

# 2023-2024 Student Organization Constitution (COPY)

## 1. Student Organization Name \*

Please enter full name AND any acronyms.

Chabot Architecture Club (CAC)

## 2. Organization Purpose \*

Students with a common interest have a place to get together. We conduct meetings on campus and discuss current trends on Architecture, hold competitions and activities, host parties, and we also plan trips to firms in the bay area and to schools including but not limited to Berkley and CalPoly SLO.

## 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 by not limited to the Civil Rights Act of 1964, Title IX Education Amendments of 1972, and the Rehabilitation Act of 1973.

No requirements to join club

## Duties of President and Financial Officer

### 4. Duties of Student Organization President \*

Leader of club, makes all final decisions, holds all club meetings, sign off on all club papers, assigns tasks, insures everyone is in good standing, assists in all other positions.

### 5. Duties of Financial Officer \*

Handles all club money transactions, keeps a detailed report of all debits and credits. Reports to club ideas about fundraising. Signs in club transactions.

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. Title of Additional Officer #1 \*

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

Vice President

8. Duties of Additional Officer #1 \*

Present at all meetings, assists in all other positions when needed, takes on responsibility of President when current president is not available.

9. 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

10. Title of Additional Officer #2 \*

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

Secretary

11. Duties of Additional Officer #2 \*

Creates/prints forms and keeps information organized, creates detailed hours of meetings and officer meetings and reports at start of each officer meeting.

12. 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

13. Title of Additional Officer #3 \*

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

ICC Representative

14. Duties of Additional Officer #3 \*

Reports to ICC (Inter Club Council) and back to the club, Mandatory meetings, discuss information relating to clubs and student senate.

15. 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

16. Title of Additional Officer #4 \*

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

Event Coordinator

17. Duties of Additional Officer #4 \*

Plans out trips/tours, contacts places to visit, works out schedules.

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 #5

19. Title of Additional Officer #5 \*

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

Marketing Coordinator

## 20. Duties of Additional Officer #5 \*

Connect with high schools by introducing students to Chabot's Architecture major. Design products for CAC's flea markets, night markets, etc. Show off our major through social media - Tiktok, Instagram, etc.

## Officer Requirements

### 21. Officer Selection Procedures \*

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

Any members interested in becoming an officer must fill out an application with their resume, list of projected courses for the next academic year, and answer a list of questions. All the information would be sent to the Club advisor for confidentiality. Afterwards only the resume and answers to the list of questions would be released to the current officers, and they would become the panel of judges in determining the new president. Once the new president is elected, the new president gets to chose their new team with the help of the current officers.

### 22. 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.

Any members interested in becoming an officer must fill out an application with their resume, list of projected courses for the next academic year, and answer a list of questions.

### 23. Officer Term \*

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

One academic year

### 24. Officer Removal Process \*

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

To remove an officer the remaining officers must have majority vote to remove the officer in question. If an officer is then removed the application to fill the role would be announced to the club members and any interested members can fill out the application process to fill the role.

## Amendments

### 25. Process for Amending Student Organization Constitution \*

If an amendment is needed, an officer could propose the amendment to the other officers, and only officers would be in charge of voting and enforcing the new rule.

### 26. Notification of Amendments to Constitution \*

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

Members would be then notified in the upcoming club meeting, and any information regarding the amendment would be given there.