****Enter Organization Name

Constitution

***Inter-Club Council, Santa Ana College***

**ARTICLE I**

Name and Purpose

Section A. This organization shall be known as

***State the name of the organization***

Section B. The purpose of this organization shall be *(Provide a brief statement of your aim, purpose, and objectives of the organization)*

**ARTICLE II**

Membership

Section A. Membership is open to any person who is 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 this organization and with college/district regulations.

Section C. *Duties or responsibilities of general membership*

*Section D. Dues or fees to be paid by members, if applicable*

**ARTICLE III**

Club Officers

Section A. The officers of the club shall consist of the President, Vice President, Secretary, Treasurer, Inter-Club Council Representative 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. *Procedures for removing/impeaching an officer.* ***Removing or impeaching must be voted by students not advisors.***

Section E. *Procedures for filling vacancies*

**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.
4. *List any additional responsibilities*

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. *List any additional responsibilities*

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. *List any additional responsibilities*

Section D. The **Treasurer** shall:

1. Maintain accurate and up-to-date financial records.
2. Report regularly on 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.
4. *List any additional responsibilities*

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.
5. *List any additional responsibilities*

Section F. 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.
9. *List any additional responsibilities*

**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 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 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.

Section C. *Explain the process for how your club makes amendments to the club constitution here*

***ARTICLE VII***

*Additional articles may be necessary to provide for the smooth functioning of your organization. The constitution is the operating manual for your club. Consider any possibilities and make sure you have addressed them in this document.*

*Section A. Type in any additional sections here.*

****Enter Organization Name

Constitutional By-Laws

***Inter-Club Council, Santa Ana College***

**ARTICLE I**

Meetings

Section A. Regular meetings shall be scheduled

*State the days and times you plan on holding your meetings*

Section B. *What establishes a quorum and what is necessary to conduct official business?*

*Section C. Discuss additional sections as needed*

**ARTICLE II**

Attendance Rules

Section A. *Discuss rules in place for attendance of members*

*Section B. Discuss additional sections as needed*

**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. *When are elections held?*

Section C. *Discuss who 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.

*Section F. List any additional eligibility requirements here*

**ARTICLE IV**

Revision Process

Section A. *Discuss any revision processes to the constitution and by-laws here*

***ARTICLE VII***

*Additional articles may be necessary to provide for the smooth functioning of your organization. The constitution is the operating manual for your club. Consider any possibilities and make sure you have addressed them in this document.*

*Section A. Type in any additional sections here.*