



# Club Apple (CTA-AE) Constitution

*Inter-Club Council, Santa Ana College*

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## **ARTICLE I**

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

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 anyone enrolled in coursework 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 this organization as well as with college/district regulations.

Section C. Membership in this organization shall not be denied to any student at Santa Ana College based on 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 attend or stay current with meetings regularly. Members are also expected to participate in activities and events sponsored by the organization. Membership in affiliated organizations, such as California Teachers Association-Aspiring Educators (CTA-AE) 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 the club 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 semester.

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 they submit a written complaint to the advisor. If this occurs, a special meeting may be held under the recall procedures' guidelines.

Section E. Positions terms will last one academic year. Special elections may take place at any time for vacant positions.

Section F. The president role can flex (1) acting-president and (2) president-elect roles that will extend the time frame of this position if agreed by the other officers. This will ensure a smooth transition of leadership for club goals.

#### **ARTICLE 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 as requested 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 privilege 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) related to this organization.

3. Monitor and advertise the club's 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 the proposed action. By definition, only elected officers may be recalled.

**ARTICLE VI**

Amendments

Section A. A 2/3 majority vote of membership present at regular club meeting 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 ASGSAC Executive Board.



# Club Apple (CTA-AE) Constitutional By-Laws

*Inter-Club Council, Santa Ana College*

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## **ARTICLE I**

### Meetings

Section A. Regular meetings shall be scheduled as the present officers decide.

Section B. Quorum shall be established when 1/4 of the membership is present. At a minimum, the President or Vice President, an alternative officer, and an Advisor must be present 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 present.

## **ARTICLE II**

### Attendance Rules

Section A. *Members are expected to attend or stay current with meetings regularly. Members are also expected to 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 semester.

Section B. *Elections will take place in the fall semester each year. Special Elections may take place at any time for vacant positions*

Section C. *Any student present for an election has the right to vote.*

Section D. As per the requirements from the Office of Student Life, club officers are required to; (a) maintain a 2.0 semester GPA, (b) a cumulative 2.0 semester GPA, (c) be enrolled in 6 or more units, and (d) pay the Student Activities fee.

Section E. At least one week's notice shall be provided for any meeting at which an election is to be held.

**ARTICLE IV**

Revision Process

Section A. Refer to initiative, referendum, and recall 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)