

Las Positas College Math Club Constitution

Las Positas College
3000 Campus Hill Drive, Livermore CA 94551

ARTICLE I: NAME AND PURPOSE OF THE CLUB

Section 1. The name of this organization shall be the Las Positas College Math Society, referred to as the Math Club or simply the Club in this document.

Section 2. The purpose of this organization is to promote scholarship in, and enjoyment and understanding of, mathematics among Las Positas College students. The Club shall be both a social club and, for those members who qualify, an academic honor society.

Section 3. The portion of the Math Club consisting of mathematics honor students shall be affiliated with Mu Alpha Theta, National High School, and Two-Year College Mathematics Honor Society. The name of the local chapter shall be the Las Positas Chapter of Mu Alpha Theta.

ARTICLE II: MEMBERSHIP

Section 1. Any Las Positas College student who has an interest in mathematics may participate in the Math Club.

Section 2. No student shall be denied membership on account of race, religion, color, creed, ethnicity, national origin, gender, sexual preference, or physical disability.

Section 3. Voting membership is limited to enrolled students at Las Positas College. Section III: Any member may be suspended or expelled from the club for conduct contrary to the Constitution of the club or for the conduct, which impairs the rights of the members to enjoy the benefits of the club. The offense must be in writing and submitted by a club member. After the offense is submitted to the club, the offending member has the right to a twenty- four (24) hour notice of a hearing before their peers at a regular meeting, and the offending member may be suspended or expelled by a two-thirds (2/3) affirmative vote of the voting members present. Suspended or expelled club members may exercise due to process through the college's grievance procedure

Section 4. Any Math Club member may apply for inclusion in the Mu Alpha Theta Mathematics Honor Society; however, only those applicants who satisfy the national requirements for admission to MAΘ will be considered. The national requirements for admission are posted on the MAΘ website at https://mualphatheta.org/two-year_college.

- A. **Application Fee.** To apply for membership in the honor society, an individual must pay a fee sufficient to cover the cost for enrollment into MAΘ, which is set by the national organization. The fee pays for the national organization to approve and add new members to the honor society and to prepare and deliver official certificates of membership. The Club Treasurer shall collect all application fees and deposit them promptly into the Math Club's account that is maintained for the Club by Las Positas. These monies, which are paid personally by individual Club members, shall be tracked separately from general Club funds that come from public funds through the Student Life Office. The application fee is not refundable.
- B. **Verification of Qualifications.** Applicants to MAΘ shall allow the Club Adviser to review their qualifications to enroll in the Honor Society. For new applicants to MAΘ, this includes examining a copy of their current academic transcript. Existing members who joined MAΘ prior to attending Las Positas College may transfer their membership to the local chapter after

presenting evidence of their existing membership to the Club Adviser.

- C. Submission of Candidates. At least twice each academic year, the Club Adviser shall determine which new applicants qualify for membership in MAΘ. The Adviser shall submit the names of qualified applicants to the national headquarters of MAΘ, along with all fees required for initiation and official membership certificates.
- D. Notification of Acceptance. When the national office of MAΘ notifies the Club Adviser of the acceptance of the Club's new members, the Adviser shall provide the names of the new members of MAΘ, their membership certificates and their membership cards to the president of the local chapter for signatures. The president shall sign them and ensure that they are distributed to the new members.
- E. Annotation of transcript. Before the end of each semester, the Adviser shall send the names and W-numbers of each recent transferee and each new member of the Las Positas Chapter of Mu Alpha Theta to the Office of Admissions and Records, who shall then annotate each of their transcripts to show they are members of the Mu Alpha Theta mathematical honor society.
- F. Local chapter membership requirement. To become a member of the Las Positas Chapter of MAΘ, a student must be a member of the Math Club, but to be a member of the Math Club, a student is not required to be a member of the Las Positas Chapter of MAΘ.

ARTICLE III: OFFICERS

Section 1. Elected Officers:

The elected officers of the Club shall include a President, a Vice President, a Mu Alpha Theta Representative, a Treasurer, a Secretary, an Inter-Club Council (ICC) Representative, a Public Relations (PR) Chair, and any other elected position that the Club may choose to establish. This group of officers shall constitute the Executive Board of the Math club

Section 2. Appointed Officers:

- A. The Club President may appoint additional individuals to serve as officers, including committee chairs, a webmaster, individuals to fill vacancies in elected positions, and any other non-elected position that the Club chooses to create.
- B. Appointments shall be subject to ratification.
- C. Ratification of an appointed officer requires a two-thirds-majority vote of all officers other than the President.
- D. Any Club member may nominate an individual to serve as an appointed officer.

Section 3. Powers and Duties of Officers:

- A. All members of the Executive Board
 - i. shall attend all general meetings of the Club unless excused by the President.
 - ii. shall attend all meetings of the Executive Board unless excused by the President
 - iii. four or more unexcused absences per semester shall be grounds for removal from office.
- B. The President
 - i. shall be the chief executive officer of the chapter, directing the activities of the organization.
 - ii. shall organize and preside over all meetings of the Club and the Executive Board.
 - iii. shall call special meetings when deemed necessary or desirable (with the approval of the Faculty Adviser).
 - iv. shall appoint all standing committee chairs and special committee chairs, with the approval of the Executive Board.
 - v. shall ensure that the Club operates within the guidelines established by Las Positas College.

- vi. shall preside at all business sessions.
- vii. shall prepare an agenda before each meeting of the Club and the Executive Board.
- iv. shall ensure that Club-related issues and decisions are communicated to all members in a timely and effective way.
- viii. shall be the official public representative of the chapter.

C. The Vice President

- i. shall preside at meetings in the absence of the President.
- ii. shall assume all the responsibilities of the President if a vacancy should occur in the office of President, until a new President is elected to fill the remainder of the vacated term.
- iii. shall serve as Fundraising Chair when fundraising is needed.
- iv. shall coordinate recruitment efforts for the Club
- v. shall maintain and publish a calendar of Club events.

D. The Mu Alpha Theta (MA Θ) Representative

- i. shall preside at activities and meetings intended only for the Las Positas Chapter of Mu Alpha Theta, such as breakout sessions during regular Club meetings.
- ii. shall coordinate the participation of the Las Positas Chapter of MA Θ in events planned by the Regional Chapter or national organization of Mu Alpha Theta.
- iii. shall ensure that income and expenses of the Las Positas Chapter of MA Θ are handled by the Club
- iv. shall appoint someone to record minutes of each meeting of the Las Positas Chapter of MA Θ when the Club Secretary is not present at those meetings.
- v. shall represent the Las Positas Chapter of MA Θ to the Executive Board and the Club.

E. The Treasurer

- i. shall keep a record of all financial accounts of the Club.
- ii. shall reconcile the Club's financial accounts with the Club's financial statements provided by the college.
- iii. shall collect any and all income to the Club such as dues from the members or donations and shall record the name of the payer, amount collected, and purpose.
- iv. shall ensure that funds received by the Club are promptly deposited with the college.
- v. shall coordinate disbursement of Club funds for purchases, repayment, and all other Club expenses and shall record the purpose, recipient and amount disbursed.
- vi. shall track the budget of the Las Positas Chapter of Mu Alpha Theta as a separate line item in the Club's budget.
- vii. shall present a typed report of the financial status of the organization at each general meeting of the Club.

F. The Secretary

- i. shall record accurate minutes of the meetings of the Club and the Executive Board and shall distribute typed copies of them in a timely fashion to the Club and the Board.
- ii. shall keep an accurate roll of attendance at meetings of the Club and of the Executive Board.
- iii. shall give the names and contact information of new members and participants to the Adviser.
- iv. shall conduct and report correspondence, including writing all special and official invitations.

G. The Inter-Club Council (ICC) Representative

- i. shall attend all ICC meetings and represent the interests of the Club.
- ii. shall communicate to the Club the information and decisions shared during ICC meetings.
- iii. shall notify the Club President in advance when unable to attend an ICC meeting.

H. The Public Relations (PR) Chair

- i. shall coordinate the activities of the PR Committee
- ii. shall prepare and distribute to Las Positas College notices of all upcoming Club events.
- iii. shall act as Secretary in the Secretary's absence.
- iv. May also serve as any other officer and on any committee in the Club.

Section 4. Officer Qualifications:

A. Each Club Officer

- i. shall be a student in good standing at Las Positas.
- ii. shall be enrolled in a minimum of one (1) credit course at Las Positas College.
- iii. shall have a cumulative grade point average of no less than 2.0 at Las Positas.

B. The President and the Vice President shall be Active Members of the Club.

C. The Mu Alpha Theta Representative shall be a member of the Las Positas Chapter of Mu Alpha Theta.

Section 5. Terms of Office:

A. Standard term. The standard term of an officer shall be for one academic year or until Club elections are held, whichever is shorter.

B. Consecutive terms.

i. An elected officer may not be elected to the same position two consecutive terms. In the event that there are no other members willing to serve in a specific position, a vote of the general membership can be taken to waive this rule and allow an officer to hold the same position twice.

ii. Officers appointed to non-elected positions under Article III Section 2a may be reappointed indefinitely, serving multiple consecutive terms.

iii. A member who fills a vacancy in an elected office for a partial term (less than one academic year) shall not be barred from being elected to a full term of that office at the next general election.

C. Vacancies. Vacancies in any officer position that occur before completion of a term may be filled by appointment. The President may appoint any qualified member to any open officer positions. No person shall be appointed to the same elected officials in two consecutive terms unless the Club first conducts a general election to fill the vacancy.

Section 6. Removal from office:

A. Reasons for removal.

An elected officer may be removed from office for any of the following reasons: i. not fulfilling his or her duties, including having four or more unexcused absences from required meetings in one semester.

ii. misuse of funds.

iii. abuse of authority.

iv. failure to maintain qualifications for the office.

B. Initiating removal.

i. The Executive Board may vote to impeach an elected official. A vote to impeach requires endorsement at least 60% of the members of the Executive Board and the consent of the Adviser.

ii. Alternatively, at a general meeting the members of the Club may submit a petition for recall to the Executive Board. The petition must be endorsed by at least 30% of the voting members of the Club present at the meeting and approved by the Adviser.

C. Effecting removal.

i. The President or Vice President shall notify the officer in question in writing by email of the Club's intent to execute removal proceedings and state the reasons why.

ii. The officer in question shall have at least seven (7) calendar days after the written notice is sent to review the notice before the Club may vote on removal.

iii. The officer has the right to a hearing before club about the removal before the Club votes on the issue. The hearing shall occur not more than 14 calendar days after the written notice is sent.

iv. The officer may either voluntarily choose to vacate the office or submit to a vote of the Club.

Involuntary removal requires a simple majority of votes cast by the voting members of the Club in a

recall election.

D. Right to dispute involuntary removal.

- i. Any elected officer that has been removed involuntarily from office may dispute the removal by filing a grievance with the Las Positas College Student Life Office.
- ii. If the Grievance Committee finds that the officer was unfairly or improperly removed from office, the Club shall reinstate the officer.

ARTICLE IV: MEETINGS AND ACTIVITIES

Section 1. General Meetings:

- A. The Club shall meet at least bi-monthly throughout the fall and spring semesters at times and dates to be set by the Club. During the first and last month of each semester, only one meeting per month shall be required. During the summer session, the Club may elect to conduct optional meetings. Usually, however, the Club breaks between the end of the spring semester and the start of the fall semester.
- B. The Club shall meet on campus unless the Campus is closed to Club meetings. In that case, the Club will meet by video conference.
- C. All Las Positas College students, employees, and their guests may attend General Meetings of the Club on campus. Guests who are not students or employees must be escorted by their Las Positas host while at the meeting.
- D. When the Club must meet by video conference, the President shall ensure that the access information for the video conference is available to Las Positas College

Section 2. Executive Board Meetings:

- A. The Executive Board shall meet at least once a month during the time the club is active. The board can meet during a break if agreed upon by the Executive Board and approved by the advisor.
- B. The President has the ability to call meetings of the Executive Board at any time with the approval of the club advisor

Section 3. Special Club Meetings:

- A. From time to time, at the direction of the President (after coordinating with the Adviser), the Club may hold special meetings for purposes of executing a focused task such as conducting an emergency vote on some issue.
- B. Attendance at these special meetings may be limited to certain members only — for example, to voting members if the objective of the meeting is to vote on a Club-specific issue.

Section 4. Special Events and Activities:

- A. To achieve its objectives, the Math Club may from time to time conduct events or special activities that are separate from a General Meeting.
- B. Some examples of such special activities and events could include recruiting drives such as Las Positas Club Day, field trips, social activities, service activities, or participation in national or regional math contests.

Section 5. Mu Alpha Theta (MAΘ) Meetings:

- A. The Las Positas Chapter of Mu Alpha Theta (MAΘ) shall meet at least once per month in conjunction with a Math Club general meeting. At its discretion, the chapter may also meet separately from Math Club general meetings.
- B. These meetings are open to Club members who are part of MAΘ and their guests.

Section 6. MAΘ-sponsored activities:

- A. The Las Positas Chapter of Mu Alpha Theta (MAΘ) may from time to time participate in events sponsored by the national organization and intended to promote the enjoyment of and interest and scholarship in mathematics and for which financial prizes are available.

- B. A list of MAΘ-sponsored activities is available online from www.mualphatheta.org.

Section 7. A Club Adviser shall be present during any meeting of the Club.

ARTICLE V: ELECTIONS

Section 1. At least one (1) week's notice will be provided for any meeting at which an election is held

Section 2. The election is by a simple majority of votes cast.

Section 3. Special elections may be called by the President to fill vacated offices.

Section 4. The President shall have the power to change the dates of the elections if unforeseen circumstances make the action necessary. This shall be done only with proper notices to, and consent of, the Faculty Adviser.

ARTICLE VI: CLUB FINANCES

Section 1. Math Club ASB Account

- A. Las Positas College manages an Associated Student Budget (ASB) account for each recognized club, including the Math Club.
- B. By school policy, all money received by the Club from any source shall be deposited into the Club's ASB account promptly.
- C. Likewise, all Club expenditures, repayments, and disbursements of any kind shall be paid for by money from the Club's ASB account.
- D. Although the Club's ASB account is only one account, it can be managed by the Club as though it had subaccounts. In this way, money received by the Club for a certain purpose can be earmarked, tracked, and dedicated for only that purpose.
- E. In managing its ASB account, the Club shall distinguish between general Club funds and funds that are to be set aside for specific types of expense, such as funds received from individual members that are intended by the individuals to be used only to pay Mu Alpha Theta for joining the honor society.

Section 2. ICC Fund:

- A. The Inter-Club Council (ICC) contributes money to each academic year.
- B. The money from the ICC originates in student fees and is considered public money. As such it has restrictions on how it may be spent. (See the "Las Positas College Student Handbook — 2019 – 2020 Academic Year," pp 36 – 37.)
- C. The Math Club shall classify money from the ICC fund as General Funds.

Section 3. Club Dues:

- A. The Club may charge an annual membership fee ("dues") to help defray operating expenses.
- B. Dues shall be set by the members of the Club with the approval of the Adviser. A 60% majority vote by all voting members is required to set the amount.
- C. Dues shall be collected as specified in Article II, Section 3b of this Constitution.
- D. Payment of dues is a requirement of membership in the Club, as stated in Article II: Membership.
- E. The Math Club shall classify money from Club dues as General Funds. Money from dues has the same spending restrictions as ICC funding.

Section 4. Mu Alpha Theta Fees:

- A. Each student who applies to join the Las Positas Chapter of Mu Alpha Theta shall pay her or his own MAΘ application fee in addition to Club dues.
- B. Likewise, each student who wants to purchase any memorabilia from Mu Alpha Theta shall pay for them in addition to Club dues.
- C. The Club shall not charge students more for Mu Alpha Theta expenses than what the national

office charges.

- D. The Club shall classify all fees intended for Mu Alpha Theta as Mu Alpha Theta Funds and account for them separately from all other monies received by the Club, including General Fund dollars.
- E. All money that the Club sends to Mu Alpha Theta to pay new-member fees and purchase honor society paraphernalia shall come only from the fees earmarked for Mu Alpha Theta. General Club funds shall not be used for Mu Alpha Theta purchases.
- F. By paying the Club exact costs to purchase Mu Alpha Theta membership certificates and similar paraphernalia on their behalf, all Math Club students are giving their consent to use their Mu Alpha Theta fees for the purpose for which they intended. Ratification of this Constitution shall constitute documented Club approval for obtaining disbursements for Mu Alpha Theta from the Club's ASB Fund.

Section 5. Collecting Money: The Club shall make known to members its procedures for collecting money in-person and remotely.

ARTICLE VII: ADVISERS

Section 1. The Club shall have a Club Adviser.

Section 2. The Club may have one or more Co-advisers.

Section 3. The Adviser and all Co-advisers shall be employees of Las Positas College.

Section 4. An adviser or co-adviser shall attend each Club meeting, event, and activity.

Section 5. The Adviser and Co-advisers shall provide guidance to students in the Club, serve as a liaison to the Student Life Office regarding matters related to the Club and ensure compliance with all applicable policies and procedures of the Inter-Club Council of Las Positas College, Las Positas College, and Mu Alpha Theta, National High School and Two-Year College Mathematics Honor Society.

ARTICLE VIII: CONSTITUTION

Section 1. Concurrence of two-thirds of the full members shall be required to accept this constitution.

Section 2. Any amendment to this constitution shall be presented by an active member in the form of a motion during a business meeting. It shall then be tabled until the following general meeting, at which time the Club shall vote on it. It shall become effective provided it is passed by a two-thirds majority of the full members.

Section 3. The local chapter constitution shall not violate any stipulation of the national constitution of Mu Alpha Theta or any pertinent policy of Las Positas College.

Section 4. By-laws may be adopted to amplify the constitution and to take care of details.

ARTICLE IX: DEACTIVATION

Section 1. In the event that the Math Club should become deactivated, all assets shall be turned over to the Las Positas College Inter-Club Council as dictated in the ICC by-laws.

ARTICLE X: STATEMENT OF AFFILIATION

Section 1. This organization shall be affiliated with Mu Alpha Theta National Honor Society for High Schools and Two-Year Colleges.

Section 2. A copy of the national constitution of Mu Alpha Theta shall be filed with the Student Life Office.

ARTICLE XI: RULES OF ORDER

Section 1. The Math Club accepts “Roberts Rules of Order” (newly revised) as its Rules of Order.

Section 2. Any issue not directly written in this document will be resolved by referring to the Rules of Order and in accordance applicable College and/or District policy, and any relevant Education Code regulations.

ARTICLE XII: APPROVAL

Approved: 31 August 2006

Revised and Approved: 27 August 2020