

2023-2024 Student Organization Constitution (COPY)

1. Student Organization Name *

Please enter full name AND any acronyms.

Theater Club

2. Organization Purpose *

To build a safe space community with like-minded people and develop opportunities that one would not find in a classroom setting. Expressing creativity through creating sketches, and working on scenes and monologues. Providing workshops such as audition preparation and building connections. Going to see plays outside of Chabot and even perhaps traveling to places related to Theatre.

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.

The club is open to anyone who wishes to join, There is no membership fee nor specific academic area of study one must major in. We believe that anyone from any walk of life should be allowed to join and participate and money should be no hindrance.

Duties of President and Financial Officer

4. Duties of Student Organization President *

Preside over all meetings
Primary contact with the college
Appoint and oversee committee activity
Call general and special meetings

5. Duties of Financial Officer *

Handle funds and finances for the club
Keep financial records and collect any dues and fees
Pay bills and release funds as voted upon by the club
Make financial reports when called upon to do so by the club.

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 his/her absence.
Call special/ emergency meetings
Perform duties given 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 *

Act as general correspondence
Keep an accurate account of all members and their contact info
Type up any relevant information for meetings as needed
Keep track of the minutes of all 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.

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.

Voting Process for Officers (Election): Voting for officer positions will be held every semester and officers will be chosen by majority vote.

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.

Officer Eligibility: Anyone who meets the Chabot College guidelines and remains in good standing with the club is welcome to apply.

18. Officer Term *

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

Term of Office: After graduation a new officer will be voted for. If the person selected is removed or no longer wants to be an officer they may step down.

19. Officer Removal Process *

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

Voting Process (Officer Removal): If issues regarding an officer are to arise and they must be removed from office for whatever reason(s), this will be put to a vote with the club and will be decided upon by majority vote.

Amendments

20. Process for Amending Student Organization Constitution *

If necessary the constitution can be amended by the president and vice president. Proposals for amendments can be brought up at any meeting for consideration and any change to the constitution will be voted upon by members of the club who remain in good standing.

21. Notification of Amendments to Constitution *

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

If a change is proposed members will be notified a week before the vote on said matter.