

# CONSTITUTION OF THE RESPIRATORY THERAPY CLUB

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

### **Section 1.01**

The name of this Club shall be the Respiratory Therapy Club.

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

### **Section 2.01**

The mission of the Respiratory Therapy Club at Foothill College is to enhance the student experience and promote development in the areas of: academic performance, clinical preparation, leadership development, social engagement, community involvement, and gainful employment. Through diversity and unity, we will utilize our individual strengths and talents to build a strong, unified voice and work together to promote our profession, represent our Foothill College and the Respiratory Therapy Program, and educate and raise awareness on respiratory care and issues to the broader community.

## **Article III. Membership**

### **Section 3.01**

Any Foothill College Student with a current Owl Card (Student ID) is eligible to join the Club meetings. A voting member is someone who has already attended two consecutive meetings or has the academic major or time commitment the Club requires.

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

### **Section 4.01**

The President must have a minimum of a 2.0 cumulative Grade Point Average (GPA). The Office of Student Activities shall check the President's eligibility to hold a major office via the Club Officers Contact Information Form through ICC.

### **Section 4.02**

Officers consist of: the President, Vice President, Secretary, Treasurer, ICC Representatives (2), CSRC/GBAR Representatives (2-3), Volunteer Coordinator, Social Chairs (2), and the Fundraising Coordinator.

### **Section 4.03**

Time and manner of election is determined by the Club.

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

### **Section 5.01 President**

- (a) Presides over all meetings.
- (b) Calls special meetings.
- (c) Carries out the provisions of the constitution.
- (d) Appoints committees and chairs.
- (e) Oversees all committee activities.
- (f) Execute the policies and procedures determined by the group.

### **Section 5.01 Vice President**

- (a) Assumes the duties of the President in case of an absence.
- (b) Performs duties delegated by the President.

### **Section 5.02 Secretary**

- (a) Keep and distribute accurate minutes and agendas of all official meetings.
- (b) Act as a correspondence clerk.

### **Section 5.03 Treasurer**

- (a) Handles funds and finances for the Club.
- (b) Works as the signatory on the Club's account with the Office of Student Accounts.
- (c) Keeps financial records and collect dues.
- (d) Pays bills and release funds as voted by the general membership.
- (e) Makes financial reports when called upon to do so.

### **Section 5.04 ICC Representatives (2)**

- (a) Attend and vote at all **ICC** meetings, Tuesdays at 3 p.m.
- (b) Prepare and submit all paperwork to **ICC** by Mondays 3 p.m.
- (c) Report results of **ICC** meetings to the Club.
- (d) Facilitate the maintenance of records of all **ICC** minutes, announcements, and petitions.

### **Section 5.05 CSRC/GBAR Representatives (2-3)**

- (a) Attend meetings held by the California Society for Respiratory Care (CSRC) and the Greater Bay Area Regional (GBAR).
- (b) Record minutes of CSRC/GBAR meetings and report results of meetings to the Club.
- (c) Plan and coordinate Club member participation in activities of CSRC/GBAR. These include Sputum Bowl, Legislative Day, Lungapalooza, and Conference events.

### **Section 5.06 Volunteer Coordinator**

- (a) Informs the Club of community service opportunities.
- (b) Coordinates member participation regarding Bookstore hours.
- (c) Coordinates member participation in special community service activities.
- (d) Coordinates member participation on campus for Respiratory Care Week.

### **Section 5.07 Social Chairs (2)**

- (a) Plan and coordinate social activities of the Club.
- (b) Maintain social media of the Club.
- (c) Store and develop historical materials of the Club.

### **Section 5.08 Fundraising Coordinator**

- (a) Plan and coordinate fundraising activities of the Club.

**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 must be present at all official meetings and be the signer on the Club account.

**Section 7.02**

An official meeting is when 2/3 of the membership is present, and the advisor is there overseeing the processes of the meeting.

**Article VIII. Dues**

**Section 8.01**

Dues, if any, are determined by the general membership.

**Article IX. Meetings**

**Section 9.01**

Meeting times are called by the President or decided by the general membership. A quorum, a two-thirds majority vote, is needed to carry out any legislation and to hold elections.

**Section 9.02**

A quorum is a two-thirds majority of the members in good standing with current dues paid. A faculty/staff advisor presence is required, also.

**Section 9.03**

Minutes & Agendas should be posted to assist in keeping the official records of the Club and to notify the public of upcoming issues.

**Article X. Amendments**

**Section 10.01**

All amendments must be passed by a quorum of the Club.