DATA STRUCTURE CLUB CONSTITUTION

# ARTICLE I – NAME OF CLUB

The name of this club shall be Data Structure Club.

# ARTICLE II – PURPOSE OF CLUB

Data structures are often associated with efficient retrieval algorithms and indexing techniques. As a community college student, getting in touch with data structure- related content as soon as possible will help us a lot in our learning after transfer, and at the same time exercise our logical thinking. Array, Stack, Queue, Linked List, Tree, Graph, Heap, and Hash are the most essential and commonly used data structures, and our data structure club will conduct special theme activities around these eight topics. We will also have discussions and in-depth researches in every quarters.

# ARTICLE III – MEMBERSHIP

Any De Anza cardholder who has a strong interest in Math and Computer Science is eligible to join this club. Students must apply for membership by themselves and can only join the association after approval. The amount of the membership dues shall be voted by the club officers. 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 De Anza ID card, and must not be on academic or social probation.

Section 2

Officers will be a President, two (2) Vice-Presidents, Secretary, Treasurer, and a number of (determined by the number of members) Management Team Leaders.

The election of the Club Officers shall be held during the fourth week of the Spring Semester.

Members elected to office shall serve for one academic semester (summer do not count).

The new presidents are nominated by the former president, approved by more than half of all the members of the association, and approved by the student Union association management Center. The vice president shall be nominated by the president elect and appointed by more than half of all members. The management team leader shall be appointed or removed by the president. The former president are required to nominate at least two(2) candidates.

Club Officers shall be elected by a simple majority vote of active 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 run-off election. New officers will be sworn in upon completion of the sixth week of the Spring Semester.

Section 3

The election will be done by secret ballot by club members who have attended at least two meetings. All votes cast must not be less than two thirds of the total number of full members eligible to vote, otherwise the result will be invalid. Candidates will be given the opportunity to speak to the general membership prior to the voting process.

# ARTICLE V – DUTIES OF THE OFFICERS

Section 1 – President

1. Preside over all meetings and coordinate the arrangement of daily activities.
2. Call special meetings.
3. Carry out the provisions of the constitution.
4. Appoint committees and chairpersons.
5. Attend various major occasions on behalf of the association.
6. Assume other tasks as delegated by the club officers or general membership
7. Maintain active communication between all officers and the Club Advisor. Identify and develop the next president and key members of the association.

Section 2 – Vice President

1. Assume the duties of the president in his/her absence. When the chairman is suddenly unable to serve as president for various reasons, he/she automatically becomes acting president.
2. Perform any duties delegated by the president.
3. Attend all Inter Club Council meetings.
4. Assist the President in managing club functions Section 3 – Secretary
5. Record and keep accurate minutes of all meetings.
6. Act as correspondence clerk.
7. Print and distribute agenda for all meetings.
8. Acquire and maintain a register of club member contact information.
9. Archive copies of all forms and documents submitted by the club.
10. Responsible for club member registration, club fellowship, member information management and group mail.

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. Research costs involved in any and all events and functions Section 5 – Management Team Leaders
6. Responsible for the club's cultural activities, namely lectures, salons and text drafting.
7. Responsible for planning and publicity, making and putting up posters, site application network management and sending notices in the site, etc.
8. Manage a certain number of ordinary members.

# ARTICLE VI – EXECUTIVE COUNCIL

Section 1

The Executive Council will consist of the President, Vice Presidents, Secretary, and Treasurer and Management team leaders 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. The association holds a general meeting of the executive committee every two months. In case of special circumstances, open an emergency meeting.
2. To execute policies determined by the general membership.
3. To govern activities of the club.
4. To compile agenda for general meetings.
5. The content of the meeting is to report the situation of the school and the resolution of the student association federation, arrange the next stage of the association work, exchange and discuss, and decide the major issues of the association.
6. The general meeting of the Executive Committee shall be convened by the President and attended by members and officers of the Executive Committee.
7. The person in charge of the association who is absent without reason for three times will be disqualified and the person in charge must make a written inspection.

# 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

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 five (5) school days in advance.

Section 2

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

Section 6

Those who cannot attend should ask for leave in time. Those who are absent without reason will be dealt with according to relevant regulations.

# ARTICLE IX – COMMITTEES

Section 1

Establishment: The Executive Committee may establish both standing and special committees. Members shall be appointed by the President subject to ratification by the organization during a regular business meeting.

* 1. Fundraising Committee : A fundraising committee composed of the Vice- President as chairperson and four other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan the fundraisers of the club.
  2. Other committees : events, finance, publicity, membership, professional relations and social committees.
  3. Special Ad-Hoc Committees : The President shall have the authority to appoint any special committees, with the approval of the club, from time to time as need demands.

Section 2

Responsibilities: The purpose and duties of the committees shall be defined by the Executive Committee.

1. Finance Department: responsible for the financial expenditure record management of the community.
2. Alumni Department: In order to conserve resources as much as possible and provide a space for old members, the department is specially set up. The department consists of old members who have graduated but are still willing to provide services for the club. Note: The department is the place of virtue. If there is a big split in the club, club officers can ask the Alumni Department to mediate. Liaison Department: responsible for dealing with external relations, sponsorship and other matters. The public relations department is responsible for organizing all kinds of external relations and materials of the community.

Publicity department: responsible for planning and publicity, making and Posting posters, network management of venue application and sending notices in the site, etc.

# 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 De Anza Code, De Anza Financial Code, De Anza 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.

Section 2

About sponsorship. We accept sponsorships from individuals, corporations and organizations. all sponsorships must specify the amount and duration of sponsorship, and all sponsorships must be accepted through the sole public account of the organization.

Section 3

The goal of the association is moral behavior, not profit or "collective self- interest". So the Club don't pursue a lot of sponsorship.

# ARTICLE XII – RIGHT TO ACT

Section 1

Any club officer, club member does have the right to take good care of the reputation of the society, and members cannot raise funds or accept interviews in the name of the society without permission.

Section 2

Take part in club activities as much as possible. Propagandize the club and recruit talented people.

Section 3

Use existing resources to raise funds and organize activities for the community. Section 4

Members of the association must abide by the association's constitution and regulations, and send relevant personnel to attend relevant meetings on time. Criticize and educate the members who do not implement the resolutions of the student association federation and violate the association constitution. The executive committee of the society has the right to organize and deal with the members who do not abide by the articles of association and regulations or violate the rules and regulations of the university for a long time.

# 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.

Section 2

The amendment of this Constitution can be made only after the joint consultation of all ministers and the consensus of the president and vice President, and new remarks should be added after the revision.

In the remarks, please indicate:

A The original item of the revised clause.

B the item after the revised clause.

C the name of the president when the item after the revised clause is revised.

D the revision time.

E the reason for the revision.