

# Foothill College

## Osteology Club's Constitution

### Preamble:

We, the members of the Osteology Club, in keeping with the rules and regulations of Foothill College, and with the institution's Anthropology Department, do establish this constitution.

### Article I. Name of Club

The name of the club shall be known as the "Osteology Club" of Foothill College.

### Article II. Purpose of Club

The purposes of this club are:

- To promote osteological interests and awareness
- To create an environment where those interested in osteology can become familiar with and explore the different subfields of Osteology and provide further enrichment outside the classroom
- To provide students with a beneficial, positive space and access to the resources FC has to offer
- To foster collaboration amongst students, faculty, and the greater community as well as other osteological organizations and departments.
- To educate the broader FC student body about the practice, benefits, and applicability of osteology

### Article III. Membership Rights and Voting Procedures

- Any Foothill College student with a current Owl Card (Student ID) can join club meetings and is eligible to become a voting member of the club. Individuals that are not current Foothill College students are allowed to join meetings and participate in the club but cannot vote.
- Individuals are considered active members if they have gone to at least two club meetings during the quarter.
- A proposal or motion may come from any member in good standing with the club. All active members have voting rights. Outcomes on proposals and motions shall be determined by a simple majority vote of active club members in attendance.
- Dues, if any, are determined by the general membership and should follow ICC's requirements and restrictions.

### Article IV. Officers and Duties

The President shall:

- Prepare the agenda and facilitate club meetings;
- Be responsible to the university and the club for all club-sponsored functions;
- In conjunction with the club treasurer and faculty advisor, be responsible for the club budget;
- Have the authority to delegate assignments and/or responsibility as needed;
- Vote on club issues where a tie occurs;
- Take control of all vacant positions and execute the duties of officers who are unwilling or unable to do so;
- Assist the other officers as needed.

The Vice-President shall:

- Assist the president and assume the president's duties in case of absence;
- Act as the club's program coordinator: to arrange speakers and activities;
- In conjunction with the historian, make and distribute advertising materials for club meetings and activities;
- Fulfill other duties assigned by the president.

The Treasurer/Finance Manager shall:

- Be responsible for the club budget in conjunction with the club president and faculty advisor;
- Keep accurate records of club finances for public inspection upon request;

- Provide quarterly financial statements at club meetings;
- Act as the club's fund-raising coordinator: to investigate and arrange fund-raising activities;
- Fulfill other duties assigned by the president.

The Historian shall:

- Act as the scribe for the club: record minutes of the meetings;
- In conjunction with the vice-president, make and distribute advertising materials for club meetings and activities;
- In conjunction with the treasurer, create and maintain an accurate listing of club members and contact information;
- Handle correspondence for the club, both between club members and with other clubs;
- Fulfill other duties assigned by the president.

The ICC Representative/Liaison Officer shall:

- Represent the club to the association of Inter-Club Council (ICC);
- Attend each required meeting of the ICC or make arrangements to have an appropriate substitute attend;
- Assist the club officers as needed;
- Prepare and submit all paperwork to ICC (including but not limited to Club Activation, Activity Petition, Fund Request, and Room Request).
- Report notes from ICC meetings to the club.
- Facilitate the maintenance of records of all ICC minutes, announcements, and petitions.

The Project Supervisor shall:

- Facilitate ongoing club projects and manage logistics, materials, and equipment;
- In conjunction with the president, establish club project goals and objectives;
- Provide project updates to other officers and faculty advisors;
- In conjunction with the treasurer, ensure that supply requests are completed correctly and within the project budget;
- Fulfill other duties assigned by the president.

The Event Coordinator shall:

- Make arrangements for all club activities (meetings, socials, club day, etc.);
- Oversee particular tasks related to the club's event planning process;
- Working with club officers to ensure the completion of a successful event;
- In conjunction with the treasurer, ensure that supply requests are completed correctly and within the club's budget
- Fulfill other duties assigned by the president.

Although every Club Officer member has their separate duties, it is the job of every Club Officer member to collaborate with each other to ensure that the club runs smoothly. Additional Club Officer positions may be created as necessary under the unanimous approval of all Club Officer members and the Faculty Advisor.

## **Article V. Qualification and Election of Club Officers**

### **Section 5.01 — Qualifications**

Any voting member of the club (see Article III) with a 2.0+ GPA is eligible to run for an officer position. All Club Officers shall be currently enrolled students, in good academic standing, at Foothill College.

### **Section 5.02 — Election**

The election of all club officers shall occur each spring, or as special circumstances require. Voting rights shall be accorded to all active, dues-paying members. In case of a vacancy of an office, at the next regularly scheduled meeting, the members of the club will decide who is to fill the vacancy with a majority vote of the active members present.

### **Section 5.03 — Tenure**

The term of any officer, for the same office, is for the entire academic year. The officer may renew his or her office once, through reelection. There is no limit to how many times an individual may run for or hold office. Nominees may be self-nominated.

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

In the event that a Club Officer member fails to meet the requirements of their position and/or does not come to two or more club meetings without previously notifying other Club Officer members, then cause for removal is justified only by a unanimous vote of the other Club Officer members. The Faculty Advisor must be consulted if approval of removal occurs, and must give the final approval or veto. An officer may resign following a one-week notice of intent. A new officer will be elected and the old officer will be replaced as stipulated in the constitution.

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

The faculty advisor(s) shall:

- 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;
- 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;
- Act as an academic resource to the club and may attend club meetings and help plan or suggest club activities;
- In conjunction with the club president and treasurer, be responsible for the club budget;
- Have the right to make suggestions, proposals, and motions;

### **Article VIII. Meetings**

Meeting times are decided by the general membership of the club. The President and Vice President can call special meetings if necessary. Club members should be regularly notified of upcoming agenda items and meeting minutes should be promptly distributed afterward to assist in keeping the official records of the club and to notify the public of upcoming issues. Meetings shall, whenever possible, consist of a topic related to osteology within a professional context.

### **Article IX. Amendments**

Should for any reason a portion of this constitution need amending it must be voted on by the current Club Officer Board and agreed on by a majority of its members. Proposals to amend this constitution shall originate by any member of the club. Furthermore, there must be strong reasoning for its amendment and the amendment must then be agreed upon by the Faculty Advisor.