



CONSTITUTION & BY-LAWS
Financial Literacy Club
Las Positas College

ARTICLE I: NAME, PURPOSE, AND FUNCTIONALITY OF THE CLUB

Section I: The name of this club shall be “Financial Literacy Club.”

Section II: The Financial Literacy Club at Las Positas College empowers students with the knowledge and skills necessary for informed financial decisions. Our mission is to educate students on a variety of personal finance topics, including budgeting, saving, investing, and debt management. Our ultimate goal is to enable students to take control of their finances and make informed decisions leading to financial stability and success.

ARTICLE II: MEMBERSHIP AND SELECTION OF MEMBERS REQUIREMENTS

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, Secretary, Treasurer, ICC Representative and other officers as necessary.

Section II: Powers and Duties of Officers

Clause I: The President

shall preside at all meetings of the club. They shall be the official spokesperson of the club, representing the policies, views, and opinions of the club in its relations with the campus and

community at large. They may have further duties as prescribed by the club.

Clause II: The Vice President of Internal Affairs

shall be responsible for overseeing all interactions with on-campus entities and organizations to ensure smooth collaboration and coordination. They shall be responsible for all on-campus club functions, including coordinating with other club officers to plan and execute events and initiatives. They shall communicate with advisors and members to ensure that all club events and procedures are achieved in a timely manner. They shall ensure that all duties of a position are fulfilled in the event of an officer's absence or vacancy. In the absence of the President, the Vice President of Internal Affairs shall assume the responsibilities of the President.

Clause III: The Vice President of External Affairs

shall be responsible for overseeing all outside communications regarding sponsorships, donations, fundraisers, socials, community service, alumni, and professionals. They shall inform the club of all available initiatives and programs and be responsible for all off-campus events and functions. They shall sign off on all written proposals for fundraising. They shall assist the President in carrying out their duties and perform other duties delegated by the President in their absence. In the absence of the President, the Vice President of External Affairs shall assume the responsibilities of the President.

Clause IV: The Treasurer

is responsible for completing and maintaining club financial records in accordance with College policy and procedure. They are responsible for keeping records of all club finances and provide financial reports to the club when called upon.

Clause V: The Secretary

takes minutes at all meetings of the club, files minutes, and submits required copies to all club members. They are responsible for all club agendas, minutes, correspondence, and keep copies of all club documents and correspondence on file. They act as historian and maintain all records of the club.

Clause VI: 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 VII: The Director of Marketing

shall be responsible for promoting the club, its events, and initiatives within the campus and to the community at large. They shall oversee the creation of all marketing materials, including digital and print media, and ensure that these materials are in line with the club's brand and objectives. They shall manage all club social media accounts, ensuring regular and engaging content, and respond appropriately to comments and messages from the public. They will work closely with the Vice Presidents of Internal and External Affairs to coordinate promotional efforts for on-campus and off-campus events. They shall provide updates and reports on marketing activities and outcomes, and suggest improvements where necessary.

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 for the second and fourth week of every month 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: Officers are elected once an academic year. Elections are held at the end of each academic year for the following year’s term.

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.

Section II: The role of the advisor is to assist the members of the Financial Literacy Club in fulfilling the mission and purpose of the club by providing guidance, mentorship, and connectivity for general operations.

Section III: The advisor will serve a term of one academic semester and is selected at the same time as the officers of the organization.

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 Financial Literacy 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: RULES OF ORDER

Section I: The Financial Literacy Club accepts “Robert's 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 X: APPROVAL

Section I: This constitution was approved by the **Financial Literacy Club** on March 23, 2023.