

ICC CLUB CONSTITUTION FORM

ARTICLE I. NAME, PURPOSE AND MEMBERSHIP OF CLUB

Section 1. The name of this organization shall be (name of club):

Section 2 Purpose of the Organization shall be:

Section 3. Membership is open to any student of Santa Monica College who has an interest in the purpose of this club and holds a current Associated Students membership. A student may become a member by attending _____ meeting(s) and registering with the Club Secretary.

Section 4 The club shall have a full-time advisor, chosen by the club, and approved by the administration.

Section 5. A copy of the current club constitution shall be given to each club member and club advisor. The club constitution is considered public record and will be given to anyone that asks for a copy.

ARTICLE II. OFFICERS

Section 1. The officers of this organization shall be President, Vice President, Secretary, and Treasurer.

Section 2. The term of office shall be one (1) semester, and no officer shall hold the same office more than two (2) semesters.

Section 3. Elections shall be held within the last three (3) weeks of the semester, and officers shall be elected by a simple majority vote of the active members present at a regular or special meeting, provided a minimum advance notice of one (1) week has been given to the membership.

ARTICLE III. DUTIES

Section 1. **The President** shall preside at all meetings of the club and shall have the power to call special meetings, shall appoint committees not specifically provided for herein, shall fill all appointive offices, shall appoint any member eligible for candidacy to fill any un-expired term that may occur in any elective office, with the approval of a simple majority vote at a regular or special meeting, and shall serve as the alternate Inter-Club Council Delegate.

Section 2. **The Vice President** shall assume the duties of the President in the latter's absence, shall be an ex-officio member of all program committees, and shall have particular responsibility for posting notices of the meetings and shall see that due publicity is given to the club meetings, functions and activities and elections.

Section 3. **The Secretary** shall keep a written record and account of all meetings and club business, shall conduct official correspondence of the club, and shall be responsible for maintaining a list of club members. This list is to be made available to the officers of the club for the purpose of promoting club activities and the duties of their respective offices.

Section 4. **The Treasurer/ A.S. Liaison** shall keep a written record and account of club finances, shall supervise and coordinate fundraising activities of the club, and be responsible for honoring the guidelines established by the Associated Students and College Auxiliary Services. Must learn paperwork and handle all club business with the A.S. Office.

Section 5. **The ICC Delegate** is chosen by the Club President. Either the Delegate or the Club President will attend and represent the club at each ICC meeting and report to the membership after each ICC meeting.

ARTICLE IV. MEETINGS : Regular meetings shall be weekly with the exception of holidays, during the A.S. Activity Hours. Special meetings maybe called by the president with the consent of the Advisor given a forty eight (48) hour notice to membership.

ARTICLE V. QUORUM: Quorum is required for all official meetings. Quorum shall consist of fifty (50%) percent plus one (1) of the active membership (active members are those who have attended at least two (2) meetings), within the past month or _____ .

BY LAWS

Section 1. AMENDMENTS: The Constitution may be amended by two-thirds (2/3) majority vote at a regular or special meeting, provided that one (1) week's notice of the proposed amendment is given. The Student Life/Associated Students Office shall be notified of and supplied with copies of all amendments to the Constitution within two (2) weeks of the date of passage.

Section 2. RECALL: Any elected or appointed officer, who does not fulfill his/her duty or who behaves in a flagrant manner, such manner defined as the breaking of any Federal or State law, school regulation, or club standard is subject to removal from office by a two-thirds (2/3) majority vote of active members present at a regular or special meeting, provided a minimum notice of one (1) week has been given to the membership.

Section 3. OPERATING PROCEDURES: Robert's rules of Order shall be the final authority in questions of operating procedures.

Club Constitution ADOPTED (date) : _____

Club Officer Name & Title (Please Print)

Club Officer Signature

Date

Club Full-Time Advisor (Please Print)

Club Full-Time Advisor Signature

Date