

View results

Respondent

17

Anonymous

29:29

Time to complete

Name and Purpose

1. Student Organization Name *

Please enter full name AND any acronyms.

Association Of China Club (AC Club)

2. Organization Purpose *

Our organization is dedicated to promoting and sharing Chinese culture by showcasing traditional festivals, cuisine, music, art, and history, with the goal of allowing more people to experience and appreciate the unique richness and charm of Chinese culture

3. Membership Requirements (including any additional requirements for official voting members) *

Membership requirements may not discriminate against any protected class as defined by local, state, or federal regulation including but not limited to the Civil Rights Act of 1964, Title IX Education Amendments of 1972, and the Rehabilitation Act of 1973.

Membership in this organization is open to all currently enrolled students of Chabot, regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, or disability, in accordance with federal and state regulations

Duties of Club President and Club Financial Officer

4. Duties of Student Organization President *

The president is the leader and main representative of the club. Their duties usually include leadership, direction, and representation etc.

5. Duties of Financial Officer *

The treasurer is responsible for managing the club's money and financial records, and prepares and maintains the club's budget in consultation with the president and officers.

6. Does your club and any other officer positions other than President and Financial Officer *

- ☒ Yes, this student organization has additional officers
- ☐ No, these are the only officers for this student organization

Additional Officer #1

7. Name of Office #1 *

Zichun Yang

8. Title of Officer #1 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Vice President

9. Duties of Officer #1 *

Assists the president and steps in when the president is absent.

10. Does your student organization have any additional officers? *

- ☒ Yes, I will add another officer
- ☐ No, I have already entered information for all of my officers

Additional Officer #2

11. Name of Officer #2 *

Xiaofeng Zeng

12. Title of Officer #2 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

ICC representative

13. Duties of Officer #2 *

Represents the club at ICC meetings and votes on behalf of the club in ICC matters.

14. Does your student organization have any additional officers? *



Yes, I will add another officer



No, I have already entered information for all of my officers

Additional Officer #3

15. Name of Officer #3 *

Feng Yi

16. Title of Officer #3 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Secretary

17. Duties of Additional Officer #3 *

Takes detailed minutes of meetings and sends out meeting reminders, announcements, and follow-up notes

18. Does your student organization have any additional officers? *

- ☒ Yes, I will add another officer
- ☐ No, I have already entered information for all of my officers

Additional Officer #4

19. Name of Office #4 *

Kelly Hu

20. Title of Officer #4 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Social Media Manager

21. Duties of Officer #4 *

Manages the club's social media accounts and promotion

22. Does your student organization have any additional officers? *

- ☐ Yes, I will add another officer
- ☒ No, I have already entered information for all of my officers

Officer Requirements

23. Officer Selection Procedures *

Please give a detailed description of the procedure for selecting of officers for your organization.

The selection of officers in our organization is initiated by the President, who first issues an announcement to all members and circulates a volunteer interest form to identify potential candidates, after which a formal meeting is convened where all current members are present to conduct interviews consisting of four questions focused on the candidate's understanding of the club and their leadership abilities, and in the event that multiple candidates seek the same position, the current membership conducts a vote to determine the officer, with results counted and announced immediately to confirm the new officers.

24. Office Eligibility Criteria *

Please describe in detail, any criteria and/or requirements for being considered for an officer position in this student organization. Ex: member for one year, attended all meetings, nominated by a member, complete an application, etc.

The eligibility criteria for holding an officer position in this organization require that each candidate be able to fulfill the fundamental duties of the office they seek, demonstrate a clear sense of responsibility and initiative, show a genuine commitment and passion for the mission of the club, and be willing to communicate effectively while embracing teamwork and collaboration with fellow members.

25. Officer Term *

How long is the term for officers. Ex: end of semester, end of academic year, etc.

The end of the academic year.

26. Officer Removal Process *

Please give a detailed description of the process for removing an officer?

At present, no officer has been removed from office. However, if an officer fails to satisfactorily perform the duties of their position, for example, by not completing assigned tasks within the required time frame, causing delays in the organization's overall work, or by demonstrating a lack of responsibility or motivation, such behavior shall be considered irresponsible.

In such cases, the officer will first receive a formal reminder and warning, along with a reasonable opportunity to correct their mistakes and improve their performance. If the officer continues to neglect their duties or fails to recognize the seriousness of the issue after the warning, the organization will initiate a review process to determine whether the officer should remain in office.

All officers will then participate in a collective vote to decide the officer's status. If more than half of the members vote for removal, the officer will be officially dismissed from their position. This process is intended to ensure the effective functioning of the organization while maintaining fairness, accountability, and shared responsibility among all members.

Amendments

27. Process for Amending Student Organization Constitution *

Amendments to this constitution may be proposed by any officer or member of the organization. Proposed amendments must be submitted in writing and discussed at a scheduled club meeting. A two-thirds (2/3) majority vote of the members present shall be required to adopt an amendment. Once approved, the amendment will become part of the Constitution

28. Notification of Amendments to Constitution *

Please state how and when members of this organization will be notified of amendments to this constitution.

All members of the organization will be notified of adopted amendments within one week of approval. Notification will be provided through the club's official communication channels, including announcements at meetings and posts in the club group chat/email list.