

# 2023-2024 Student Organization Constitution (COPY)

## 1. Student Organization Name \*

Please enter full name AND any acronyms.

Chemistry Club

## 2. Organization Purpose \*

The Chemistry Club at Chabot College is dedicated to helping all majors succeed. Yes, ALL MAJORS! You do not have to be a chemistry major to join the fun. We are passionate about diving deeper into chemistry and how it connects to our daily lives. We plan to create a welcoming environment to bring the excitement of chemistry to all Chabot students as well as our local community.

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.

Must be a current student at Chabot College  
Must hold a 2.0 GPA

## Duties of President and Financial Officer

4. Duties of Student Organization President \*

The Chemistry Club President will host biweekly meetings, communicate with the faculty advisor and other officers.

5. Duties of Financial Officer \*

The Chemistry Club Financial Officer will be in charge of the budget, help develop fundraising plans to the club by working with the event coordinator and president and will be in charge of reimbursements and distribution of funds to events.

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 \*

The Chemistry Club Vice President will serve as an aid to the president and will fill on the scheduled meetings when the President is unable to attend. The Vice President will perform tasks designated 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.

Event Coordinator

## 11. Duties of Additional Officer #2 \*

The Chemistry Club Event Coordinator will work with the President and Financial Officer to help plan events to promote fundraising, chemistry club membership and chemistry connection to college and high/middle school students.

## 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

## Officer Requirements

## 13. Officer Selection Procedures \*

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

The Chemistry Club officers shall be elected at the second to last meeting during the Spring semester of the Academic Year (the first Tuesday of May). The election will occur from nominees chosen from the floor during the chemistry club meeting before. The newly elected officers will take office the new Academic year, the first meeting in the Fall semester (Tuesday in the first week of September).

## 14. 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 considered for an officer position, the students must have attended at least one semester of Chemistry Club meetings, been nominated by a member, and be a current student at Chabot College.

## 15. Officer Term \*

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

Each Officer Term will be one academic year. Officer can run for re-election.

## 16. Officer Removal Process \*

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

An officer may be removed from their officer position if they fail to perform the required duties.

# Amendments

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

The Constitution can be amended when the members provide a purpose for the amendment and two-thirds of the members vote to do so at the prior meeting.

## 18. Notification of Amendments to Constitution \*

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

Members will be notified at the next meeting of amendments to this constitution