTC Senators for meetings and committee attendance
- Work in conjunction with other Executive Officers and Student Life Coordinator to improve the learning environment at Bellingham Technical College
- Assist the Director of Finance
- Meet with appropriate or assigned BTC administrator
- Participate in the planning, coordinating, and running of events

Director of Administrative Affairs-Minutes:

- Chair an ASBTC Committee as needed
- Take and read meeting minutes for both Executive Team and Senate meetings
- Prepare minutes within 48 hours after meetings
- Print minutes and bring to meeting for approval
- 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
- Meet with appropriate or assigned BTC administrator
- Work in conjunction with other Executive Officers and the Student Life Coordinator to improve the learning environment at Bellingham Technical College
- Participate in the planning, coordinating, and running of events

Director of Communications:

- Chair an ASBTC Committee as needed
- Serve as 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
- Work in conjunction with other Executive Officers and the Student Life Coordinator to improve the learning environment at Bellingham Technical College
- Participate in the planning, coordinating, and running of events

Clause 7 – Attendance

Executive Team members will be subject to the removal process of ASG Member Discipline Policy and Removal From Office Articles if they:

Miss one (1) or more meetings/committed ASBTC events, in any one (1) quarter without a written/verbal exemption from the Student Life Coordinator and notification to the ASBTC Vice President

Abandon their position by being absent and out of communication for more than three (3) consecutive business days.

Section 3 – 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 Office.

Clause 1 – Authorities and Powers

ASBTC Senators are entitled to voting rights on various issues regarding club funding requests, ASBTC budget, constitution/bylaw revisions/amendments, and student-imposed fees. Senators may also serve on committees.

Clause 2 – Term of Office

Any ASBTC Member meeting the Senate Membership Requirements in Clause 3 may serve on the Student Senate.

Clause 3 – Senate Membership/Tenure Requirements and Assumption of Duties

- Any S&A fee paying student may become a voting senator after attending two consecutive senate meetings.

- To hold voting privileges, Senators must maintain a 75% or higher attendance at Senate and assigned committee meetings.
- Senators may not be on any form of academic or student code of conduct probation or suspension.
- Senators must sign the Senator checklist indicating their interest and understanding of senate operations and requirements.

All members must follow standard school practices and principles of behavior, as articulated in the BTC Student Conduct Code and elsewhere. Failure to follow standards may result in discipline, as found in Articles 6 and 7.

Clause 4 – Meetings and Voting

Regular meetings of the Student Senate shall be held fall, winter, and spring 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.
- In senate meetings, each member of the Student Council, except the chair, shall exercise one vote. The chair shall cast a vote in the event of a tie.
- No proxy votes shall 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 Vice President. The appointment of the committee members will be the responsibility of the Committee Chair in collaboration with advisors.

Section 2 – Standing Committees

Services & Activities (S&A) Fee Budget Committee

The membership, responsibilities, and Authorities of the S&A Fee Budget Committee shall be enumerated in the Associated Students of Bellingham Technical College Financial Code.

Clubs Council

The membership, responsibilities, and authorities of the Club Council shall be enumerated in the Clubs and Organizations Handbook.

Section 3 – 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 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 could negatively affect future funding requests.

Selection Committee

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

Judicial Review Committee

The Judicial Review Committee shall hear all cases and/or controversies of the interpretation from this Constitution and the By-laws. Judicial Review Committee decisions shall be applied to all persons, as well as the Student Council (as applicable). Further outline of the Judicial Review Committee will be found in Article 7 - Removal from Office.

Article 3 – Clubs and Organizations

Section 1 – Chartering Requirements

The Clubs & Organizations Handbook shall be the official policies and procedures manual for all chartering requirements.

Section 2 – Purpose of Clubs and Organizations

The purpose shall be to give students the opportunity to organize as a club or organization and offer a wider variety for student involvement opportunities for the associated students. Approved clubs may receive funding support to begin accomplishing objectives.

Section 3 – Recognition

To become a recognized campus club, all organizations must submit a registration packet to the Executive Team for approval. The necessary components of a charter packet can be found in the Clubs & Organizations Handbook.

Section 4 – Membership

All ASBTC members have the right to join a club or organization by the ASBTC. Membership within the club will depend on the individual club standards. No student shall be discriminated against on the basis of race, color, national origin, religion, gender identity or expression, sex, disability, veteran status, sexual orientation, age, or genetic information. Hazing of any kind will not be tolerated and will be subject to the college's provision under the Student Conduct Code.

Section 5 – Conditions

All organizations must be fully recognized by the Executive Team if they are to:

- Use the name of the college
- Use the facilities of the college
- Administer services, programs or activities

Section 6 – Funding

New campus organizations are eligible to receive funds, subject to budget constraints. Campus organizations are eligible to apply for funding through the S&A Fee Budget process or Senate Funding Process. All campus organizations are encouraged to seek additional funding through fundraising, grants or by requesting additional funds through Student Council. The Clubs and Organization Handbook shall set forth the funding guidelines for campus organizations.

Section 7 – Club Advisors

The role and responsibilities of an advisor to a campus organization shall be set forth in the Clubs & Organization Handbook.

Section 8 – Rights and Responsibilities and Discipline of Clubs

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

Section 9 – Training

Annually, a club representative shall attend and complete a representative training workshop and orientation conducted by the Student Life Coordinator or their designee.

Article 4 – Selection and Appointment

All selections and appointments to the Executive Team are made by a majority vote of the Selection Committee and are final upon acceptance of the appointment.

Section 1 – Standard Candidate Filing Process

- A fully completed candidate application submitted to the Student Life Coordinator.
- A copy of the candidate’s current Bellingham Technical College transcript (unofficial). Transcript must include all quarters completed prior to the application deadline.
- Students may apply for more than one position at a time.

Section 2 – General Requirements

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

- Be currently enrolled in three (3) credits or more at Bellingham Technical College (BTC).
- Possess a minimum 2.5 cumulative grade point average at BTC.
- Must have completed the previous quarter with a minimum GPA of 2.5.
- 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 candidate application and submit it before the deadline. If the appeal is granted, the student will be on a probationary period for one academic quarter.

Section 3 – Committee Membership & Responsibilities

Membership:

BTC Administrator
 Two (2) Student Council members
 Two (2) Senators
 Two (2) students-at-large
 Advisors, ex-officio

The Student Life Coordinator will appoint the student members of the Selection Committee. The Selection Committee, as a whole, will choose one of its members to serve as Chair.

Once the committee holds its first scheduled meeting, members of the Selection Committee may not apply for any position being selected.

Responsibilities:

The committee is responsible for the interview process to include, but not limited to: advertising positions, reviewing the applications, scheduling and conducting the interviews, developing a list of questions for the position(s), and making 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 vote on the candidate(s) to be chosen.

Each member of the committee must sign a letter of confidentiality.

Appointments of all Student Council positions must be completed by the last business day before graduation in June.

Section 4 – Voting

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

Section 5 – Timeline

The Selection Committee shall be organized prior to the last (3) three weeks of the winter quarter for the formation of next year’s Student Council. All selections must be completed by the last business day in May.

Section 6 – Appointments to Committees

Appointments of student positions on campus committees shall be made by the Vice President no later than the fourth (4th) week of fall quarter.

A. The Vice President shall announce openings for student representation on all applicable campus and tenure review committees by the first (1st) week of fall quarter.

B. If within seven (7) calendar days, no student committee applications are received concerning a posted committee opening, the Vice President shall actively recruit a potential committee member by the third (3rd) week of the quarter.

C. Candidates for campus tenure committees must attend a training session conducted by the college administration. The college administration reserves the right to deny a student membership on a campus committee.

D. All appointments to campus committees shall be reported to the Student Council by the Vice President. Names shall then be forwarded to the College administrators as appropriate.

E. In the event of a vacancy on a committee, the Vice President shall actively recruit a potential committee member by the end of the second (2nd) week of vacancy.

Article 5 - Vacancies

Section 1 – Vacancies on the Student Council

The Student Council shall fill vacancies occurring in the academic year through a collaborative appointment process.

Membership:

BTC Administrator, chair

Two (2) members from the organization with current vacancy

One (1) Senator

Advisors, ex-officio

Responsibilities:

The committee is responsible for the interview process to include, but not limited to, advertising positions, reviewing the applications, scheduling and conducting the interviews, developing a list of questions for the position(s), and making the final decisions for selection.

Applications for filling a vacancy shall be accepted by the Student Life Coordinator for two (2) calendar weeks after the date a vacancy has been announced.

In the event a vacancy occurs during a break in the academic quarter, the vacancy shall be announced and posted the first day of the following quarter.

All committee members must be present at all interviews, the entire deliberation process and voting in order to have a final vote on the candidate(s) to be chosen.

Each member of the committee must sign a letter of confidentiality.

ARTICLE 6 - ASG MEMBER DISCIPLINE POLICY

Section 1 – Policy of Discipline

The term discipline, as used in this policy, describes a process for actions that holds ASG members to the standards of performance and recognized standards of conduct at Bellingham Technical College, as articulated in the Student Conduct Code and ASG Student Handbook.

Section 2 – Corrective Disciplinary Action

Any allegation/student concern brought to the attention of the Student Life Coordinator shall start an investigation into the situation. It is expected that all corrective disciplinary actions have ongoing communication between the ASG Member and the Student Life Coordinator in an effort to correct the situation.

Section 3 – Oral Warning/Verbal Counseling

A meeting shall be convened by the Student Life Coordinator to investigate allegations brought against any ASG Member(s). The terms of the meeting shall be defined in writing by the Student Life Coordinator. If the ASG Member's performance does not improve within a specified period, corrective disciplinary 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 Coordinator and kept in the ASG Member's file.

Section 5 – Probation

If a written reprimand is not effective, or if the seriousness of the offense warrants immediate probation, the Student Life Coordinator must review all disciplinary action regarding a recommendation of probation prior to taking this action. A probationary timeline will be set by the Student Life Coordinator. If the ASG Member has not improved within this timeline, further action may be taken.

ARTICLE 7 - REMOVAL FROM OFFICE

Section 1: Grounds for Dismissal

Any ASG Member may be dismissed from the office for the following:

- A. Failure to maintain the responsibilities, duties, and/or minimum qualifications of office.
- B. Failure to follow policies and procedures outlined in any governing documents.
- C. Abuse of power of office.
- D. Found by the Vice President of Student Services or his/her designee to have committed a violation of the Bellingham Technical College Student Conduct Code.

Section 2: Involuntary Dismissal or Removal by Student Life Coordinator

Involuntary dismissal or removal may occur if all other disciplinary actions are exhausted and no improvement of performance/behavior is recognized, providing that the ASG Member has been placed on probation status by advisor(s) and/or employment was terminated. The Student Council President may be consulted by the Student Life Coordinator prior to final action. The Student Life Coordinator shall provide a written explanation to the Student Council outlining the reasons for involuntary dismissal or removal. If the actions of the ASG Member are deemed serious or dangerous, the Student Life Coordinator will immediately refer the case to the Office of the Vice President of Student Services.

Section 3: Dismissal by Student Council

If no improvement of performance is recognized, impeachment by a majority vote of the Student Council may occur. The council shall provide a written explanation outlining the reasons for removal.

Section 4: Judicial Review Committee

The student who has been removed may appeal this action to the Director of Advising and Career Services or designee. The Director of Advising and Career Services or designee will convene the Judicial Review Committee to review and make recommendations regarding the appeal.

A. Membership:

- i. Director of Advising and Career Services or designee, Chair.
- ii. Five (5) students-at-large, voting members, selected by the Director of Advising and Career Services and confirmed by the Student Council, who shall have little or no knowledge and no bias for or against the grievance, as determined by the Director of Advising and Career Services.
The committee shall meet only upon the receipt of an officially filed grievance.
- iii. 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. The chair will vote only if it changes the outcome of the vote.
- iv. All Judicial Review issues and discussions are confidential until the Judicial Review Committee has reached an official decision.

B. Responsibilities:

- i. Review upon request and modify, if necessary, any action taken against a Student Council member, or candidate for office.
- ii. Review upon request, and modify if necessary, any action taken against a student representative on any campus committee.
- iii. Evaluate appeals pertaining to the interpretation of these Constitution and By-Laws after the President and Executive Team have evaluated said appeals.
- iv. Review appeals of selection results.

Article 8 - Initiatives

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

A. Presenting to the Student Council a petition containing the signatures of students that exceed the numerical value of 5% of the Associated Students for the quarter.

B. Petitions will be researched for feasibility, appropriateness and accuracy by the ASBTC Vice President who shall draft a preliminary recommendation and submit it simultaneously to the Student Council and student petitioner.

C. Upon receipt of a valid petition, the Executive Team shall call an election 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 Student Council at a regularly scheduled meeting.

E. An initiative shall become policy upon ratification by 2/3 majority of the Student Council votes cast in the affirmative.

ARTICLE 9 - Referendum

The Executive Team reserves the right to initiate a referendum.

A. Such action shall pass out of the Student Council by a two-thirds (2/3) affirmative vote.

B. Referenda shall become policy upon ratification by 2/3 majority of the Student Council votes cast in the affirmative.

ARTICLE 10 - Position Statement

Section 1: Establishing Positions & Opinions

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

Section 2: Process

The Executive Team may issue a position statement when:

- A. A member of the Associated Students makes a written request for clarification of any document, policy or procedure relating to student governance.
- B. The Student Council, 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:

- A. The Vice President shall research the situation in depth and draft a preliminary recommendation.
- B. Not more than two (2) weeks shall lapse during this drafting. The preliminary draft shall be presented no later than the first Student Council meeting following the conclusion of the two (2) week draft period.

Section 4: Approval

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

Article 11 - Amendments

Section 1: Grammar, Spelling and Punctuation

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

Section 2: Amendments

Amendments to the Constitution & By-Laws that substantially change the overall intent of the By-Laws or any of its articles will be approved by 2/3 majority vote of the Student Council and approved by the Student Life Coordinator and the Vice President of Student Services.

Students may appeal the amendment by submitting a petition to Student Council 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 Student Council for election.

In the event a proposed amendment is approved by the Student Council, but is declined by the Student Life Coordinator and the Vice President of Student Services, all parties shall meet in a

good faith effort to resolve such dispute or disputes prior to the proposed amendment being eligible to be ratified.

Article 12 - Services & Activities Fees

Section 1: Source of Funds

The ASG shall be funded by Services & Activities Fees collected from students as part of their tuition and fees.

Section 2: Authority

The Student Council has the sole authority to develop and recommend the annual S&A Fee Budget to be submitted through the S&A Fee Budget Committee and the College President to the Board of Trustees. The allocation and expenditure of student S&A 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 Financial Code for Associated Students of Bellingham Technical College as well as all Washington Administrative Codes (WAC) and (RCW) guidelines for Community and Technical Colleges. Detailed guidelines of the S&A Fee Budget process and copies of the Financial Code will be retained in good order within the ASBTC Office.

Section 4: Budgeting Procedure

The procedure for developing the annual budgets of the various student-funded programs and organizations shall be vested with the S&A Fee Budget Committee and is outlined in the Financial Code of the Associated Students of Bellingham Technical College.

Signatures

ASBTC:

President

Director of Legislation

Director of Finance

Director of Administrative Affairs-
Minutes

Vice President

Director of Communications

Director of Administrative Affairs-
Attendance

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Bellingham Technical College
President

Vice President of Student Services

Student Life Coordinator
