

2023-2024 Student Organization Constitution (COPY)

1. Student Organization Name *

Please enter full name AND any acronyms.

Chabot Biology Club / Chabot Bio Club / Bio Club

2. Organization Purpose *

The purpose is to provide students with an organization where they can expand their knowledge in Biology from beyond the classroom. We plan to create a supportive environment for students to collaborate and express their enthusiasm toward their career. This organization aims to create a strong sense of community through volunteering in which students will also gain experience in the working field of Biology.

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.

All Chabot students are allowed to be members of the Biology Club.

The requirement to be an official voting member is to have a record of attending at least four meetings each semester.

Duties of President and Financial Officer

4. Duties of Student Organization President *

Preside over all meetings
Call general and special meetings
Delegate tasks and responsibilities to club officers

5. Duties of Financial Officer *

Keep an accurate account of financial records
Handle funds and finances for club
Make financial reports when called upon to do so by any officer
Process all requests for disbursement

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 *

Assume Presidential duties when necessary
Perform any duties delegated to them by the President

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 *

Keep accurate minutes of all meetings
Keep accurate attendance of all meetings and events

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.

Inter-Club Council Representative

14. Duties of Additional Officer #3 *

Attend ALL ICC meetings
Report the results of ICC meetings to the club

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

Officer Requirements

16. Officer Selection Procedures *

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

The procedure for electing officers shall be a special meeting held around May of each year, where each candidate gives a short speech outlining why they are running for their respective position and why voting members should vote for them. Simple majority wins.

17. 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.

In order to be eligible to be an officer the student must have or be a voting member.

18. Officer Term *

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

The officers shall serve for a term of one full academic year.

19. Officer Removal Process *

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

The process for removing an officer shall be to hold an anonymous vote held through an online form coordinated by the club advisor, with fellow officers voting on the removal, where majority rules. In the event that there is an even split, the vote will open to all available voting members.

Amendments

20. Process for Amending Student Organization Constitution *

Any amendment to this constitution requires a review and approval of all officers, as well as a final look over by the club advisor. If any officer or club advisor rejects the amendment, the process will have to start again.

21. Notification of Amendments to Constitution *

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

The procedure for notifying members of the organization of amendments to the constitution shall be to discuss any and all changes in the next available club meeting.