

# **Club Constitution**

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

**Section I:** The name of this club shall be HR Club

**Section II:** The club is a (☒social | ☐service | ☐honorary | ☐political | ☐special interest) and the mission and purpose of this club is to provide information regarding the Human Resources careers to students and to acknowledge the different pathways within the department at Las Positas College.

## **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: 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**

presides at the club meetings in the absence of the President. They perform duties delegated by the President. They notify all members of the club meetings.

#### **Clause III: 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 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 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.

**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:** 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 Gayla Jurevich.

**Section II:** The role of the advisor is to advise the club.

#### **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 HR 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:** This club is affiliated with Las Positas College.

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

#### **ARTICLE X: RULES OF ORDER**

**Section I:** The HR 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 members, advisor and officers of the HR Club on June 3, 2021. *(This must be approved by the entire club, not just the executive officers and not by the one or two club members).*