

## 2023-2024 Student Organization Constitution (COPY)

### 1. Student Organization Name \*

Please enter full name AND any acronyms.

Desi (South Asian/Punjabi) Club - DESI can also be an acronym - Desi Educational and Social Initiative

### 2. Organization Purpose \*

To create a safe space for Chabot College and its students to learn more about their/South Asian culture, talk about their needs, and have fun together.

### 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.

No requirements for general members or for voting members.

## Duties of President and Financial Officer

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

The president is in charge of taking in information from the club members and general community to help guide events, scheduling, and help with overall maintenance of the club. The president is the main voice of the club and, as such, can help with marketing (e.g., on social media).

### 5. Duties of Financial Officer \*

The financial officer is in charge of keeping tabs of all finances. Any reimbursement needed can also be aided by the financial officer.

### 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 \*

Help the president however needed.

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 \*

Help take notes to keep track of club meetings.

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.

Member at large

14. Duties of Additional Officer #3 \*

Can help with any tasks as needed. The member at large will help with forming ideas that the club can complete.

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.

Officers will be voted on. Officers must receive at least 50% of the vote in order to be selected. Nominations can be either from themselves or by others.

## 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.

No eligibility criteria for becoming an officer. Anyone is able to be nominated and become an officer as long as they receive at least 50% of the vote.

## 18. Officer Term \*

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

Terms are for one year starting in Fall. The intent is for members to serve until the end of the academic year with some possibility of meeting over the lagging summer as needed. The one year term is in place, excluding any extenuating circumstances (e.g., removal).

## 19. Officer Removal Process \*

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

Officers are allowed to resign given extenuating circumstances. Removal of an officer needs to be voted on with at least 50% vote.

## Amendments

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

Amendments must be discussed in a club meeting and then voted on by 50% vote.

## 21. Notification of Amendments to Constitution \*

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

All members will be notified via electronic means as the club decides is best (e.g., instagram, email, text). Notifications will take place no later than 24 hours after the amendment has been ratified.