*BADMINTON CLUB CONSTITUTION*

### ARTICLE I – NAME OF THE CLUB

The name of this club shall be De Anza Badminton Club (DABC)

### ARTICLE II – PURPOSE OF CLUB

The purpose of the club is to introduce badminton to the students of De Anza College and to provide a place for people who are interested in badminton to challenge each other, and most of all, to have fun.

### ARTICLE III – MEMBERSHIP

Section 1

Any DASB cardholder who carries a minimum of 0.5 unit is eligible to join this club. There are $5 membership fees per quarter to join the club. The membership fees will directly go to future fundraising activities and total cost of necessary equipment provided for the members in the club. Club members may not be on academic or social probation. People who wish to join the club will need to fill up the form provided by DABC first.

Section 2

Members can participate in all activities and events hold by DABC. Members have the rights to vote for the election and removal of officers. For people who wishes to participate in playing badminton, bringing your own badminton racket is a requirement due to the COVID-19 protocols and the safety for all members in the club. Wearing a mask is a requirement while participating in playing badminton with other people.

Section 3

If a member wants to withdrawal membership from DABC, one should inform the secretary or any officers a week before the date one wishes to withdrawal.

### 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 12 units, have a current DASB card, and must not be on academic or social probation.

Section 2

Officers will be a President, Vice-President, Secretary, Treasurer, Media Director, Public Relations Director, and ICC Representative. The election of the Club Officers will be held no later than the Sixth (6th) week of the Spring Quarter.

Section 3

The election will be done by secret ballot by club members who have attended at least two consecutive meetings.

### ARTICLE V – DUTIES OF THE OFFICERS

Section 1 – President

* 1. Preside over all meetings.
  2. Call special and emergency meetings.
  3. Carry out the provisions of the constitution.
  4. Appoint committees and chairpersons.
  5. Oversee all committee activities with the Vice President.
  6. Represent the Club at ICC Meeting if ICC Representative failed to attend with excused reasons. (First Choice)

Section 2 – Vice President

1. Assume the duties of the president in their absence.
2. Perform any duties delegated by the president.
3. Oversee all committee activities with the President
4. Share thoughts and ideas along with all officers for new activities and fundraisings.
5. Represent the Club at ICC Meeting if President was not able to attend for ICC representative (Second Choice)

Section 3 – Secretary

1. Record and keep minutes of all meetings.
2. Act as correspondence clerk.
3. Print and distribute agendas for all meetings.
4. Collect monthly report from the officers with the approval of the Executive Council.
5. Inform the members about events & meetings and send informational emails to all the members.
6. Share thoughts and ideas along with all officers for new activities and fundraisings.
7. Represent the Club at ICC Meeting if Vice President was not able to attend. (Third Choice)

Section 4 – Treasurer

1. Handle funds and finances for the 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. Share thoughts and ideas along with all officers for new activities and fundraisings.
6. Keep in touch with ICC Financial Code.
7. Represent the Club at ICC Meeting if Secretary was not able to attend. (Last Choice)

Section 5 – Media Director

1. Oversee creation of graphics, photos, videos, and other media for the publicity of the Club and its activities.
2. Collaborate with Public Relations Director to market the Club.
3. Ask for all officers’ opinions on designs and share the designs with the Public Relations Director after selected by the majority of officers’ votes in the club.
4. Share thoughts and ideas along with all officers for new activities and fundraisings.
5. Report monthly activities to the Secretary.
6. Communicate with Treasurer for fundraising activities.

Section 6 – Public Relations Director

A. Advertise the DABC on Social Media Platforms

B. Promote the Club Activities Among the Public and Distribute Them

C. Collaborate with other clubs at De Anza’s to fulfill the club’s purpose.

D. Ask for all officers’ opinions on marketing content and post the marketing content voted by the majority of officers.

E. Report monthly activities to the Secretary

F. Communicate with Treasurer for fundraising activities.

Section 7 – ICC Representative

A. Attend All Inter-Club Council meetings.

B. Report the results of ICC meetings at club meetings.

C. Share thoughts and ideas along with all officers for new activities and fundraisings.

D. Represent the Club at ICC Meeting.

### ARTICLE VI – EXECUTIVE COUNCIL

Section 1

The Executive Council will consist of the President, Vice President, Secretary, Treasurer, Media Director, Public Relations Director, and ICC Representative 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 by a two-thirds majority vote of the total membership.

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. If a member requests to remove an officer, the executive council shall hold a meeting hold a meeting and make final decision excluding the mentioned officer within a week.

If an officer fails to perform one’s duties or violates rules including academic or social probation, or fails to attend two successive committee meetings, one should be removed from the position and an election will be held for a new officer.

Section 3

Any officer vacancies shall be filled by an election held within two weeks.

### ARTICLE VIII – MEETINGS

Section 1

There must be public notice of club meetings on the club board at least seven (6) days in advance. Special meetings must be informed four (5) days in advance.

Section 2

There must be a meeting at least once a month held for all members.

Executive Council meetings shall be held weekly. If there is no president or vice president available, the Executive Council meeting will be cancelled and moved to the other day.

Section 3

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.

Section 4

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

Section 5

Treasurer, Media Director, Public Relations Director, and ICC Representative will need to make a written and oral report monthly at the Executive Council meeting. The secretary shall collect all reports and with the approval of the Executive Council, the information shall be shared among the members.

### ARTICLE IX – COMMITTEES

Section 1

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

### 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.
11. Do not have the rights to vote for elections and interfere officers’ decisions

### 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