BUSINESS INFORMATION TECHNOLOGYCONSTITUTION

ARTICLE I – NAME OF CLUB

Business Information Technology Club. Abbreviated as (BIT)

ARTICLE II – PURPOSE OF CLUB

The purpose of the club is to bridge the gap between these two worlds, while also developing a system which creates a space where the improvement of those interested in both worlds. We strive to create an atmosphere where ideas and minds collude together to further our understanding between business and information systems.

ARTICLE III – MEMBERSHIP

Any DASB cardholder who carries a minimum of 1/2 unit is eligible to join this club. The amount of the membership dues shall be voted by the club officers. Members would also have to sign into the club’s system in order to be recognized to be a member.

ARTICLE IV – QUALIFICATION AND ELECTION OF OFFICERS

Section 1

Club officers must be currently enrolled, have a minimum of a 2.0 cumulative Grade Point Average (GPA), must maintain 10 units, have a current DASB card, and must not be on academic or social probation.

Section 2

Officers will be either a President, Vice-President, ICC Representative, Secretary, Treasurer, Public Relations Officer, and System’s Manager.

The election of the Club Officers shall be held during the Sixth (6th) week of the Spring Quarter.

Club Officers shall be elected by a system of candidates which will be decided by members approval (Min 2 members for approval), which would later then move on to an interview and selection process by the existing officers. For a person to be elected as an officer they must receive a unanimous decision from all (6) officers. New officers will be sworn in upon completion of the 8th week of the Spring Quarter.

ARTICLE V – DUTIES OF THE OFFICERS

Section 1 – President

1. Preside over all meetings.
2. Call special meetings.
3. Carry out the provisions of the constitution.
4. Appoint committees and chairpersons.
5. Oversee all committee activities.

Section 2 – Vice President

1. Assume the duties of the president in his/her absence.
2. Perform any duties delegated by the president.
3. Keep constant contact with club advisor.
4. Be in charge of any communications to the ICC coordinator in the event that the ICC rep. cannot make it.

Section 3 – Secretary

1. Record and keep accurate minutes of all meetings.
2. Liaising with the Chair to plan meetings.
3. Receiving agenda items from committee members.
4. Checking that agreed actions are carried out.
5. Act as correspondence clerk.
6. Print and distribute agenda for all meetings.
7. Responsible for the upkeep of the club E-mail and Distribution of information to members

Section 4 – Treasurer

1. Handle funds and finances for club.
2. Keep financial records and collect dues.
3. Pay bills and release funds as voted by the general membership.
4. Make financial reports at least once a month at the meeting.
5. Responsible for the processing of all club budget request and reimbursements.

Section 5 – ICC Representative

1. Attend all Inter Club Council meetings.
2. Report the results of ICC meetings at club meetings.
3. Maintain and coordinate relations between the club and its advisors.

Section 6 - Public Relations

1. Maintain and enhance club’s reputation to public.
2. Manage communications through E-mails and social media.

Section 7 – Information Technology

1. Create and maintain the club’s operational system and online database.
2. Design and control all aspects related to daily technological activities.

ARTICLE VI – EXECUTIVE COUNCIL

Section 1

The Executive Council will consist of the President, Vice President, ICC Representative, Secretary, System’s Manager, and Treasurer who shall meet as often as necessary.

Section 2 – Duties of the Executive Council

1. To formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership.
2. To execute policies determined by the general membership.
3. To govern activities of the club.
4. To compile agenda for general meetings.

ARTICLE VII – IMPEACHMENT/REMOVAL AND REPLACEMENT

OF OFFICERS AND MEMBERS

Section 1

All elected officers and club members may be subjected to impeachment and removal with agreement and majority vote of two thirds of officers vote.

Section 2

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.

Section 3

Any officer vacancies shall be filled by an election held within a month.

ARTICLE VIII – MEETINGS

Section 1

There must be public notice of club meetings on the club board at least three (3) school days in advance.

Section 2

There must be a meeting at least once a quarter held at De Anza College.

Section 3

In order for financial action to take place all members of the executive council have to partake in a voting session where all six (6) of the officers agree on the amount and allocation of funds. Then the process of funds will be brought forward to whom it may concern by the treasurer.

Section 4

Minutes must be kept of all financial action with the club secretary.

Section 5

The treasurer will need to make a written and oral report at least once a month at the meeting.

ARTICLE IX – COMMITTEES

Section 1

The standing committees of this club shall be appointed as necessary:

Technology Committee: Responsible for assisting, implementing and improving the system.

Outreach Committee: Opening up connection in order to reach a bigger audience pool, while also discovering new ways to implement our system.

ARTICLE X – ADVISOR

Section 1 – The role of the advisor is to:

1. Serve as the official staff representative of the college.
2. Work closely with the club to ensure a cooperative relationship between the advisor, and the club membership.
3. Assist each officer of the club in understanding their duties.
4. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
5. Assist students to understand and apply democratic principles within their own organizations, and in working with others.
6. 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.
7. Be familiar with the ICC Code, ICC Financial Code, ICC Concessions Code, and club financial process.
8. Ensure that all reasonable steps are taken to ensure the safety, and welfare of club members.
9. Ensure that appropriate college policies are upheld.
10. To sign all club/organization requisitions for the club/organizations, and to make sure that 1) their student treasurer or president or vice president signs it and 2) that the expenditure is correct within all existing policies.

ARTICLE XI – RESPONSIBILITIES

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.

ARTICLE XII – RIGHT TO ACT

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.

ARTICLE XIII – AMENDMENTS TO CONSTITUTION

Section 1

Any amendment change requires a two-thirds vote at a general club meeting and must then be approved at the ICC Agenda Meeting.