
CLUB CONSTITUTION

ARTICLE I – OFFICIAL NAME

_____ at Grossmont College

ARTICLE II - MISSION

The mission of _____ is to _____

ARTICLE III - OFFICERS

Section 1: Positions and Duties

- a. **President:** The President shall preside over official club meetings and promote the interests and purposes of the club. The President shall prepare an agenda for each meeting and post the agenda in compliance with the Brown Act. With the club advisor, the President shall have the ability to remove officers, as well as appoint persons to fill officer vacancies, but also may delegate that power to club majority vote.
- b. **Vice-President:** The Vice-President shall serve as assistant to the President and shall assume the duties of the President in his/her absence. The Vice-President shall also assist the Secretary and Treasurer in ensuring required paperwork is properly submitted, including club charter forms, facilities reservations, financial documents, etc.
- c. **Secretary:** The Secretary shall keep careful records of the proceedings of each official club meeting, maintain historical documents and conduct the election at the last meeting of the spring semester. The Secretary shall type official minutes for each official club meeting, maintain copies for his/her term, as well as submit a copy of the official minutes of each meeting to the Student Affairs Office to be kept for historical purposes.
- d. **Treasurer:** The Treasurer shall keep accurate financial records for the club. The Treasurer shall deposit funds, make a financial report at meetings as necessary, and complete paperwork necessary to allocate funds only after approval has been granted by the voting membership.
- e. **Inter-Club Council (ICC) Representative:** The ICC Representative shall regularly attend ICC meetings and must effectively communicate between the club and the ICC.

Section 2: Election

Officers shall be elected by majority vote of those members present at the last regular meeting of each spring semester.

Section 3: Eligibility

In order to be eligible for office, candidates shall have a minimum of 3 units and a minimum current and cumulative GPA of 2.0.

Section 4: Term

Term of office shall be for one academic year, beginning in the fall.

Section 5: Removal of an Officer

Failure to follow applicable rules and policies, including failure to satisfactorily complete duties as assigned, may result in removal of an officer. Officers may be removed upon agreement by the President and Advisor, or at the President's request, by majority vote of those members present at the next official club meeting.

Section 6: Filling Vacancies

To fill vacated offices, officers shall be selected with the approval of the President and Advisor through appointment, or at the President's request, via special election by majority vote of those members present at the next official club meeting.

ARTICLE IV - MEMBERSHIP

Section 1: Definition

Any student currently enrolled at Grossmont College is eligible for membership.

ARTICLE V - MEETINGS

Section 1: Location and Time

Regular meetings shall be held at least twice a month at a time and place determined by the membership and the Advisor.

Official club meetings shall conform to the regulations governing all student organizations.

Section 2: Supervision

All official club meetings must be under the supervision of the club Advisor.

Section 3: Special Meetings

Special meetings may be called by the President or Advisor with 72 hours' notice. The President may confer with the other club officers and Advisor to determine the need for calling a special meeting.

ARTICLE VI - QUORUM

Section 1: Definition

Quorum shall be defined as fifty percent plus one of all club members present, or no fewer than 3 club members.

ARTICLE VII - CONSTITUTIONAL AMENDMENT

Section 1: Amendments

Constitutional amendments require that:

1. The proposed amendment is presented in writing by any club member along with a justification for the change.
2. The proposed amendment will be first presented for discussion at the next official club meeting.
3. The proposed amendment must pass with a two thirds majority vote of those members in attendance at the next official club meeting following its presentation.
4. All constitutional revisions shall be forwarded to the Student Affairs Office for final ASGC, Inc. approval.

ARTICLE VIII – CODE OF CONDUCT

Section 1: Compliance

Student conduct must conform to Federal, State, Local, District and College rules and regulations.

Section 1: Removal of Membership

Should a student code of conduct violation occur while a student is engaged in a club activity, the Advisor may recommend removal from the club as discipline for one or more violations listed in the *Student Discipline Procedures Manual*.

Disciplinary procedure shall include the following:

1. Two weeks prior to a regularly scheduled meeting, the Advisor shall send a letter or email to the student requesting his/her attendance to discuss the violation(s).
2. A recommendation for removal must have a 2/3 vote of the attending membership at the club meeting.
3. A vote may be taken whether or not he/she is in attendance.

4. Once voted for removal, consideration of future return membership can only be with the Advisor's approval.

This process will be separate and removed from any official District/College disciplinary action(s) that may be taken as a result of the student code of conduct violation.