The Constitution of BC Bible Fellowship
Bakersfield College

Preamble
We, the members of BC Bible Fellowship do hereby establish this Constitution in order that our mission and purpose is realized to its fullest extent.

Article I. Name
The name of the organization will be BC Bible Fellowship henceforth referred to as BC Bible Fellowship.

Article II. Purpose
Section 1. Mission Statement
The Mission of BC Bible Fellowship is to provide friendly and open environment where students can come together to study God’s Word and develop a deeper understanding of God’s purpose for their life.

Section 2. Authority
1) BC Bible Fellowship will be registered with the Office of Student Life in accordance with policies and procedures set forth to be a registered student organization at Bakersfield College within the Bakersfield College’s Office of Student Life. BC Bible Fellowship understands and is committed to fulfilling its responsibilities of abiding by Bakersfield College Student Government Association (BCSGA), the Office of Student Life, Bakersfield College, Kern Community College District’s policies, conditions, and procedures.

Article III. Membership
Section 1. General Membership
1) BC Bible Fellowship accepts all members of the Bakersfield College community.
2) Membership in the organization shall be open to all those regularly-enrolled at Bakersfield College students who are interested in membership. There shall be no other requirements for admission to general membership. Each general member has equal rights and privileges.
3) The general membership will be responsible and strongly encouraged to attend BC Bible Fellowship meetings and events.
4) There shall be no required dues for the general membership of the BC Bible Fellowship as the revenues are provided through fundraising and donations.

Section 2. Active Members
1) Active Members shall be limited to students who are registered and enrolled at Bakersfield College as either full or part time students.
2) Any BC student from the General Membership that regularly attends meetings or signs the membership agreement form will be considered an Active Member of the BC Bible Fellowship.
3) BC Bible Fellowship leadership positions and voting privileges shall be restricted to only Active Members.

Section 3. Non-Discrimination Clause
BC Bible Fellowship complies with all federal laws, executive orders and state regulations pertaining thereto and does not discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.
Section 4. **Anti-Bullying and Harassment Statement**

BC Bible Fellowship will not tolerate any form of bullying or hazing. Bullying and/or hazing encompasses any action or activity that does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or which demeans, degrades, or disgraces any person regardless of location, intent, or consent of participants. It can also be defined as any action or situation that intentionally or unintentionally endangers a student for admission to, or affiliation with, any StudOrg. In keeping with the commitment to a positive academic environment, the BC community is unconditionally opposed to any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Respect and cooperation among peers within registered StudOrg is a guaranteed right that all students possess, regardless of race, religion, gender, sex, sexual orientation, accessibility, or national origin.

**Article IV. Officers**

Section 1. **Executive Board**

1) The BC Bible Fellowship Executive Board is comprised of:
   a) President
   b) Treasurer
   c) ICC Rep
   d) Advisor
   e) Co-Advisor

2) The BC Bible Fellowship Executive Board is responsible for providing all aspects of leadership for the student organization and is responsible for their own actions as well as the actions of the student organization and all members.

Section 2. **President**

1) The President is the primary student contact for the BC Bible Fellowship and the “external spokesperson” of the group who regularly interacts with other student organizations and College officials. The President is the liaison between the student organization and the advisor and other University or community contacts.

2) The responsibilities of this position include but are not limited to:
   a) Providing guidance, direction, and support for the BC Bible Fellowship in pursuit of its goals and objectives
   b) Voting in cases where there is a tie
   c) Chairing all BC Bible Fellowship meetings
   d) Overseeing the process of student organization event planning
   e) Maintaining a current list of members of the BC Bible Fellowship, officers, and advisors
   f) Submitting all required paperwork for BC Bible Fellowship renewal
   g) Holding a minimum of two meetings for the general membership per semester
   h) Representing the BC Bible Fellowship at official functions
   i) Maintains contact with the BC Bible Fellowship advisor and the Office of Student Life

Section 3. **Treasurer**

1) The Treasurer (chief financial officer) manages the financial matters of the BC Bible Fellowship. The treasurer should keep the officers and members informed about the student organization’s financial activities.

2) The responsibilities of the Treasurer include but are not limited to:
   a) Preparing the annual BC Bible Fellowship budget
   b) Monitoring the BC Bible Fellowship budget
   c) Tending to the status of all purchase requests
   d) Collecting funds and depositing to the BC Bible Fellowship’s Club Account
   e) Paying bills in a timely manner
   f) Keeping a record of all transactions, i.e. deposits, checks and adjusting entries
   g) Should be familiar with the SOF Conditions and Procedures
   h) Oversees all BC Bible Fellowship fundraising activities
Section 4. Inter-Council Council Representative
1) The Inter-Council Council Representative (ICC Rep) is the main point of contact for the BC Bible Fellowship and BCSGA by attending bi-monthly meeting.
2) The responsibilities of the ICC Rep include but are not limited to:
   a) Attend ICC meetings held by BCSGA
   b) Relate information from BCSGA back to the BC Bible Fellowship
   c) Maintains contact with the BC Bible Fellowship advisor and the Office of Student Life

Section 5. Advisor
1) The BC Bible Fellowship Advisor is chosen and approved by the members of the BC Bible Fellowship and confirmed by the Office of Student Life at Bakersfield College.
2) Behind most successful student organizations is an effective advisor. The BC Bible Fellowship Advisor provides the organization with continuity from year to year by sharing BC Bible Fellowship history and assisting new officers during the transition process. The BC Bible Fellowship Advisor selected should be an individual who has a high level interest in the activity of the BC Bible Fellowship and preferably some experience or expertise in the area or activity. The BC Bible Fellowship Advisor is a vital link between the BC Bible Fellowship and Bakersfield College, providing guidance and offering mature judgment and experience in program development.
3) The responsibilities of the Advisor include but are not limited to:
   a) Attend monthly StudOrg Advisor Round Discussions when possible
   b) Provides continuity within the student organization and should be familiar with the StudOrg’s history
   c) Be familiar with the BC Bible Fellowship’s constitution and bylaws and be prepared to assist the BC Bible Fellowship Advisor’s Executive Board and other members with interpretation when necessary
   d) Be available during the development and coordination of programs for the BC Bible Fellowship. The BC Bible Fellowship Advisor shall ensure the activities and undertakings of the BC Bible Fellowship are sound and reflect favorably on the College by offering suggestions or ideas for the group's discussion
   e) Be aware of the goals and direction of the BC Bible Fellowship by attending BC Bible Fellowship meetings and consulting with the Executive Board. BC Bible Fellowship Advisor should monitor the BC Bible Fellowship’s progress toward predetermined organizational goals and objectives
   f) Be aware of the general financial condition of the BC Bible Fellowship and encourage the keeping of good financial records
   g) Assist the BC Bible Fellowship in complying with College policies and procedures. The Advisor needs to be aware of the BC Bible Fellowship conditions and procedures, the Student Code of Conduct, and the BC/KCCD Policies and procedures
   h) Monitor group functions and encourage members to participate and maintain a balance between academic endeavors and co-curricular commitments
   i) Assist in orienting new officers and developing the leadership skills of all members
   j) Consult the Office of Student Life about organizational opportunities, plans or changes in BC Bible Fellowship’s status or a member’s status when appropriate
   k) Attend most, if not all, BC Bible Fellowship meetings and events. While the Advisor is not required to attend all meetings, they should meet with the club at least once a month and the Executive Board bi-weekly. Notes from these meetings should be placed in the club’s records
   l) Continue the voluntary association of being the Advisor as long as both parties believe the relationship is productive and mutually satisfying
   m) Refrain from managing the BC Bible Fellowship or completing the tasks assigned to the StudOrg. The management of the BC Bible Fellowship is each member’s responsibility
   n) Maintains contact with the Office of Student Life

Section 6. Co-Advisor
1) The BC Bible Fellowship Co-Advisor assists the other members of the Executive Board in the day to day functions of the club.
Article V. Operations

Section 1. BC Bible Fellowship Meetings
1) BC Bible Fellowship shall meet every Wednesday at 11:00 am.
2) The President, or designee, shall be responsible for requesting items to be placed on the agenda, developing the agenda of the meeting, and posting the agenda at least three (3) instructional days before the meeting is held.
3) The Secretary, or designee, shall be responsible for taking minutes and presenting them to the membership at the next scheduled meeting.
4) All meetings will occur at the time selected and will follow the procedure set forth below:
   a) Attendance
   b) Report by the President
   c) Committee reports
   d) Vote on all committee motions and decisions
   e) Any other business put forward by the members of the club
   f) Dismissal by the President

Section 2. Quorum
1) The number of individuals required to hold a bona fide meeting shall be a majority of the Active Members (meaning one more than half of the registered membership).

Section 3. Parliamentary Procedures
1) The rules contained in the most recent version of Robert’s Rules of Order, Newly Revised shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

Section 4. Executive Committee
1) The Executive Committee shall consist of the elected and appointed officers, with the StudOrg Advisor(s)
2) StudOrg Advisor(s) serve as non-voting member(s)
3) The Executive Committee shall meet every two (2) weeks in the academic year.
4) Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours’ notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.
5) When necessary, Executive Committee business can be conducted via email or via online meetings, but all decisions and actions must be reflected within the next scheduled StudOrg meeting for verification.
6) The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.
7) The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the Active Members by a majority vote.

Section 5. Voting
1) All official BC Bible Fellowship decisions shall require a simple majority vote of the membership present at either a regular or called meeting provided a majority of the Active Members are present.
2) The exceptions of voting quorum are of impeachment votes which require a three-fourths vote plurality, and amendments which require two-thirds plurality.

Section 6. Election of Officers
1) All officers shall be elected by a majority vote of eligible Active Members of BC Bible Fellowship.
2) All elections will be held on an annual basis during the month of August.
3) The StudOrg Advisor will take nominations from the floor, the nomination process must be closed and the movement seconded.
4) The nominated parties will be allowed to vote.
5) All voting shall be done by secret ballot to be collected and tabulated by the StudOrg Advisor and one voting member appointed by an outgoing officer.
Section 7.  Removal of Officers
1) Any officer in violation of the BC Bible Fellowship’s purpose or constitution may be removed from office by the following process:
   a) A written request by at least three active members of the organization
   b) Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak
   c) Discussion by the membership in regular or called meeting where a majority of the active members are in attendance;
   d) Opportunity for the accused to testify and/or defend;
   e) Motion to impeach followed by a second; and
   f) Three-fourths voting plurality at said meeting in support of the impeachment.

Section 8.  Filing Vacancies
1) In the case where an officer’s position becomes vacant, then replacement shall be according to the normal procedure:
   a) Vacancy placement on the next agenda
   b) Nomination from the floor and
   c) Confirmation of position by majority vote

Article VI.  Amendments

Section 1.  Amendments to the Constitution
1) This StudOrg constitution is binding to all members of the BC Bible Fellowship. But the constitution is not binding unto itself.
2) Amendments to the constitution may be proposed in writing by any voting member at any meeting at which two-thirds (2/3) of the voting members is present.
3) These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.
4) Proposed amendments will become effective following approval of two-thirds (2/3)-majority vote of Active Members.
5) Amendments shall come from the floor at any regular or called meeting, provided a majority of the membership is in attendance.
6) Amendments require:
   a) Motion
   b) Second
   c) Discussion
   d) Two-thirds voting plurality

Article VII.  Registration Renewal

Section 1.  Annual Registration Renewal
1) BC Bible Fellowship will update the Office of Student Life within two (2) weeks after new officers are elected
2) BC Bible Fellowship’s active registered status commences when the StudOrg has completed the requirements for registration with the Office of Student Life
3) BC Bible Fellowship’s registered status continues until Labor Day of the each academic year where then the StudOrg must resubmit a renewal form with the Office of Student Life