De Anza Circle K CONSTITUTION

ARTICLE I – NAME OF CLUB

The name of this club shall be De Anza Circle K.

ARTICLE II – PURPOSE OF CLUB

The purpose of the club is to provide constructive opportunities for students to become involved

on campus and in the community through service work to others in need.

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 $35 per year. A waiver for membership dues will be available.

Club members may not be on academic or social probation.

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 6 units, have a current DASB card, and must not be on

academic or social probation.

Section 2

Officers will be a President, Vice-President of Administration, Vice-President of Service,

Secretary, and Treasurer.

The election of the Club Officers shall be held during the tenth (10th) week of Winter quarter.

Club Officers shall be elected by a simple majority vote of active dues paid Club Members

present at that Club Meeting. In the event that there are three (3) or more candidates and no

one person receives a simple majority of votes then the top two (2) candidates will participate in

a runoff election. New officers will be sworn in upon completion of the fourth (4th) week of the

Spring Quarter.

Section 3

The election will be done by secret ballot by all dues paid members present on the day of

election. Election dates are announced to all active members at least 2 weeks in advance.

Active members have until one week before the day of any election to pay the club dues in

order to participate in voting procedures.

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.

6. Update advisors of club status and activities monthly.

7. Be the main liaison for sponsoring Kiwanis.

Section 2 – Vice President of Administration

1. Assume the duties of the president in his/her absence.

2. Perform any duties delegated by the president.

3. Attend all Inter Club Council meetings.

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

5. Go to Kiwanis club meetings and report at club meetings.

Section 3 – Vice President of Service

1. Assume the duties of the president in his/her absence.

2. Perform any duties delegated by the president.

3. Get service events for the club.

4. Organizing service events to promote District Service Initiative.

Section 4 – Secretary

1. Record and keep accurate minutes of all meetings.

2. Act as correspondence clerk.

3. Print and distribute agenda for all meetings.

4. Keep attendance for meetings and activities for awards.

a. Keep track on Monthly Report Forms (District and International) and Master

Record Sheet.

Section 5 – 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.

ARTICLE VI – EXECUTIVE COUNCIL

Section 1

The Executive Council will consist of the President, Vice President of Administration, Vice

President of Service, Secretary, 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.

5. To help members meet 25 hours goal per quarter.

6. To have one meeting and/or activity per week.

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.

Section 3

Replacement of officers shall be filled in the following manner: if the President is impeached or

absent, the next officer replaces him/her. Any officer vacancies leftover shall be filled by an

election held within a two week notice.

ARTICLE VIII – MEETINGS

Section 1

There must be public notice of club meetings on the club board at least five (5) school days in

advance.

Section 2

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

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

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.

ARTICLE X – ADVISOR

Section 1 – The role of the advisor is to:

A. Serve as the official staff representative of the college.

B. Work closely with the club to ensure a cooperative relationship between the advisor, and the

club membership.

C. Assist each officer of the club in understanding 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. Ensure that all reasonable steps are taken to ensure the safety, and welfare of club

members.

I. Ensure 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 president or vice president signs it and 2) that the expenditure is

correct within all existing policies.

Section 2 – The club will always allow the sponsoring Kiwanis to be present as a visitor at all

club meetings.

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.