

## 2023-2024 Student Organization Constitution (COPY)

### 1. Student Organization Name \*

Please enter full name AND any acronyms.

Chabot Engineering Club

### 2. Organization Purpose \*

To provide an environment for students to share ideas and collaborate on projects related to computer science and Engineering.

This is to be a project-oriented club whose goal is to help student gain hands-on experience in their field.

To provide a community and build interest for student through events.

To provide resource for academic excellence.

### 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.

Any member of the Associate Students of Chabot College is eligible to become a member of the CCE.

Membership can be revoked for bad behavior, as determined by the advisor, and must be approved by the advisor and the president.

The club's officers may add or remove membership requirements if they do not violate this constitution or Chabot College's rules or policies as long as the decision is unanimous with all of the officers.

## Duties of President and Financial Officer

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

Presides over all meetings.  
Calls general and special meetings  
Carries out the provision of the constitution  
Is an alternate ICC representative

### 5. Duties of Financial Officer \*

Handle funds and finances for club  
Keep financial records  
Maintain donations and funding of projects and meetings.  
Pay bills and release funds as voted upon by the President or General membership.  
Make financial reports when called upon to do so by the President or general membership.

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 the duties of the President in her/his absence.  
Perform any duties delegated to the office by the President.  
Will take charge/ lead engineering projects and assignments with the President.  
Is a tertiary alternate ICC representative.  
Research engineering topics/ information/ application to promote innovation and maintain a well-informed club with 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.

ICC Rep

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

Attend ICC meetings or make sure another officer can perform his/ her duties if they cannot attend.

Cannot miss more than 25% of all ICC meetings in a TERM or he/she shall be forced to resign.

Report the results of ICC meetings with club office.

### 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.

Secretary

14. Duties of Additional Officer #3 \*

Act as a correspondence clerk  
Keep minutes and records of the meeting agendas  
In charge of google drive maintenance.

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.

Social Media Representative

17. Duties of Additional Officer #4 \*

In charge of club publicity  
In charge of producing club merchandise  
Take pictures at events

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

## Officer Requirements

### 19. Officer Selection Procedures \*

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

Voting must be held in person during a club meeting.  
Officer elections, for the following school year shall be held on month before the end of the school year in a manner to be determined by the officers.  
Winners are decided by majority.  
In cases where no one votes, the current officers will make the final ruling.  
In the interest of speed and efficiency, decisions can be made unilaterally by the club officers and president where funds are spent or upon which project to pursue.  
Any decision made by the officers can be overruled by two-thirds vote of club members.

### 20. 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.

All officers must have the same qualifications as regular members.  
All officers must have at least a 2.0 GPA average unless approved by the board of officers and may be required to provide a transcript.  
officers are interview by the club officers to verify qualifications.

### 21. Officer Term \*

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

ub terms of office shall end and begin on the last day of each school year.  
Each officer may only serve one term. If the officers wish to serve more terms, they must, again, run for the office of their choice.

## 22. Officer Removal Process \*

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

If an officer's performance of his or her duties is called into question then a special election is called wherein a majority vote of the general membership will decide whether officer will stay or be removed.  
If officer is removed then the remaining officers must fill in that officer's responsibilities until a special election is held to replace that position.

## Amendments

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

Any amendment to this constitution requires a two-third vote for ratification.  
A list of updates to this constitution will be appended under section 7.02 with the date of ratification.  
A copy of the old constitution must be kept in the archives.

## 24. 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 via discord as well as the next meeting following the amendment changes.