

APISA CONSTITUTION

Use this template for your constitution and customize it for your club.

IMPORTANT: You must include the required text in your constitution. If you do not, your club charter request may not be approved.

Article I-Name of club

Section I. ASIAN PACIFIC ISLANDER STUDENT ASSOCIATION (APISA)

Article II - What is your group's purpose?

- Section I. APISA explores Asian culture and increases awareness of the diverse experiences in the API community.
- Section II. Provide resources and activities for the API community at CCC.

Article III - Membership

- Section I. Club membership is open to all Contra Costa College students.
- Section II. Club Officers and members must have a 2.0 GPA and should maintain 3 or more units.
- Section III. Only currently registered students, faculty, and staff may be active members in a registered student organization. Only active members may vote or hold office.
- Section IV. We will not have according to California State Law; we will not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).
- Section V. The Executive Council has the power to examine the participation or conduct of any member. The Executive Council has the power to suspend a member from the Club for a length of time as determined by the Council. The individual has the right to petition for readmittance into the Club at any time.

Article IV - Officers/Elections

- Section I. Officers will be a President, Vice-President, ICC Representative, Secretary, and Treasurer.
- Section II. Club officers must be currently enrolled, have a minimum of a 2.0 cumulative Grade Point Average (GPA), must be enrolled in Contra Costa College, have a current student card, and must not be on academic or social probation.
- Section III. The election will be done by secret ballot by club members who have attended at least two meetings.
- Section IV. Club elections will be held no later than the 6th week of Spring Quarter.
- Section V. The officers shall hold office for an entire school year.

Article V – Duties of Officers

- Section I. President
- i. Preside over all meetings.
 - ii. Call special meetings.
 - iii. Carry out the provisions of the constitution.
 - iv. Appoint committees and chairpersons.
 - v. Oversee all committee activities.
 - vi. Will assume responsibility of Public Relations, acting as a major representative for the APISA Club
 - vii. Will meet with Club's Advisor, on a regular basis, for the purpose of keeping the advisor informed regarding Club activities.
- Section II. Vice-President
- i. Assume the duties of the president in his/her absence.
 - ii. Perform any duties delegated by the president.
- Section III. Secretary
- i. Record and keep accurate minutes of all meetings. The previous meeting's minutes shall be posted prior to the next meeting.
 - ii. Act as a correspondence clerk.
 - iii. Will assume responsibility for writing and posting of thank-you letters to the sponsors.
 - iv. Maintain a notebook for the purpose of having a permanent record of Club meetings and agendas.
 - v. Post an agenda for each and every regularly scheduled Club meeting.
 - vi. Distribute to every Club member, no later than the second scheduled Club meeting of the Fall quarter, a copy of the Club's constitution
 - vii. Print and distribute agenda for all meetings.
- Section IV. Treasurer
- i. Handle funds and finances for club.
 - ii. Keep financial records and collect dues.
 - iii. Pay bills and release funds as voted by the general membership or by the President.
 - iv. Make financial reports at least once a month at the meeting.
 - v. Assume the responsibility for collection of donations, including the maintenance of an address file of individual donors.
- Section V. ICC Representative
- i. Attend all I.C.C. representative meetings.
 - ii. Shall submit the Club's roster/financial report to the I.C.C. Chairperson on or before the mandatory Fall and Spring I.C.C. meeting.
 - iii. Report the results of the I.C.C. meetings to the Club and report Club activities to the I.C.C.
 - iv. Obtain copies of school newspapers, monthly calendars, and weekly bulletins for the benefit of other Club members – materials to be available at Club meetings.
- Section VI. Executive Council

- i. The Executive Council will consist of the President, Vice President, ICC Representative, Secretary, Treasurer and Club Advisor(s).
- ii. To formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership.
- iii. To execute policies determined by the general membership.
- iv. To govern activities of the club.
- v. To compile agenda for general meetings.
- vi. Every officer shall attend and/or participate in all major Club activities.
- vii. Update Friday night lab rules as necessary
- viii. Will contract with the Club advisor regarding goals and events for the school calendar year.

Article VI - Meetings

Section I. Official Meetings

- i. There must be public notice on the club board at least five (5) school days in advance.
- ii. There must be a meeting held at Contra Costa College at least once a month.
- iii. There must be a quorum (a quorum is at least 3 officers) present in order to take care of financial action.
- iv. Minutes must be kept of all financial action with the club secretary.
- v. The treasurer will need to make a written and oral report at least once a month at the meeting.
- vi. The agenda shall be posted at least one day in advance of any regularly scheduled club meeting.
- vii. All meetings shall be conducted under parliamentary procedure.

Section II. Special Emergency meetings may be held when deadlines are due.

Section III. Notification of meetings will be posted on the website.

Section IV. A quorum for an emergency meeting is at least 3 officers.

Article VII - Finances & Banking

Section I. All monies shall be banked at Contra Costa College.

Article VIII – Constitutional Amendments

Section I. A club member may request constitutional amendments.

Section II. They request time on the agenda for a change.

Section III. 2/3 majority vote will be needed to pass the amendment. 2/3 must consist of at least 3 officers.

Section IV. All amendments, additions or deletions must be filed with the Student Life Office within one week of adoption.

Article VIII – Dissolution

- Dissolution of the club can happen if 2/3 of the members vote on dissolution.
- All unspent funds will go to the Art Club.