



# Club By-Laws

## **ARTICLE 1: NAME**

**Section 1:** Club name: \_\_\_\_\_

## **ARTICLE 2: PURPOSE**

**Section 1:** The purpose of our club is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **ARTICLE 3: MEMBERSHIP**

**Section 1:** Any student currently enrolled at Bates Technical College may be an active voting member.

**Section 2:** Administrators, faculty, and staff may hold non-voting associate memberships.

## **ARTICLE 4: OFFICERS**

**Section 1:** Active membership in this club is the sole qualification for office.

**Section 2:** The officer's duties shall be:

\_\_\_\_\_ : \_\_\_\_\_  
Position

\_\_\_\_\_ : \_\_\_\_\_  
Position

\_\_\_\_\_ : \_\_\_\_\_  
Position

**Section 3:** Officers shall be elected by a majority vote of the active members present.

**Section 4:** The term of office shall be from the time of appointment or election until the student graduates, leaves school, or next election is held for that position.

**Section 5:** In case of a vacancy, an election shall be held at a time agreed upon by the remaining officers. Until that time, the vacancy shall be filled by an appointment made by the club president.

**Section 6:** An officer may be removed from office by a simple majority vote of active club members present at the impeachment ceremony.

#### **ARTICLE 5: CLUB SANCTIONING**

**Section 1:** Club sanctioning happens by a 2/3 majority vote during ASG General Assembly meeting.

#### **ARTICLE 6: MEETINGS**

**Section 1:** The club shall meet:  
Time: \_\_\_\_\_  
Day: \_\_\_\_\_  
Location: \_\_\_\_\_

**Section 2:** Special meetings may be called by officers with a minimum of 24 hours notice given.

**Section 3:** A quorum is not required. All votes may be carried by a majority of the active members present.

#### **ARTICLE 7: ELECTIONS**

**Section 1:** Election of officers shall be held at least once each academic year.

**Section 2:** The annual elections will be held: \_\_\_\_\_.

#### **ARTICLE 8: FINANCES**

**Section 1:** All club money shall be handled in accordance with the rules set forth in the Bates Technical College Financial Code, Killian Guidelines and pre-approved by the manager of student activities.

#### **ARTICLE 9: AMENDMENTS**

**Section 1:** These by-laws may be amended by a majority of active members present at any regularly scheduled meeting.

**Section 2:** Prior to taking effect, all amendments must be ratified by ASG.

## Club Advisor's Agreement

I, \_\_\_\_\_ agree to be the advisor for \_\_\_\_\_  
Advisor's Name Club's Name

during the \_\_\_\_\_ academic year.  
Year

As club advisor, I will help guide members in the development of their leadership and team participation skills. I recognize that as an advisor I am responsible for overseeing that all college procedures, as explained in the club handbook, are followed. I also understand that I will be held responsible for managing and tracking all non-consumable items purchased with ASG funds, and will return them to Student Diversity Center when my club is no longer active. I will ensure that all forms submitted to the college on behalf of the club are completed accurately according to the college policies. My signature below states that I have read all of the paperwork within the club application and separate club handbook, and I understand that I will be held liable for any deviations from the set rules and regulations, both financially and otherwise. I will notify the manager of student activities if I resign from my position as club advisor, and understand that at that time, a new advisor must be appointed and attend new club orientation, for club sanctioning to continue. *I have read the financial guidelines, and understand that all purchases must be pre-approved by the manager of student activities, and that no club funds will be released until after my club officers and advisor attend club orientation.*

\_\_\_\_\_  
Advisor's Name

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Advisor's Department

\_\_\_\_\_  
Advisor's Position

\_\_\_\_\_  
Club President's Signature

\_\_\_\_\_  
Date