

# Puente Club Constitution

LAS POSITAS COLLEGE

# Club Constitution

## **ARTICLE I: NAME AND PURPOSE OF THE CLUB**

Section I: The name of this club shall be Puente Club

Section II: The club is a (social | service | honorary | political | special interest) and the mission and purpose of this club is to serve others and create a social and safe environment with a special interest in supporting transfer students.

## **ARTICLE II: REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS**

Section I: Membership in this club shall be open to any student at Las Positas College on the basis of race, creed, religion, gender, political affiliation, sexual orientation, or physical handicap.

Section II: 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 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.

## **ARTICLE III: OFFICERS**

Section I: The elected officers of the club shall be the President, Vice President, Treasurer, Secretary, ICC Representative and other officers as necessary.

Section II: Powers and Duties of Officers:

Clause I:

## **Club President Responsibilities**

As your club's president, you will be planning, organizing, and carrying out responsibilities associated with your role as the club's chief executive officer. Most members will help you succeed if the tasks and expectations are clearly defined, reasonable, and the members share appropriate interest and skill. Remember, planning and preparation count, and enthusiasm is contagious.

1. *Appointing and delegating*- take great care in the appointments you make and in delegating tasks. After appointing persons to perform tasks, it is your responsibility to ensure that the task is done correctly and completely.
2. *Attending*- You are a significant role model; so your attendance at regular club meetings, and all club activities is crucial. Attend and encourage all others to attend the Puente Club meetings and events.
3. *Evaluating*- on-going analysis of club meetings and operation leads to continuous improvement in the club. Take feedback from your advisors and members on ways to improve meetings, projects, and attendance.
4. *Goal setting for results*- goals must be clear and attainable. In the end, your satisfaction will come from the knowledge that your club was active on all fronts and clearly improved during the year.
5. *Monitoring*- continuously monitor the club's progress toward goal accomplishment and the activities and responsibilities of all officers and appointees.
6. *Motivating*- establish a climate of enthusiasm, openness, and concern. Follow up, congratulate, and listen.
7. *Presiding*- make certain that each club meeting is well planned and organized, flows smoothly, ends on time, and that each member has fun and experiences leadership. You are responsible for agenda setting and for preparing the vice-president to preside in your absence.
8. *Problem solving*- make it apparent that you are concerned about your club and willing to help. Seek input and explore alternatives before making important decisions.
9. *Recruiting and retaining*- make certain all members are active and involved throughout the year. New membership is the lifeblood of the club and its level of service. Have an aggressive, yearlong membership campaign with weekly and monthly goals to be achieved. Make certain new members understand Puente Club before induction and are actively involved immediately after induction.
10. *Reporting*- the club president bears ultimate responsibility for meeting the reporting requirements of the club and ICC.
11. *Succession*- prepare next year's president for duties as your club's next chief officer. Try to encourage members to run for positions. Be very observant of those you think can do well with certain posts for the next year.

- Conduct and preside over a regular Puente Club meeting.
- Create and abide by an agenda/ PowerPoint for your weekly meeting.
- Keep officers on task and provide assistance for committees to run smoothly.
- Lead the entire membership in a well-rounded program of activities and projects.
- Ensure that delinquent members are handled properly.
- Meet with your faculty advisor to discuss agenda points and current club issues.
- Ensure that at least two members from your club are attending each ICC Meeting
- Keep a file of all correspondence.
- Work alongside board members to ensure that they are doing their tasks.
- Communicate with the student council and school administration.
- Make a list of the coming month's activities and post it so members are aware of the schedule.
- Organize or participate in inter-clubs.
- Work toward a net increase in membership over the previous year.

- Receive help and information from the past president.
- Plan service over the summer so that projects can be started shortly after school begins, if not sooner.
- Conduct elections for new officers, and confirm that they learn about their respective offices. Elections should be scheduled in December so that they officers can be trained all of spring semester
- Assist the new president in every way possible as they learn about the duties of the Puente Club and ICC.
- Plan at least one social activity or service project per month over the summer to maintain excitement and interest for Puente Club. Invite potential members from the incoming class to join you in service.

Clause II:

## Club Vice President Responsibilities

Your role as vice-president is an important one. Sometimes it happens that the president is prevented from carrying out the duties of his/her office for various reasons. A well organized and properly operating Puente Club should have a properly trained vice-president who is prepared to administer the Puente Club in the absence of the president. The real importance of the office of vice-president is found in the role and function you have in the Puente program. The role is found in one word: Service - service to the president; service to the other club officers; and service to the general membership of the club. As vice-president, you are the right hand of the president. You can and should assist the president and other officers with their duties. To do this effectively, you must be in contact with the work and policies of the club.

- Preside over weekly club meetings in the absence of the president.
- Gather material for and help write weekly club emails
- Attend all club meetings.
- Make sure that attendance is taken at every meeting.
- Keep a personal record of each club member.
- Assist the president in every way.
- Attend the monthly ICC meetings, or find someone else to go
- Collect all of the ICC reports of the committees and submit them to the secretary.
- Become thoroughly acquainted with the president's duties so you can assist the president.
- Talk to prospective members of the Puente Club, and help them decide whether or not to join.
- Conduct an educational program for new members.
- Work with the new vice-president and help him/her prepare to take over your job next year.

Review the portion of this planner dedicated to the club president and the other Puente Club officers. You, as vice president, are as responsible as the president to make sure that the president's functions are executed properly. That means that you must know the Puente Club inside and out and the duties of each officer and member, and be able to lead your club with the other officers and members.

Clause III:

## Club Treasurer Responsibilities

The club treasurer is important because the treasurer is in control of the club's money, its collection, and disbursement. The treasurer is responsible for keeping accurate books that will enable him/her to give a full financial report whenever requested. The treasurer should do his/her best to see that everything is done meticulously so that there are no doubts about his/her integrity. It should be noted that the treasurer's records should always be open to inspection by the club's officers, faculty advisor, and ICC.

- Prepare the club's budget, present it to the President, and ensure that club activities adhere to the budget.
- Maintain accurate financial records throughout the year to be reviewed at any time by members, other officers, or administration.
- Transact business through school account.
- Inform the club of its financial strengths and weaknesses.
- Reconcile bank statements.
- Deposit club funds.
- Understand school and club policies regarding student financial accounts relating to school organizations.
- Attend club meetings.
- Record all expenditures and income for the week.
- Secure advice of your faculty advisor on all financial matters.
- Collect all money from club events
- Obtain all financial records, receipts, and files from immediate past treasurer.
- Prepare a budget for the Puente Club year.
- Organize all financial records to give to the treasurer

**The budget should be the regulating factor for the club's activities. The budget is a statement of the organization's planned expenditures and income based on the approval and commitment of the club. Use the budget as a guide for planning the club's activities during the year. When approving the budget, the club must commit to raising the necessary income, for without the budgeted income, the club cannot spend as it had planned without incurring a deficit. Thus, when total expected income is not achieved, total expenditures must be cut.**

Clause IV:

## Club Secretary Responsibilities

A good secretary is essential for any Club if it is going to function well. The best way for a secretary-elect to begin his/her term is to watch and learn from the present club secretary. He/she will be able to give advice and guidance on how to best handle the job. It may be beneficial to set up time to meet with the present club secretary to ask questions or solicit advice. Responsible for the club's records, it is imperative that the secretary be prompt, organized, and efficient. This means that the club's records must be kept up to date and orderly. The secretary's Key Club record file should include the following:

- ICC constitution and bylaws
- Puente Club Timeline
- Minutes of all club meetings-regular and ICC meetings
- Committee reports
- List of club members
- Club roster having the following information for each member:
  - Member's full name, phone, and e-mail address.
- The secretary should record the following at each regular Key Club meeting:
  - Number of members present
  - Important upcoming events
  - Interesting ideas

Clause V:

## The ICC Representative

The ICC Representative is responsible for attending all ICC meetings. They are to serve as the primary contact for the club and votes on the club's behalf for Inter-Club Council business. They are responsible for communicating information and decisions shared during the ICC meetings. The ICC Representative may also serve as any of the Officers listed in Article III., Section II.

Clause VI:

## Role of Club Members

### Club and Member Privileges

- Able to recruit enrolled Las Positas College students.

- Able to hold meetings and other events on- or off-campus.
- Able to use college facilities and equipment.
- Provided a secured college mail pouch where mail and disbursements can be placed.
- Able to seek use of Club monies as long as the Club has an “active” status with ICC.
- Included in the Student Club Listing available on the college web site and within Student Services.
- Able to use college resources to advertise Club activities.

**Club and Member Responsibilities**

- Actively participate in InterClub Council (ICC) being conscious of your leadership role.
- Complete training of at least one club member on college procedures, including activities and events, accounting practices, and scholarships.
- Plan meetings and activities that represent the Club and are productive or effective.
- Adhere to District and/or College Accounting Practices and be responsible for dissemination of Club funds. In addition, maintain and oversee Club records.
- Report all officer changes to ICC and Student Services within ten (10) days of such changes.
- Have membership open to all currently enrolled LPC students.
- Be aware of LPC Student Code of Conduct and that no hazing is allowed.
- Not interfere or disrupt orderly conduct of college business.
- Remember that you are a student first!

Section III: **Officer Qualifications**

Clause I:

Must be a currently enrolled credit student in good standing at Las Positas at the time of appointment/election and throughout their officer term.

Clause II:

Must be a voting member of the club for one semester.

Clause III:

Must be enrolled in a minimum of one (1) credit course a semester at Las Positas College and have a cumulative grade point average of no less than 2.0.

Section IV: Petition by 1/3 of the total number of members is cause for a recall election. The offense must be stated in writing and submitted by a member. After the offense is submitted to the club, the offending officer has the right to a 48-hour notice of a hearing. A recall election will be conducted as a “Special Election.” Recall requires an affirmative vote of 2/3 of the total voting membership.

Section V: In the event an elected officer is unable to fulfill their term of office, there will be a “Special Election.” Any eligible member, including those already holding office, can be nominated for a vacated officer position.

#### **ARTICLE IV: MEETINGS**

Section I: Regular meetings are scheduled at least bi-monthly during the academic year.

Section II: Special Meetings are called by any elected officer or by 5% of the voting members of the club. All members must be given a minimum of forty-eight (48) hours (working days) prior to the Special Meeting time.

Section III: Business cannot be conducted unless a quorum of the membership is present, and an Advisor is present. Quorum for this club is defined as more than half of the voting membership.

#### **ARTICLE V: ELECTIONS**

Section I: Elections are held at the beginning of the Spring semester.

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

#### **ARTICLE VI: ADVISORS**

Section I: An individual employed by Las Positas College will serve as advisor to this club **Rafael Valle and/or Michelle Gonzalez**

Section II: The role of the advisor is to

##### **Club Advisor(s) Responsibilities**

*The Club Advisor is recognized as an integral part of the Club. The Club Advisor is volunteering to be a resource person and has committed to taking on additional work to facilitate achievement of the Club. As such, please operate under the following guidelines:*

- The Club President should set a regular time to meet with the Club Advisor to discuss the affairs and concerns of the Club. Seek the opinion and advice of the Club Advisor when problems arise in order to make use of his/her background and experience with the Club and LPC. The Club Advisor will guide Clubs in using their best judgment in planning meetings and events or making decisions on use of Club funds.
- Plan meetings and functions at a time and place so that the Club Advisor is able to attend. Check all dates with the Club Advisor, ICC Chairperson, and the Director of Student Life before scheduling



meetings or activities. Keep the Club Advisor fully informed in a timely manner of all programs and activities of the Club.

- The Club budget and all expenditures must be approved by the Club Advisor. In addition, any necessary Club expenses incurred by the Club Advisor should be paid for by the Club.
- Proper social procedures, courtesies, and consideration should be extended to the Club Advisor at all Club meetings and functions. Show appreciation for the time and assistance that the Club Advisor spends regarding the Club. The majority of the time that Club Advisors spend on Club concerns and activities is their own time.
- Obtain approval by the Club Advisor for all documents produced by the Club prior to circulation or posting.

#### **ARTICLE VII: METHOD TO AMEND THE CONSTITUTION**

- Section I: Proposed constitutional amendments or changes will be presented, in writing, to the club one meeting before this amendment is voted on.
- Section II: Approval by 2/3 of the voting members present at a regular club meeting will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.
- Section III: A copy of this constitution/bylaws and/or amendments to this constitution must be filed in the Student Life Office at Las Positas College.

#### **ARTICLE VIII: DISBURSAL OF CLUB ASSETS**

- Section I: In the event the **Puente Club** should become deactivated, all assets will be turned over to the Las Positas College Inter-Club Council as dictated in the ICC Bylaws.

#### **ARTICLE IX: STATEMENT OF AFFILIATION**

- Section I: A copy of any constitution/bylaws of **the Puente Club** must be filed in the Student Life Office at Las Positas College.

**ARTICLE X: RULES OF ORDER**

Section I: The Puente Club accepts “Roberts Rules of Order” (newly revised) as its Rules of Order.

Section II: 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 XI: APPROVAL**

Section I: This constitution was approved by **The Puente Club** on \_\_\_\_\_ (*This must be approved by the entire club, not just the executive officers and not by the one or two club members*).