

**BELLINGHAM TECHNICAL COLLEGE
POLICY & PROCEDURES GUIDE**

POLICY Associated Students of Bellingham Technical College (ASBTC) Student Clubs	450.0 Page 1 of 3
DEPARTMENT Student Services	INITIAL DATE OF POLICY: 11/17/98
RELATED SUBJECT(S) Approved Uses of Services and Activities Fees Revenue	THIS PAGE WAS LAST REVISED ON: 8/03
DEPARTMENT CONTACT Vice President of Student Services	WAC/RCW WAC 495B-120
APPLIES TO Students	

POLICY

Purpose

Students bring to campus a variety of interests previously acquired and may develop many new interests as members of the College community. Associated Students of Bellingham Technical College (ASBTC) student clubs and organizations may be organized in support of interests that are germane to the mission of education at Bellingham Technical College. All students of BTC are encouraged to participate in campus clubs and organizations.

General Policies for ASBTC Student Clubs

1. Clubs must have a minimum of five (5) currently enrolled BTC students.
2. Clubs affiliated with an approved parent club must follow the parent club constitution and bylaws and must submit these documents when requesting charter.
3. Clubs may not discriminate on any basis including race, creed, color, national origin, sex, religion, sexual preference, marital status, physical handicap, age, or veteran status.
4. Clubs must maintain an open membership program that encourages prospective members to join.
5. Clubs must agree to (a) abide by the ASBTC Bylaws and BTC Student Code of Conduct, (b) not present a demonstrated danger, commit any act of violence, or cause disruption to any BTC activity or College facility, (c) not violate state or federal laws, (d) not allow any individual member of any club to personally profit from any activity affiliated with the club or use approved budgeted monies for any expense unrelated to club activities, or (e) not solicit funds outside of College approved fund raising activities.
6. Each club must have a regular BTC faculty/staff employee as an advisor.

Chartering of Student Clubs

The ASBTC must grant student organizations a charter before they may officially be recognized. Only officially chartered student clubs are eligible to be awarded monies collected through services and activities (S&A) fees for club activities. Once chartered, an ASBTC club is considered officially chartered only through the end of Spring Quarter each academic year. Clubs that wish to continue in the next academic year must renew annually by submitting a written request.

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Recognition Process:

1. ASBTC Chartered Club Recognition Forms may be obtained from the ASBTC Student Council Office.
2. The Recognition Form must include the signatures of at least five (5) currently enrolled BTC students who would like to be members of the new club.
3. The Recognition Form must be signed by the BTC faculty/staff person who has agreed to serve as club advisor.
4. Club operating policies and processes must be submitted with the completed Recognition Form.
5. Completed recognition documents may be submitted to the ASBTC Student Council Office.

Prohibited Club Activities:

1. Off-campus bank accounts of any kind are not allowed.
2. Personal financial gain from a club or solicitation from it's members for personal profit is not allowed. This includes solicitation or promotion of personal goods or services from any club or club member.
3. The purchase, either with personal funds, services & activities (S&A) fund, or state funds of any alcoholic beverages is not allowed. Alcoholic beverages are not to be served or sold at any club functions, including meetings.
4. Off campus individuals are not permitted to serve as club advisors.
5. Any fund raising functions/events must be approved by the College in advance utilizing the College approved procedure.
6. ASBTC will not recognize/charter any club whose purpose is member intimate, physical contact.
7. Persons who are not currently enrolled students may not participate as club members. If a club has questions about the status of a non-student associated with any club, those questions should be directed to the ASBTC Student Council Office.

Student Clubs Fund-Raising

ASBTC chartered student clubs may engage in fund raising efforts only as approved by the College. Requests for approval of fund raising events must be submitted for approval to the Vice President of Student Services at least thirty (30) days prior to the event(s). ASBTC chartered clubs must submit written application for any fund raising events to the ASBTC Executive Committee for approval. ASBTC approved and sanctioned fund raising event applications will then be submitted to the Vice President of Student Services for College consideration. Applications for approval of any fund raising event will describe the date and time of the event, the full description of the activities to be carried out, the person(s) responsible for coordination and leadership of the event, and the expressed purposes for use of monies collected. At no time may any student club carrying out an ASBTC fund raising event represent their activities as fund raising on behalf of the College. All publicity and communication promoting the event shall accurately identify the event as an ASBTC chartered student club event and identify the intended use of any monies collected. At no time may any funds raised by ASBTC or its clubs be deposited in any account outside of the College.

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If ASBTC chartered clubs use any student and activities (S&A) fees or state funds for the fund raising event (seed money, etc.), the funds collected from the event are considered subsidized (co-mingled) and therefore become state funds. These funds will be deposited in Fund 522 and will be used in accordance with College policies and state law.

If ASBTC chartered student clubs do not use any student and activities (S&A) fees or state funds in the fund raising event, the funds will be deposited into Agency Fund 840 and will be used only for the purpose stated in the fund raising request approved by the College.

All monies collected through student fund raising efforts by student clubs at BTC shall be deposited to the appropriate College account. No monies collected by ASBTC chartered clubs may be deposited into any private or other bank account or held by any ASBTC officer, member, or other person(s) for later distribution.

Unchartered student clubs are not entitled to use of any services and activities(S&A) fees or state funds for fund raising purposes and will be considered "off campus" organizations. Requests for College approval of any unchartered student club fund raising must be submitted in writing to the Vice President of Student Services and will be considered in accordance with **WAC 495B-120-100 and 110.**

EXHIBITS

ASBTC Student Club Charter Recognition Form & Advisor Guidelines
ASBTC Student Club Fund Raising Event Approval Application



Associated Students of Bellingham Technical College (ASBTC)

STUDENT CLUB CHARTER RECOGNITION FORM

DATE _____

STUDENT CLUB NAME _____

CLUB PURPOSE _____

FACULTY/STAFF ADVISOR _____
NAME (Please Print Clearly)

STUDENT CONTACT PERSON _____
NAME PROGRAM

STUDENT PARTICIPANT SIGNATURES:

	<u>NAME</u>	<u>SIGNATURE</u>	<u>PROGRAM/COURSE</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

Bylaws must be attached for approval.



Bellingham Technical College GUIDELINES FOR STUDENT CLUB ADVISORS

Role of the Advisor

The advisor can be the key to a successful club. Being an advisor is more than providing a signature on the club's charter. It is the role of the advisor to provide support and guidance for a club's members and activities. The advisor is often the bridge between old and new members and from one quarter to another.

Responsibilities of the Advisor

- Assist the club in writing a Plan of Action, constitution, and/or bylaws
- Assist the club members in developing budget requests for ASBTC Student Council
- Stay current on College and ASBTC regulations in order to be a resource person to the club
- Attend club meetings
- Attend as many activities sponsored by the club as possible
- Assist the club in the accomplishment of its goals
- Provide guidance while at the same time encouraging club members to plan and coordinate their own activities or programs
- Be familiar with the club's history in order to pass on the information from one group of students to the next
- Meet with and assist the club's officers in planning, organizing, and implementing their goals and programs
- Supervise the financial procedures for handling funds, in accordance with ASBTC and BTC guidelines and procedures
- Assist in maintaining current records and in so doing, provide continuity from one student group to the next
- Keep the club informed of its responsibilities to the advisor
- Provide written approval for all of the following club activities:
 - Sign all approvals of purchase order request and any club expenditures
 - Approval of all travel requests
 - Approval of all scheduling requests forwarded to the College
 - Approval of any events sponsored by the club
 - Compliance with all College regulations
 - Any fund-raising request
 - ASBTC funding requests
 - Approval of any flyers or posters to be posted on or off campus

Club Responsibilities to the Advisor

- Meet with the advisor and discuss all club activities
- Get approval for all expenditures of funds and requests to the ASBTC for projects and funding
- Inform the advisor of all club meetings

I have read and agree to accept the responsibilities for advisor for _____ club.

Please Print Name and Sign



STUDENT CLUB FUND-RAISING EVENT APPROVAL APPLICATION

Procedure:

All requests for approval of fund raising events must be submitted to the Vice President of Student Services at least thirty (30) days before the event.

ASBTC Chartered Clubs:

1. Completed applications must be submitted to the ASBTC Executive Committee for approval.
2. ASBTC will forward sanction and approved fund raising applications to the Vice President of Student Services.
3. The Vice President of Student Services will communicate result of College consideration of the event to the ASBTC Executive Committee within one (1) week of submission.

Non-Chartered Clubs:

1. Completed applications must be submitted to the Vice President of Student Services for College consideration.
2. The Vice President of Student Services will communicate result of College consideration of the event to the club within one (1) week of submission.

CLUB NAME _____ ASBTC Chartered _____ YES _____ NO

STUDENT COORDINATOR _____

FACULTY ADVISOR APPROVAL _____

DATE/TIME OF EVENT _____ LOCATION _____

Description of Fund Raising Event: _____

Purpose/Intent of Monies to Be Collected: _____

_____ APPROVED _____ NOT APPROVED DATE _____