

Club Apple Constitution 2020-2021

Article I - Name and Purpose

Section A - This organization shall be known as the Club Apple. It will also act as the Santa Ana College (SAC) chapter of the Student California Teachers Association (SCTA).

Section B - The purpose of this organization shall be to provide information, support, and guidance to students interested in pursuing a career in education through organizing and participating in activities. The club will also engage in professional membership of local, state, and national organizations.

Article II- Membership

Section A - Membership is open to any person currently enrolled in course work in the Rancho Santiago Community College District. A current RSCCD ID card is required.

Section B - Members shall comply with the requirements of the constitution and by-laws of the club and with college/district regulations.

Section C - Membership in this organization shall not be denied to any student at Santa Ana College on the basis of race, ethnicity, color, ancestry, national origin, religion, age, sex, gender, sexual orientation, marital status, parental status, veteran status, citizenship, disability, or any other group protected by federal or state law.

Section D - Members are expected to regularly attend meetings and participate in activities and events sponsored by the organization. Membership in affiliated organizations, such as Student California Teachers Association (SCTA) and National Educators Association (NEA), is strongly encouraged and may be required to participate in select conferences and activities.

Article III - Club Officers

Section A - The officers of Club Apple shall consist of the President, Vice President, Secretary, Treasurer, Inter-Club Council Representative, Public Relations Commissioner, and Advisor(s).

Section B - These officers, excluding advisor(s), shall be elected by a simple majority (50% + 1) of the membership each year.

Section C - A member of the Rancho Santiago Community College District faculty or staff shall sponsor the club's activities and shall serve as the club advisor.

Section D - Individuals may be removed from their respective offices if a written complaint is given to the advisor. If this occurs, a special meeting may take place under the guidelines of the recall procedures.

Section E - Special elections may take place at any time for vacant positions.

Articles IV - Duties of Officers

Section A - The **President** shall:

1. Preside over and chair all club meetings.
2. Be responsible for agenda development.
3. Appoint members to positions and committees as needed.

Section B - The **Vice President** shall:

1. Preside over and chair all club meetings in the absence or inability of the President.
2. Serve as parliamentarian of the club.
3. Report to the club any information derived from committees.
4. Fulfill the role of any officer position in their absence.

Section C - The Secretary shall:

1. Keep accurate and current records of all club meetings and member attendance.
2. Post all official club meeting agendas seventy-two (72) hours in advance of the scheduled meeting date.
3. Send official club meeting minutes to the ICC Secretary within seventy-two (72) hours after the close of the club meeting.
4. Be responsible for monitoring the club email account.

Section D - The Treasurer shall:

1. Maintain accurate and up-to-date financial records.
2. Report regularly on the club's financial status.
3. Operate all club financial transactions, i.e. disbursements and receipts, in conjunction with the financial codes of the Student Business Office.

Section E - The Inter-Club Council Representative shall:

1. Attend all weekly ICC Meetings, Wednesdays from 1:30-3:00pm.
2. Report to ICC all club activities.
3. Report to club information and action taken by ICC.
4. Exercise voting privileges in ICC as a representative of the club majority.

Section F - The Public Relations Commissioners shall:

1. Advertise future club meetings, events, activities and fundraisers.
2. Create necessary posters, flyers, and banners (digitally and/or in print) as it relates to this organization.
3. Be responsible for monitoring and advertising the club social media accounts.

Section H - The Club Advisor shall:

1. Attend all of the club's scheduled events, on or off campus.
2. Be certain of the content and manner of all scheduled events so that they are presented in a format congruent with college and district policies.
3. Authorize and sign all required forms.
4. Oversee budgets and finances.
5. Provide guidance in areas of parliamentary procedures and conducting meetings.
6. Assist in resolving interpersonal conflicts within the organization.
7. Support the leadership development of club officers and members.
8. Uphold and adhere to all District policies, regulations, California Education Code, Federal, State and/or local statutes.

Article V - Initiative, Referendum, and Recall

Section A - The members shall have the right to initiative, referendum, and recall.

1. Initiative and referendum will require a simple majority (50% +1) vote to approve proposed action.
2. Recall will require a 2/3 majority vote to approve proposed action. By definition, only elected officers may be recalled.

Article VI - Amendments

Section A - A 2/3 majority vote of the membership present at regular club meetings is needed to approve any proposed amendments to the constitution and /or by-laws.

Section B - All proposed amendments must be approved by a 2/3 majority vote of the ICC and ASG SAC Executive Board.

Club Apple: Constitutional By-Laws

Article I - Meetings

Section A - Regular meetings shall be scheduled every other week.

Section B - Quorum shall be established when 2/3 of the membership are present. At a minimum, the President, Vice President, and Advisor must be present in order to conduct official business.

Section C - Any meetings and events shall be discussed and agreed upon by a simple majority (50% + 1) vote of the membership.

Article II - Attendance Rules

Section A - Members are expected to regularly attend meetings and participate in activities and events sponsored by the organization.

Section B - Members are expected to communicate any expected absences with the President, Vice President, or Advisor.

Article III- Elections

Section A - Officers, excluding advisor(s), shall be elected by a simple majority (50% + 1) of the membership each year.

Section B - Special elections may take place at any time for vacant positions.

Section C - At least seventy two (72) hours notice must be given to the membership in advance of an election.

Article IV- Revision Process Section

Section A - Refer to initiative and referendum procedures in the Constitution.

Article V - Order of Business

Section A - Club meeting agendas shall follow this order:

- A. Call to order (Introduction to meetings)
- B. Roll Call (Secretary calls officers, members and future members that are present)
- C. Approval of Agenda (Motion to move the previous agenda)
- D. Public Forum (aside from Club Apple)
- E. Officer's Report (Officer's reports on behave of their title)
- F. Unfinished Business (Business that need to be updated)
- G. New Business (New business that needs attention)
- H. Public Forum (Last public announcements)
- I. Adjournment (meeting dismissed)