#### CONSTITUTION OF THE DE ANZA AUTO. TECH. CLUB

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| ARTICLE I  ARTICLE II  ARTICLE III | NAME OF CLUB  The name of this club shall be De Anza Auto Tech Club  PURPOSE OF CLUB  The purpose of the club is to further the interest and enjoyment of the students enrolled in the Automotive Technology Program. To aid the program with parts, tools, and equipment raised through benefits, sponsored events, and the work performed by the students in the Automotive Technology classes. To give the members a chance to operate their club with all the financial responsibility of a full-scale business.  MEMBERSHIP  Section 1. Any DASB cardholder who must be enrolled in Automotive Technology 90 series. There are no dues required to be a member of the Auto Tech Club. Members cannot be on academic or social probation.  Section 2. Attendance- if any member has two consecutive absences of four absences for any quarter, they shall loose all privileges for the remainder of the quarter period. Attendance will be kept by the Club advisor.  Section 3. Participation and Conduct- 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. |
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| ARTICLE IV | QUALIFICATION AND ELECTION OF OFFICERS | |
|  | Section 1.  Section 2.  Section 3.  Section 4  Section 5 | Club officers must be currently enrolled, have a minimum of a 2.0 cumulative Grade Point Average (GPA), must be enrolled in Automotive Technology 90 series, have a current De Anza ASB card, and must not be on academic or social probation.  Officers will be a President, Vice-President, ICC Representative, Secretary, and Treasurer. Club elections will be held no later than the 6th week of Spring Quarter.  The election will be done by secret ballot by club members who have attended at least two meetings.  The President must be enrolled in Automotive Technology 90 series and must have been a Club member for one year. All other officers must be enrolled in Automotive Technology 90 series.  The officers shall hold office for an entire school year. |

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| ARTICLE V | DUTIES OF THE OFFICERS | | | |
|  | Section 1.  Section 2. | President  Vice President | A.  B.  C.  D.  E.  F.  G.  A.  B.  C.  D. | Preside over all meetings.  Call special meetings.  Carry out the provisions of the constitution.  Appoint committees and chairpersons.  Oversee all committee activities.  Will assume responsibility of Public Relations, acting as a major representative for the Auto Tech Club  Will meet with Club’s Advisor, on a regular basis, for the purpose of keeping the advisor informed regarding Club activities.  Assume the duties of the president in his/her absence.  Perform any duties delegated by the president.  Will assume co-chairmanship of the Club’s annual auto cross.  Will assume co-chairmanship of the Club’s annual open house |
|  | Section 3.  Section 4.  Section 5. | Secretary  Treasurer  I.C.C. Representative | A.  B.  C.  D.  E.  F.  G.  H.  A.  B.  C.  D.  E.  A.  B.  C.  D. | Record and keep accurate minutes of all meetings. The previous meeting’s minutes shall be posted prior to the next meeting.  Act as correspondence clerk.  Will assume co-chairmanship of the Club’s annual open house.  Will assume responsibility for writing and posting of thank-you letters to the sponsors of the auto cross.  Maintain a notebook for the purpose of having a permanent record of Club meetings and agendas.  Post an agenda for each and every regularly scheduled Club meeting.  Distribute to every Club member, no later than the second scheduled Club meeting of the Fall quarter, a copy of the Club’s constitution and Friday night lab rules  Print and distribute agenda for all meetings.  Handle funds and finances for club.  Keep financial records and collect dues.  Pay bills and release funds as voted by the general membership or by the President.  Make financial reports at least once a month at the meeting.  Assume the responsibility for collection of auto cross donations, including the maintenance of an address file of individual donors.  Attend all I.C.C. representative meetings.  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.  Report the results of the I.C.C. meetings to the Club and report Club activities to the I.C.C.  Obtain copies of school newspapers, monthly calendars, and weekly bulletins for the benefit of other Club members – materials to be available at Club meetings. |

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| ARTICLE VI | EXECUTIVE COUNCIL |

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|  | Section 1.  Section 2. | The Executive Council will consist of the President, Vice President, ICC Representative, Secretary, Treasurer and Club Advisor(s).  Duties of the Executive Council | | |
|  |  |  | A.  B.  C.  D.  E.  F.  G. | To formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership.  To execute policies determined by the general membership.  To govern activities of the club.  To compile agenda for general meetings.  Every officer shall attend and/or participate in all major Club activities.  Update Friday night lab rules as necessary  Will contract with the Club advisor regarding goals and events for the school calendar year. |

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| ARTICLE VII | IMPEACHMENT/REMOVAL AND  REPLACEMENT OF OFFICER AND MEMBERS |

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|  | Section 1. | All elected officers may be subjected to impeachment and removal by a two-thirds majority vote of the total membership. |
|  | Section 2.  Section 3. | Grounds for impeachment are negligence and any form of misconduct which is damaging to the club. An officer/member may be impeached/removed only under the following conditions: there must be a quorum present during impeachment/removal; two-thirds of the membership must vote; prior to impeachment/removal there must be one week's notice of intent publicized.  Replacement of officer(s) shall be filled in the following manner  *(Line of succession - in absence of President, Vice-President, Secretary, ICC representative and Treasurer.)*  Any officer vacancies shall be filled by an election held within two weeks. |
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| ARTICLE VIII. | MEETINGS |

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|  | Section 1.  Section 2.  Section 3.  Section 4.  Section 5.  Section 6.  Section 7. | | There must be public notice on the club board at least five (5) school days in advance.  There must be a meeting at least once a month held at De Anza College.  There must be a quorum (a quorum is 50 percent plus 1 of the active or dues paying membership) present in order to take care of financial action.  Minutes must be kept of all financial action with the club secretary.  The treasurer will need to make a written and oral report at least once a month at the meeting.  The agenda shall be posted at least one day in advance of any regularly scheduled club meeting.  All meetings shall be conducted under parliamentary procedure. | |
| ARTICLE IX | Section 1.  Section 2.  Section 3.  Section 4. | | LIFE MEMBERSHIP  All officers shall be given lifetime membership, with all privileges, in the Automotive Technology Club.  This honor also will be given to the most active member, unanimously voted by the Executive Council.  All the officers must perform all duties assigned to them or lose their lifetime membership.  Loss of membership will be the decision of the Club advisor and Executive Council. The decision will be made by secret ballot and carried out by a simple majority. | |
| ARTICLE X | | COMMITTEES | |

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|  | Section 1. | The standing committees of this club shall be appointed as necessary. |

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| ARTICLE XI | | ADVISOR | |
|  | Section 1. | | The role of the advisor is to:  A. The advisor must be a part of the faculty of the Automotive Technology Program, and must serve as the official staff representative of the college.  B. Work closely with the club to insure a cooperative relationship between the advisor, and the club membership.  C. Assist each officer of the organization understand their duties.  D. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.  E. Assist students to understand and apply democratic principles within their own organizations, and in working with others.  F. Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization. |
|  |  | | G. Be familiar with the ICC Code, ICC Financial Code, ICC Concessions Code, and club financial process.  H. Insure that all reasonable steps are taken to insure the safety, and welfare of club members.  I. Insure that appropriate college policies are upheld.  J. To sign all club/organization requisitions for the club/organizations, and to make sure that 1) their student treasurer or (co)president signs it and 2) that the expenditure is correct within all existing policies. |

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| ARTICLE XII | RESPONSIBILITIES |

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|  | Section 1. | 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. |

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| ARTICLE XIII | RIGHT TO ACT |

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|  | Section 1. | 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 the club. |

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| ARTICLE XIV | AMENDMENTS TO CONSTITUTION |

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|  | Section 1.  Section 2.  Section 3.  Section 4.  Section 5.  Section 6. | This constitution shall be adopted only upon receiving 2/3 vote of the membership in the quorum. A quorum shall consist of 2/3 of the Club’s membership.  This constitution may be amended by a ¾ vote of the membership in a quorum.  A proposed amendment shall originate by a ¾ vote of the Executive Council, or by a petition of 1/3 of the voting membership.  The proposed amendment shall be announced and posted at least one week in advance of the vote.  The proposed amendment shall be voted on by a secret ballot in the next regular meeting of the voting membership.  Amendments to the constitution shall not become valid until a copy of the said amendment has been approved by the I.C.C. as stipulated in the I.C.C code. |

REVISED AND REWRITTEN March 7, 2004