

# Foothill Biology Club Constitution

## **Article I. Name of the Club**

Section 1.01 — The name of the club shall be the Foothill Biology Club.

## **Article II. Purpose of the Club**

Section 2.01 — We aim to support community college students with diversified interests by providing them with valuable information and hands-on opportunities in the fields of Biology and Biology related fields. Together, we will help our members get started and cultivate new skills.

## **Article III. Membership and Dues**

Section 3.01 — Any Foothill College student with a current Owl Card (Student ID) can join club meetings and is eligible to become an active member of the club. An active member is someone who has already attended two meetings in the last four weeks before the meeting.

Section 3.02 — Individuals that are not current Foothill College students are allowed to join meetings and participate in the club but cannot participate group project as a member.

Section 3.03 — Dues, if any, are determined by the general membership and should follow ICC's requirements and restrictions.

## **Article IV. Qualification and Election of Officers**

Section 4.01 — Any active member of the club (see Section 3.01) with a 2.5+ GPA is eligible to run for an officer position.

Section 4.02 — Officers are President, Secretary, ICC Representative, Treasurer.

Section 4.03 — Elections shall be held at least yearly and all officers must obtain a simple majority in order to hold that position. If nobody gains the most votes, another vote shall be held among all candidates who tied in the vote. If, again, no candidate receives the most votes, then the position will remain vacant and a President will assume control of that position until another election is held. An election for a vacant position may be held at any other club meeting.

Section 4.04 — Elected officer positions roll over from the previous term unless other club members would like to run for certain positions, in which case an election is held for all positions that are challenged.

## **Article V. Duties of Officers**

Section 5.01 — President

- a. Organize and preside over all meetings.

- b. Call special meetings.
- c. Regularly communicate with the faculty/staff advisor of the club.
- d. Carry out the provisions of the constitution.
- e. Oversee all project and committee activities.
- f. Execute the policies and procedures determined by the group.
- g. Take control of all vacant positions and execute the duties of officers who are unwilling or unable to do so.

#### Section 5.02 — ICC Representative

- a. Attend and vote at all ICC meetings.
- b. Prepare and submit all paperwork to ICC (including but not limited to Club Activation, Activity Petition, and Room Request).
- c. Report notes from ICC meetings to the club.
- d. Facilitate the maintenance of records of all ICC minutes, announcements, and petitions.

#### Section 5.03 — Secretary

- a. Keep and distribute accurate minutes and agendas of club meetings.
- b. Act as a correspondence clerk.

#### Section 5.04 — Treasurer

- a. Manage the yearly budget (Fund Request Form).

### **Article VI. Impeachment and Replacement of Officers**

Section 6.01 — An officer may only be impeached by a two-thirds vote of the membership (quorum), following a one-week notice of intent.

Section 6.02 — A new officer will be elected and the old officer will be replaced as stipulated in the constitution.

### **Article VII. Faculty/Staff Advisor**

Section 7.01 — An advisor shall be a faculty or staff member of the Foothill-De Anza Community College District and be the signer on the club account.

Section 7.02 — The advisor should be present at official meetings and oversee the processes if legislation is discussed or elections occur. If the advisor is not available, the advisor must be consulted before and after the meeting making sure they approve of any motions that are passed or elections if they occur.

## **Article VIII. Meetings**

Section 8.01 — Meeting times are decided by the general membership of the club. The President can call special meetings if necessary. A quorum is needed to carry out any legislation and to hold elections.

Section 8.02 — A quorum is a two-thirds majority of the voting members in good standing with current dues paid (if any). Faculty/staff advisor presence or approval is also required as stipulated in Section 7.02.

Section 8.03 — Club members should be regularly notified of upcoming agenda items and meeting minutes should be promptly distributed afterwards to assist in keeping the official records of the club and to notify the public of upcoming issues.

## **Article IX. Amendments**

Section 9.01 — All amendments to the constitution must be passed by a quorum of the club.