The Constitution of Students for Life
Bakersfield College

Table of Contents

I. Preamble ..................................................................................................................... 2
II. Name ............................................................................................................................ 2
   1. Name ......................................................................................................................... 2
III. Purpose ....................................................................................................................... 2
   1. Mission Statement .................................................................................................... 2
   2. Purpose .................................................................................................................... 2
   3. Authority ................................................................................................................. 2
IV. Membership ................................................................................................................... 2
   1. General Membership ............................................................................................... 2
   2. Active Members ....................................................................................................... 2
   3. Non-Discrimination Clause ..................................................................................... 3
   4. Anti-Bullying and Harassment Statement ................................................................ 3
V. Officers ......................................................................................................................... 3
   1. Executive Board ..................................................................................................... 3
   2. President .................................................................................................................. 3
   3. Vice President ......................................................................................................... 3
   4. Treasurer ................................................................................................................. 4
   5. Secretary ................................................................................................................. 4
   6. Inter-Council Council Representative ..................................................................... 4
   7. StudOrg Advisor ..................................................................................................... 4
VI. Operations ................................................................................................................... 5
   1. StudOrg Meetings .................................................................................................. 5
   2. Quorum ................................................................................................................... 6
   3. Parliamentary Procedures ...................................................................................... 6
   4. Standing Committees ............................................................................................... 6
   5. Executive Committee ............................................................................................... 6
   6. Voting ....................................................................................................................... 6
   7. Election of Officers .................................................................................................. 6
   8. Removal of Officers ................................................................................................. 6
   9. Filing Vacancies ....................................................................................................... 7
VII. Finances ....................................................................................................................... 7
   1. Membership Dues .................................................................................................... 7
   2. Finance Code .......................................................................................................... 7
   3. Annual Budget ........................................................................................................ 7
VIII. Amendments ............................................................................................................. 7
   1. Amendments to the Constitution ........................................................................... 7
IX. Registration Renewal ................................................................................................... 8
   1. Annual Registration Renewal ................................................................................ 8
The Constitution of Students for Life
Bakersfield College

I. Preamble
We, the members of Students for Life do hereby establish this Constitution in order that our mission and purpose is realized to its fullest extent.

II. Name

1. Name
The name of the organization will be Bakersfield College Students for Life henceforth referred to as Abbreviated Students for Life.

III. Purpose

1. Mission Statement
The Mission of the Students for Life Club is to seek to save lives threatened by abortion and euthanasia by promoting respect for human life at Bakersfield College on a local, state, and national level. It seeks to educate student on life issues- to help those in need so that life is a promising choice, and to work with others who share these goals.

2. Purpose
Bakersfield College Students for Life was established for the expressed purpose of developing leadership skills as well as an awareness group to encourage students to participate in educating their fellow students in public affairs. This organization is an entity that is initiated and directed by a group of current BC students who share a common vision in promoting an environment of choosing life, that enriches the campus and community.

3. Authority
1) Bakersfield College Students for Life 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. Bakersfield College Students for Life 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.

IV. Membership

1. General Membership
1) Bakersfield College Students for Life 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 StudOrg meetings and events.
4) There shall be no required dues for any the general membership of the StudOrg as the revenues are provided through fundraising and donations.

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 who pays the Bakersfield College Students for Life annual due or signs the membership agreement form will be considered an Active Member of the Bakersfield College Students for Life.
3) StudOrg leadership positions and voting privileges shall be restricted to only Active Members.
3. Non-Discrimination Clause
Bakersfield College Students for Life 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.

4. Anti-Bullying and Harassment Statement
Bakersfield College Students for Life 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 deems, 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 Bakersfield College Students for Life is a guaranteed right that all students possess, regardless of race, religion, gender, sex, sexual orientation, accessibility, or national origin.

V. Officers

1. Executive Board
1) The Bakersfield College Students for Life Executive Board is comprised of:
   a) President
   b) Vice President
   c) Secretary
   d) Treasurer
   e) ICC Rep
   f) Advisor
2) The StudOrg 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 all student organization and members.
3) Be a BC Student and Active Member of the Bakersfield College Students for Life.

2. President
1) The President is the primary student contact for the StudOrg 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 StudOrg in pursuit of its goals and objectives
   b) Voting in cases where there is a tie
   c) Chairing all Bakersfield College Students for Life meetings
   d) Overseeing the process of student organization event planning
   e) Maintaining a current list of members of the Bakersfield College Students for Life officers, advisor and members
   f) Submitting all required paperwork for Bakersfield College Students for Life renewal
   g) Holding a minimum of two meetings for the general membership per semester
   h) Representing the Bakersfield College Students for Life at official functions
   i) Maintains contact with the Bakersfield College Students for Life advisor and the Office of Student Life

3. Vice President
1) The Vice President should be the President’s “right hand person” and should maintain continuous contact with the President. The Vice President must be up-to-date on all student organization communication and events.
2) The responsibilities of the Vice President include but are not limited to:
a) Chairing Bakersfield College Students for Life meetings in the absence of the President
b) Assisting the President with the oversight of the Bakersfield College Students for Life including fundraising, event planning, etc.
c) Scheduling locations for meetings and events
d) Planning New Officer’s orientation and organization retreats
e) Obtaining appropriate facilities for Bakersfield College Students for Life activities
f) Coordinating organizational recruitment efforts
g) Maintains contact with the Bakersfield College Students for Life advisor and the Office of Student Life

4. Treasurer
1) The Treasurer (chief financial officer) manages the financial matters of the StudOrg. 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 Bakersfield College Students for Life budget
   b) Monitoring the Bakersfield College Students for Life’s budget
   c) Tending to the status of all purchase requests
   d) Collecting funds and depositing to the Bakersfield College Students for Life’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) Preparing monthly financial reports and documents to keep the Bakersfield College Students for Life’s membership informed about the Bakersfield College Students for Life’s financial situation
   h) Collect and maintain accurate information regarding membership dues or agreements
   i) Should be familiar with the SOF Conditions and Procedures
   j) Oversees all Bakersfield College Students for Life fundraising activities
   k) Maintains contact with the Bakersfield College Students for Life advisor and the Office of Student Life

5. Secretary
1) The Secretary keeps the Bakersfield College Students for Life afloat and running efficiently. Record keeping and operational duties are vital. The Secretary works hand in hand with the other officers for the day-to-day needs of Bakersfield College Students for Life.
2) The responsibilities of the Secretary include but are not limited to:
   a) Taking minutes at every Bakersfield College Students for Life meeting
   b) Keep an accurate record of all proceedings of the Bakersfield College Students for Life meetings
   c) Maintaining the Bakersfield College Students for Life history for the academic year
   d) Assisting with Bakersfield College Students for Life projects where needed
   e) Maintaining Bakersfield College Students for Life overall communication, which may include emails, letters, phone calls, social media
   f) Maintain and update membership roster for Bakersfield College Students for Life
   g) Be responsible for notifying all active members of all meetings
   h) Provide copies of the minutes of the previous meetings to all members present at each meeting
   i) Maintains contact with the Bakersfield College Students for Life advisor and the Office of Student Life

6. Inter-Council Council Representative
1) The Inter-Council Council Representative (ICC Rep) is the main point of contact for Bakersfield College Students for Life 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 Bakersfield College Students for Life
   c) Maintains contact with the Bakersfield College Students for Life advisor and the Office of Student Life

7. StudOrg Advisor
1) The StudOrg Advisor is chosen and approved by the members of Bakersfield College Students for Life and confirmed by the Office of Student Life at Bakersfield College.
2) Behind most successful student organizations is an effective advisor. The Bakersfield College Students for Life Advisor provides the organization with continuity from year to year by sharing Bakersfield College Students for Life history and assisting new officers during the transition process. The Bakersfield College Students for Life
Advisor selected should be an individual who has a high level interest in the activity of the Bakersfield College Students for Life and preferably some experience or expertise in the area or activity. The Bakersfield College Students for Life Advisor is a vital link between the Bakersfield College Students for Life Club and Bakersfield College, providing guidance and offering mature judgment and experience in program development.

3) The responsibilities of the StudOrg Advisor include but are not limited to:
   a) Attend monthly Bakersfield College Students for Life Advisor Round Discussions when possible
   b) Recognize and support participation in the Bakersfield College Students for Life for its contribution to the educational and personal development of students within the higher education setting
   c) Provides continuity within the student organization and should be familiar with the Bakersfield College Students for Life’s history
   d) Be familiar with the Bakersfield College Students for Life’s constitution and bylaws and be prepared to assist the Bakersfield College Students for Life Advisor’s Executive Board and other members with interpretation when necessary
   e) Be available during the development and coordination of programs for the Bakersfield College Students for Life. The Bakersfield College Students for Life Advisor shall ensure the activities and undertakings of the Bakersfield College Students for Life are sound and reflect favorably on the College by offering suggestions or ideas for the group’s discussion
   f) Be aware of the goals and direction of the Bakersfield College Students for Life by attending Bakersfield College Students for Life meetings and consulting with the Executive Board. The Bakersfield College Students for Life Advisor should monitor the progress toward predetermined organizational goals and objectives
   g) Be aware of the general financial condition of Bakersfield College Students for Life and encourage the keeping of good financial records
   h) Assist the Bakersfield College Students for Life in complying with College policies and procedures. The Bakersfield College Students for Life Advisor needs to be aware of the Bakersfield College Students for Life conditions and procedures, the Student Code of Conduct, and the BC/KCCD Policies and procedures
   i) Monitor group functions and encourage members to participate and maintain a balance between academic endeavors and co-curricular commitments
   j) Assist in orienting new officers and developing the leadership skills of all members
   k) Consult the Office of Student Life about organizational opportunities, plans or changes in Bakersfield College Students for Life status or a member’s status when appropriate
   l) Attend most, if not all, Bakersfield College Students for Life meetings and events. While Bakersfield College Students for Life 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
   m) Continue the voluntary association of being the Bakersfield College Students for Life Advisor as long as both parties believe the relationship is productive and mutually satisfying
   n) Refrain from managing the Bakersfield College Students for Life or completing the tasks assigned to the Bakersfield College Students for Life. The management of the Bakersfield College Students for Life is each member’s responsibility
   o) Maintains contact with the Office of Student Life

VI. Operations

1. StudOrg Meetings
   1) Bakersfield College Students for Life shall meet at least twice a semester, beginning within two weeks of the start of the fall semester and continuing throughout the year at the same regularity so long as Bakersfield College Students for Life continues to remain registered with the Office of Student Life.
   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  

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).  

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.  

4. Standing Committees  
1) The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization  
2) The President shall appoint the chairpersons and members of all committees.  

5. Executive Committee  
1) The Executive Committee shall consist of the elected and appointed officers, with the StudOrg Advisor(s)  
2) Bakersfield College Students for Life 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 Bakersfield College Students for Life 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.  

6. Voting  
1) All official Bakersfield College Students for Life 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  

7. Election of Officers  
1) All officers shall be elected by a majority vote of eligible Active Members of Bakersfield College Students for Life.  
2) All elections will be held on an annual basis during the month of April.  
3) The Bakersfield College Students for Life 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 Bakersfield College Students for Life Advisor and one voting member appointed by an outgoing officer.  
6) No officer may serve more than two consecutive terms.  

8. Removal of Officers  
1) Any officer in violation of the Bakersfield College Students for Life’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.

9. 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

VII. Finances

1. Membership Dues

1) Membership dues are not required

2. Finance Code

1) Bakersfield College Students for Life will finance the activities it engages in by the following means:

a) Membership dues Appropriate Amount Set or membership contract

b) The Bakersfield College Students for Life will contact the Office of Student Life before obligating funds (including initiating, purchasing or committing funds) and to adhere to the BC’s Procurement Process

c) The Bakersfield College Students for Life may NOT have a bank account outside the College

d) Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

2) The President, Treasurer, and Bakersfield College Students for Life Advisor agree to attend financial meetings as needed

3) Bakersfield College Students for Life agrees to maintain a detailed budget and understand that the members are liable for overdrafts. If there are insufficient funds to cover bills accrued on the organization’s behalf, the officers and Bakersfield College Students for Life Advisor responsible at the time of incurring these costs agree to pay such expenses.

4) The members of the Bakersfield College Students for Life agree to contact the Office of Student Life to develop fundraising strategies that comply with the College and Foundation conditions and procedures prior to soliciting or receiving.

3. Annual Budget

1) The President, Bakersfield College Students for Life Advisor, and/or Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year

2) Any unbudgeted expenditures shall be approved in advance by the Active Members

3) When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding $100, but must be placed on the agenda for the next scheduled meeting for verification.

VIII. Amendments

1. Amendments to the Constitution

1) This Bakersfield College Students for Life constitution is binding to all members of the Bakersfield College Students for Life. 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

**IX. Registration Renewal**

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