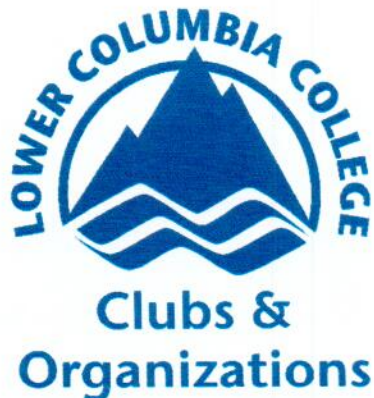




Welding Club Bylaws

Associated Students of Lower Columbia College

(Adopted April 10, 2019)



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Mission Statement

The Welding Club exists to enhance the student experience at LCC by promoting and becoming active in campus and community activities through individual and team projects in the welding shop.

Preamble:

We, the Welding Club, a club chartered by Students of Lower Columbia College (ASLCC), do hereby adopt these Bylaws in accordance with ASLCC.

ARTICLE I: MEETING PROCEDURE

- 1) Section 1 – Business Meetings
 - a) Business meetings will be held quarterly on a schedule to be determined by the General Foreman/President of the CCOC (at the beginning of the quarter).
 - b) An agenda will be prepared to cover the topic or topics that need to be addressed.
- 2) Section 2 – Order of Business
 - a) The officers will use Robert’s Rules of Order to run the meeting and for all voting procedures.
- 3) Section 3 – Quorum
 - a) A quorum must be present for all decisions.

ARTICLE II: ELIGIBILITY

- 1) Section 1 – Membership Eligibility
 - a) Club members must be enrolled in an LCC course.
- 2) Section 2 – Leadership Eligibility
 - a) Officers of the club must meet the following requirements in order to hold a position:
 - i) Be enrolled in at least one course at LCC.
 - ii) Be in good academic standing.
 - iii) Attend all meetings, if possible.
 - iv) Be willing to perform position duty as required by the club bylaws.
 - v) Have the approval of Faculty Club Advisor.
- 3) Section 3- Travel Eligibility
 - a) Club members must be enrolled in a minimum of 3 credits to travel on club business.

ARTICLE III: SELECTION PROCEDURE

- 1) Section 1 – Responsibility
 - a) Officers will be Elected Fall Quarter of each year.
 - b) Nominations will be made and voted on during the Fall Quarterly Meeting.
- 2) Section 2– Filling Vacancies
 - a) The General Foreman/President will appoint any vacancies that will become open during the year with the approval of the Faculty Club Advisor.

3) Section 3 – Voting

- a) Students must be currently registered and present in order to be eligible to vote in any club election, initiative, proposal or document amendment.
- b) A simple majority is required to pass any item of business (with Faculty Advisor approval).
- c) Items that require a vote to pass:
 - i) Election of Officers (with Faculty Club Advisor approval).
 - ii) Day and times of quarterly shop activities (with Faculty Club Advisor approval).

ARTICLE IV: POSITION DESCRIPTIONS AND JOB DUTIES

1) Section 1 – CCOC Leadership

- a) General Foreman/President
 - i) Preside over meetings.
 - ii) Ensure club always remains in ASLCC CCOC compliance.
 - iii) Attend or assign club member(s) to attend one student ASLCC CCOC meeting each quarter.
 - iv) Attend or assign club member(s) to attend club activities and events.
 - v) Maintain or assign to maintain with oversight any club social media/LCC webpage accounts.
 - vi) Record and submit to Faculty Club Advisor daily club shop attendance.
 - vii) Approve or deny all club member projects.
 - viii) Approve or deny and submit to Faculty Club Advisor projects for display and art exhibits.
 - ix) Assign team and shop improvement projects to club members.
 - x) Ensure team and shop improvement projects meet quality and deadlines.
 - xi) Oversee safe shop activities.
- b) Foreman/Vice President
 - i) Preside over meetings in the absence of the General Foreman.
 - ii) Assist General Foreman in all ASLCC CCOC responsibilities as assigned by General Foreman.
 - iii) Assist General Foreman in all safe work activities as assigned by General Foreman.
- c) Assistant Foreman/Secretary
 - i) Record all minutes in meetings and submit to Faculty Club Advisor.
 - ii) Assist General Foreman in all ASLCC CCOC responsibilities as assigned by General Foreman.
 - iii) Assist General Foreman in all safe shop activities as assigned by General Foreman.

2) Section 2 – Duties Common to All Members.

- i) Represent the club in an ethical and responsible manner.
- ii) Comply with all aspects of the Club Member Agreement.
- iii) Report daily shop attendance to General Foreman before commencing any work.
- iv) Submit pre-approval for all intended projects to General Foreman.
- v) Report all shop activities to General Foreman.
- vi) Produce quality individual, team, and shop improvement projects and meet all deadlines.
- vii) Submit all completed individual projects to General Foreman for potential promotional display and art exhibits before removing project from the shop.
- viii) Submit all team projects to General Foreman for club sales.
- ix) Work safe during all shop activities.

ARTICLE V: REMOVAL OF OFFICERS

- a) Members can be considered for Removal if found responsible of the following if:
 - i) Failure to comply with ASLCC Bylaws, Club Bylaws, or LCC policy.
 - ii) Conduct unbecoming of an officer, i.e. conduct that does not align with the [LCC Code of Student Conduct](#).
 - iii) Failure to meet requirements of officer responsibilities.
 - iv) Failure to maintain safe shop environment.

ARTICLE VI: FORMAL GRIEVANCE POLICY AND PROCEDURE

1) Section 1 – Definition

- a) A grievance is a dispute, disagreement or a complaint that affects parties governed by ASLCC documents. The grievance may be considered by the ASLCC. All matters that go through the grievance procedures must have a clear and measureable outcome. *“See ASLCC Bylaws Article VI Section 2 for full Grievance Requirements”.*

ARTICLE VI: AMENDMENTS

1) Section 1 – Bylaws

- a) All proposed amendments of the Club Bylaws shall be discussed at club meeting and require a vote to pass.
- b) Two week’s advance notice to club members of any proposed changes are required.
- c) The time-frame for when the Bylaw changes will go into effect is dependent upon approval by ASLCC.

CCOC Leader Signature: _____

Advisor Signature: _____

ASLCC Signature: _____

APPROVAL DATE: _____

