

# Grossmont College International Club Constitution

## Article I—NAME

The name of this organization shall be the **International Club**, and for communication purposes, it can be contacted at [gstinterclub@yahoo.com](mailto:gstinterclub@yahoo.com)

## Article II—PURPOSE

The purpose of the club shall be to provide a forum for the interaction of American and international students, to promote cultural enhancement of all students through social, cultural and educational events and activities and to assist new students in adapting to college life on campus and beyond.

## Article III—MEMBERSHIP

Section 1: Membership in the International Club is open to all enrolled and attending Grossmont College and ACE (American Collegiate English) students of Grossmont College.

Section 2: All members shall be currently registered students of Grossmont College.

Section 3: Membership shall be granted at any time during the semester, as long as the above criteria are met.

## Article IV—OFFICERS

Section 1: The **officers of this club** shall be:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Inter-Club Council (ICC) Representative(s)
- f. Marketing Manager(s)
- g. Webmaster
- h. Event Coordinator(s)

Section 2: **Officer duties** shall include, but not necessarily be limited to, the following:

### President

The duties of the President shall include:

- a. Presiding over club and officer meetings;
- b. Asking for and accepting motions from members;
- c. Creating meeting agendas for both club and officer meetings (incorporating agenda submissions from members and officers where appropriate);
- d. Accepting motions during meetings, facilitating group discussion and decisions and acting as a fair, impartial and courteous chair;
- e. Acting as tie-breaker in case of voting ties;
- f. Preparing (with the aid of club members and officers) a semester activity plan (at least one month prior to the start of each semester);
- g. Overseeing and taking responsibility for all aspects of club activity and event preparation, coordination and implementation, including pre-event set up and post-event clean up. (If absent from an event, the president shall have delegated these responsibilities, in advance, to another officer);
- h. Keeping officers, members and club advisor informed of meetings, events and other club activities;
- i. Overseeing club officers and delegating tasks to officers and members in a fair manner;
- j. Creating sign-up lists for all events and informing members of any changes in event schedule.

## Vice-President

The duties of the Vice-President shall include:

- a. Taking over of President's duties in the temporary absence of the President;
- b. Assisting the President in the preparation, coordination and implementation of club meetings, activities and other related events;
- c. Planning and implementing activities as directed by the President;
- d. Acting as ICC Representative in the case of a temporary absence of ICC Representative.

## Secretary

The duties of the Secretary shall include:

- a. Taking minutes during meetings (typing minutes and e-mailing to all officers and advisors for review at least 24 hours before next scheduled meeting);
- b. Tracking meeting attendance by members;
- c. Keeping current club constitution on file for reference during club meetings;
- d. Keeping up-to-date member list including names, addresses, telephone numbers and e-mail addresses of all current members;
- e. Maintain and replying to emails in our [gstinterclub@yahoo.com](mailto:gstinterclub@yahoo.com) account.

## Treasurer

The duties of the Treasurer shall include:

- a. Collecting membership dues where applicable;
- b. Making deposits and requesting withdrawals of club funds from trust account for all relevant planned club activities;
- c. Keeping accurate and up-to-date club budget information;
- d. Collecting and keeping all receipts related to club expenses needed for advances and reimbursements;
- e. Creating, planning and implementing fund-raisers and chairing a fund-raiser committee when needed;
- f. Collecting money from events.

### Inter-Club Council (ICC) Representative(s)

The duties of the ICC Representative(s) shall include:

- a. Attending all scheduled ICC meetings—which are held on the 2nd and 4th Tuesdays (except for holidays and finals) during the semester from 4:00 pm to 5:00 pm in the ASGC Board Room; or as directed by ICC.
- b. Reporting back to club and/or club officers all information given during these meetings;
- c. Chairing appropriate committee related to ASGC events and activities.

### Marketing Manager(s)

The duties of the Marketing Manager(s) shall include:

- a. Publicizing and promoting via posters, e-mails, flyers, and social media outlets club-related meetings and events;
- b. Represent and promote club membership through attendance to on and off-campus events.
- c. Perform tasks directed by the club President.

### Web Master

The duties of the Web Master Shall include:

- a. Maintaining and updating the International Club website/social media sites (such as Facebook and/or Twitter) to accurately reflect club news.
- b. Gathering relevant and appropriate photos and other media and posting them in a timely manner onto the club's social media sites and website.
- c. Maintaining accurate and up-to-date club officer profiles (including biographies and photos).
- d. Working with a second club officer or advisor to select appropriate media for posting online.

### Event Coordinator (s)

The duties of the member (s) of the Activities Committee shall include:

- a. Assist officers and advisor to plan, prepare, and carry out tasks associated with club activities. Activities Committee shall be limited to a maximum of five members.

Section 3: **All officers** shall attend regularly scheduled club and officer meetings, unless otherwise excused by the Advisor. All officers shall inform both the Club Advisor and President of any absence or tardiness from a meeting or other scheduled event with **at least 24 hours** advanced notice. (In the case of the President's absence, notification must be given to the Vice-President and Advisor).

Section 4: The password of the club's e-mail account should only be known by the club officers and club advisors.

Section 5: In order to be **eligible for office**, candidates shall be enrolled and be attending students at Grossmont College for a minimum of one unit and maintain a minimum 2.0 G.P.A. In addition, President and Vice President nominees must have attended a minimum of three International Club events to be eligible for these positions.

Section 6: **Officer nominations and elections** shall be held between MARCH 1<sup>st</sup> and APRIL 30<sup>th</sup> of each year via a simple plurality vote of participating members. Newly elected officers shall take office following the spring semester. The interim period (from the election time through the end of the spring semester) shall be a transition period, during which time outgoing officers shall familiarize, update and provide relevant training assistance to the newly elected officers. The term of office shall be one year (or longer if re-elected), or until an individual officer leaves Grossmont College or resigns their post, whichever comes first.

Section 7: Should a **vacancy** occur in any office before the annual elections, it should be filled in a specially held election during one of the regular officer meetings OR by appointment of the President with a simple plurality vote of approval by the officer cabinet. If an officer's position is left unfilled, the responsibilities of the vacant office shall be transferred to the President, who may in turn request assistance from other officers in the fulfillment of those duties.

Any prospective officer who will be appointed in accordance with Section 7 and who has not previously held an officer position, must attend two consecutive officer meetings before he/she shall be accepted into the position with a 2/3 vote by the officer cabinet.

Section 8: Recall of officers of the International Club may take place through the following recall procedures:

- a. Members may introduce and second a motion for a discussion and evaluation of job performance for the particular officer. The officer has a right to defend him/herself and to face his/her accusers. A plurality of members present may vote for a recall vote to be held in the next regular meeting. During that recall vote, members may effectively recall an officer with a two-thirds (2/3) vote. This recall shall take effect immediately.
- b. An officer who is absent for  $\frac{1}{4}$  of the scheduled semester meetings for which he/she is an officer will automatically forfeit his/her position as club officer.
- c. An officer who has been dismissed from his/her position may petition to be reinstated, as stated under Article VII—Student Code of Conduct.

## Article V—MEETINGS

Section 1: When feasible, regular meetings shall be held weekly during the semester (excluding the week of final examinations). Meeting days, times and room numbers will be determined by the end of the second week of the semester.

Section 2: Officer meetings shall be held weekly during the semester (excluding the week of final examinations). Meeting days, times and room numbers will be determined by the end of the second week of the semester.

Section 3: Special meetings may be called during the semester via e-mail or telephone notification (24-hour notice minimum) at either the club president or advisor's request.

Section 4: A quorum for any regular or special meetings shall consist of a minimum of one officer and two members (who may also be officers) and one advisor. In the event of a tie, the club President shall vote to break the tie.

## Article VI—SOURCES OF INCOME

Income for the club trust shall be generated through membership dues (where applicable), food and product sales, fundraisers and individual and corporate donations or any other means which comply with federal, state, Grossmont College, GCCCD District, ICC regulations and policies.

## Article VII—STUDENT CODE OF CONDUCT

### Student Code of Conduct

Student conduct must conform to the District and College rules and regulations. If a student code of conduct violation occurs while a student is involved with a club activity, the club advisor may recommend removal from the club as discipline for one or more of the violations listed in the “Student Discipline Procedures Manual.”

The discipline steps will be:

- Two weeks prior to a regularly scheduled meeting, the Advisor sends by postal mail or hand delivers a letter to the student requesting his/her attendance to discuss violation(s).
- A removal recommendation must have a 2/3 vote of the attending membership at the club meeting. Consideration of future return membership can only be with the Advisor’s approval.
- The club vote for removal may take place regardless of whether the member to be removed is in attendance at the meeting where the vote is called.
- Any violation of the student code of conduct that results in the suspension or expulsion of a student from Grossmont College will result in expulsion of the offending member from the club without a vote. Readmission to the club may be considered upon reenrollment of the student upon the approval of the advisor.

## Article VIII—CONSTITUTIONAL AMENDMENT

This constitution may be amended through a simple plurality vote of participating members.