ASCEND DE ANZA CLUB CONSTITUTION

# ARTICLE I – NAME OF CLUB

Section I: Name

The name of this club shall be Ascend De Anza.

# ARTICLE II – PURPOSE OF CLUB

ASCEND De Anza will be a student chapter of ASCEND. ASCEND is the largest global organization that develops, supports, and empowers Pan-Asians with a network for growth and advancement in the hopes to increase Asian visibility in the workplace while simultaneously shedding light on Asian adversity. In particular, ASCEND student chapters hope to provide students with resources to develop their networks, grow into leaders, and receive career insights so they can ascend in their professional journeys. As the first community college student chapter of ASCEND, ASCEND De Anza will be able to share ASCEND’s resources to De Anza students to aid with their development, professional opportunity sourcing, and transferring goals.

# ARTICLE III – MEMBERSHIP

Section I: Membership Eligibility

Membership is open to students who support our mission regardless of ethnicity or field of study. Any DASB cardholder who carries a minimum of 1/2 a unit and purchases an ASCEND membership via the ASCEND National website is eligible to join this student chapter. The amount of the membership dues shall be voted by ASCEND. Club members may not be on academic or social probation and must adhere to the school’s academic policies and code of conduct. There are no GPA requirements for members.

Section II: Removal of Membership

A member may resign from ASCEND at any time upon request. Any portion of dues previously paid will not be reimbursed by the chapter to the resigning member.

Section III: Dues

All members must pay an annual membership fee of $25.00 on ASCEND’s National website. The membership will expire a year after the date that it was registered online.

Section IV: Categories of Membership

Members who have paid their dues shall be classified as active members.

# ARTICLE IV – GOVERNANCE

Section I: Officer Eligibility

Club officers must be currently enrolled, have an active, paid, and registered ASCEND membership, have a minimum of a 3.0 cumulative Grade Point Average (GPA), have a current DASB card, and must not be on academic or social probation.

Section II: Elected Officers

The officers of this chapter shall be a President, Vice-President, Secretary, Treasurer, and Internal Affairs Coordinator. All officers shall serve a minimum of one (1) academic school year. All officers of

this chapter shall be determined by election by student chapter members. These positions must be filled at all times. The election of the officers shall be held during the sixth (6th) week of the Spring Quarter.

Any member in good standing can submit an interest to be nominated as an officer to the Executive Board. Officers shall be elected by a simple majority vote of active student chapter members.

# ARTICLE V – DUTIES OF THE OFFICERS

Section I: President

1. Preside over the meetings of the Student Chapter.
2. Carry out the provisions of the constitution.
3. Supervise the nomination process for election of officers.
4. Oversee the responsibilities of all officers of the Student Chapter.
5. Approve all requisitions for disbursements from the Student Chapter treasury for any expenditures. These disbursements must also be approved by ASCEND NorCal chapter student affairs team and/or National.
6. Serve as liaison between ASCEND De Anza and the ASCEND NorCal chapter student affairs team.
7. Perform such other functions and exercise such further duties as voted by the Student Chapter.
8. Submit an annual report and calendar of events to the members at the annual meetings of the student chapter and the local professional chapter.

Section II: Executive Vice President

1. Assume the duties of the president in their absence.
2. Perform any duties delegated by the president.
3. Assist in overseeing all committees approved by the Executive Board.
4. Assist in administering all affairs of ASCEND De Anza.
5. Perform such other functions and exercise such further duties as voted by the student chapter.

Section III: Treasurer

1. Receive all monies of ASCEND De Anza and immediately deposit in the name of ASCEND De Anza into a bank account that is set up through De Anza’s established infrastructure.
2. Prepare an operating budget at the beginning of each year.
3. Keep all financial records and quarterly financial statements for the board for approval.
4. Handle all funds and finances for ASCEND De Anza.

Section IV: Secretary

1. Record and keep accurate minutes of all meetings.
2. Keep full and accurate records of all proceedings of ASCEND De Anza and the Executive Board.
3. Forward such records to all officers and the ASCEND NorCal chapter student affairs team and/or National.
4. Assist in maintaining ASCEND De Anza’s member database.
5. Provide the ASCEND NorCal student affairs team and/or National and the Executive Board with updated lists of ASCEND De Anza officers and faculty advisors’ contact information.

Section V: Internal Affairs Coordinator/ICC Representative

1. Initiate contact and maintain relationships with organizations and groups on campus such as the De Anza Student Government and relevant departments.
2. Attend all Inter Club Council meetings.
3. Report the results of ICC meetings at club meetings.
4. Provide assistance with solving technical issues.
5. Perform such other internal-related functions as needed by the student chapter.

# ARTICLE VI – EXECUTIVE BOARD

Section I:

The Executive Board will consist of the President, Vice President, Secretary, and Treasurer.

Section II: Duties of the Executive Board

1. Oversee all committees and activities of ASCEND De Anza.
2. Approve special committees as needed.
3. To formulate policy subject to approval by the student chapter and compliance with ASCEND policy.
4. Appoint a qualified member for the remainder of the academic term for an officer position should one become vacant.

# ARTICLE VII – IMPEACHMENT/REMOVAL AND REPLACEMENT OF OFFICERS

Section I: Resignation

Officers may resign in writing to the President and receive approval by ASCEND NorCal chapter student affairs team and/or National.

Section II: Removal

All elected officers and club members may be subjected to impeachment and removal. If deemed necessary, officers may be removed by authority of the ASCEND NorCal chapter student affairs team and/or the National team. Impeachment proceedings will abide by the following steps:

1. The officer in question will be notified of charges in writing.
2. A special meeting of the Executive Board will be held to discuss the charges with the VP of NorCal Student Affairs or other officer of NorCal Student Affairs present.
3. The officer will be removed should seventy-five percent (75%) of the Executive Board vote for removal of the officer in question.

Section III: Grounds for Impeachment/Removal Reasons for removal may include:

1. Failure to meet the responsibilities of the officer’s position.
2. Failure to prioritize the needs and objectives of the student chapter.
3. Using the position for sole purposes of self-gain.
4. Misappropriation of funds, forgery, and/or any other ethical or legal lapses of behavior unbecoming of an officer.

# ARTICLE VIII – MEETINGS

Section I: Notice

There must be public notice of club meetings on the club board at least five (5) school days in advance. Section II: General Meetings

There should be general meetings for the student chapter held once a month or a minimum of 7 meetings held during the academic year. Such meetings will be held on a fixed date of each month.

Section III: Annual Chapter Meeting

The Annual Chapter Meeting will include members of the student chapter and the Ascend professional chapter student affairs team and/or National. The meeting will be held during the last month of the regular academic term.

Section IV: Executive Board Meetings

The Executive Board should meet monthly to discuss matters and concerns of the Student Chapter. There will be at least fourteen (14) days of notice to the Executive Board members. Special meetings can be called by any member of the Executive Board upon two (2) days’ written notice.

Section V: VP of Student Affairs Meetings

Once per semester, a representative officer from each local student chapter should attend the local Professional Chapter’s VP of Student Affairs call-in meeting.

Section VI: Events

The Student Chapter should aim to invite a diverse group of guest speakers with various industry backgrounds and experiences and consider hosting virtual events in addition to in-person events on campus.

# ARTICLE IX – ADVISOR

Section I: Role of Advisor

1. Provide counsel and assistance to the student chapter and its officers.
2. Serve as the official liaison between the student chapter and the college.
3. Verify content of reports submitted to the ASCEND chapter student affairs team and/or National.
4. Supervise and ensure the accuracy of the chapter’s financial activity and records.
5. Be present for all official club/organization meetings and activities.
6. Be familiar with the ICC Code, ICC Financial Code, ICC Concessions Code, and club financial process.
7. Ensure that appropriate college policies are upheld.
8. To sign all club/organization requisitions for the club/organizations, and to make sure that 1) their student treasurer or president signs it and 2) that the expenditure is correct within all existing policies.
9. Ensure the continuity of the chapter.

# ARTICLE X – RESPONSIBILITIES

Section I:

This club accepts full financial responsibility for all activities that bear its name as official sponsor, and will adhere to college regulations. All publicity for an event must bear the name of the sponsoring club.

# ARTICLE XI – RIGHT TO ACT

Section I:

Any club officer, club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by ASCEND.

# ARTICLE XII – AMENDMENTS TO CONSTITUTION

Section I:

Any amendment change of this constitution requires a vote by officers and the faculty advisor.