

# 2023-2024 Student Organization Constitution (COPY)

## 1. Student Organization Name \*

Please enter full name AND any acronyms.

MOVEMENT Club

## 2. Organization Purpose \*

Movement Club is a student-led extension of MOVEMENT with an emphasis on fostering a safe and inclusive environment for Asian American and Pacific Islander students by cultivating unity and diversity through service and empowering events. For students by students, all are welcome to join.

## 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.

Attend at least one meeting per month and event. All is welcome to join.

## Duties of President and Financial Officer

## 4. Duties of Student Organization President \*

1. Preside over all meetings, call general and special meetings
2. Primary contact with the college
3. Appointing and delegating tasks as necessary
4. Responsible for planning, setting and monitoring the goals of the club, elections and administrative duties
5. Attend all ICC meetings and report results of ICC meetings to the organization

5. Duties of Financial Officer \*

1. Handle funds and finances for club
2. Keep financial records and collect, if any, dues and fees
3. Pay bills and release funds as voted upon by the general membership
4. Make financial reports when called upon to do so by the general membership
5. Attend ICC meetings and report results of ICC meetings to the organization

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 \*

1. Assume the duties of the President in their absence
2. Perform any duties delegated to them given by the President
3. Effectively contribute to club's operations
4. Help promote club meetings, events and activities

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 \*

1. Keep accurate minutes of all meetings and maintain official records of meetings
2. Act as a correspondence clerk
3. Type up and distribute agendas for all meetings and details of meetings (time, location, agenda, etc.)
4. Maintain roster of officers and members with current contact information

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.

Public Relations

14. Duties of Additional Officer #3 \*

1. Facilitate/broadcast coverage of club activities
2. Create and maintain social media to enhance communication with others within and outside club
3. Improve and develop ways to increase club visibility on campus and in the community

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.

Liaison

17. Duties of Additional Officer #4 \*

1. Relay information between MOVEMENT and MOVEMENT club
2. Supervise officer meetings to ensure readiness for upcoming events
3. Communicating updates of the learning community during meetings

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.

Liaison

20. Duties of Additional Officer #5 \*

1. Relay information between MOVEMENT and MOVEMENT club
2. Supervise officer meetings to ensure readiness for upcoming events
3. Communicating updates of the learning community during meetings

## Officer Requirements

21. Officer Selection Procedures \*

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

- Has been a part of the MOVEMENT Program for at least a semester
- Has maintained membership in club through active participation and attendance to meetings and events
- Has expressed interest in officer position
- Must meet criteria set

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.

- Application filled and turned in at designated appropriate time
- Interview process for positions
- Potential officers must prepare a small speech to recite at club meeting where club members will then vote in new officers

23. Officer Term \*

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

Full Academic year (equivalent to 2 semesters)

## 24. Officer Removal Process \*

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

An officer may be removed if in violation of the group's mission and purpose, failure to fulfill/overstepped officer duties as outlined, and if any complaints are brought forth by members/officers. If anyone has exhibited named actions, a written request for removal from a member(s) and/or officers(s) must be brought to the President and Vice President's (VP) attention. The officer will be placed on a 1-2 week probation as the President and VP investigate the issue, find a way to reach out to the individual, and see if they could resolve the problem. If the officer cannot compromise or continues exhibited actions, that officer position duties must be distributed to other officers and a vote must be held at the next general meeting with a two-thirds majority vote of the total membership for officer removal to occur. The officer's removal will be effective immediately.

## Amendments

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

An amendment proposal provided at the end of club meeting with votes on the proposal at the following scheduled meeting. All members may vote on proposal in order for implementation. Sixty percent (60%) of members must be present to affirm vote, as well as half (3/5) of official officers.

## 26. Notification of Amendments to Constitution \*

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

Provided finalized amendments thereafter at the next scheduled meeting. Finalized Amendments will be submitted to the Student Life Office and supplied with copies of all amendments to the Constitution within one (1) week of notifying members of the finalized amendments.