DE ANZA CREATIVE WRITERS CONSTITUTION

ARTICLE I – NAME OF CLUB

The name of this club shall be De Anza Creative Writers.

ARTICLE II – PURPOSE OF CLUB

The purpose of this club is to bring together students interested in creative writing and provide opportunities to learn more about all aspects of creative writing through readings, activities and events. The Club helps students improve their writing, facilitates sharing of feedback on written works and helps students find ways to publish their work. De Anza Creative Writers hopes to raise interest in creative writing among students.

ARTICLE III – MEMBERSHIP

Any DASG cardholder who carries a minimum of 1/2 unit is eligible to join this club.

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 8 units, have a current DASG card, and must not be on academic or social probation.

Section 2

Officers will be a President, Vice-President, Secretary, Treasurer, and Media Director.

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 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 Eight (8th) week of the Spring Quarter.

Section 3

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

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. Delegate tasks
7. Represent the Club at ICC meetings when it is their turn to do so.

Section 2 – Vice President

1. Assume the duties of the president in their absence.
2. Perform any duties delegated by the president.
3. Provide support to other Club officers.
4. Represent the Club at ICC meetings when it is their turn to do so.

Section 3 – 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 record of all club documents and files.
5. Work with the Media Director to create and distribute Club materials
6. Represent the Club at ICC meetings when it is their turn to do so.

Section 4 – Treasurer

1. Handle funds and finances for club.
2. Keep financial records.
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. Represent the Club at ICC meetings when it is their turn to do so.

Section 4 – Media Director

1. Manage the media platforms of the Club.
2. Work with Secretary to create and distribute Club materials
3. Manage and create graphic materials, photos and videos.
4. Represent the Club at ICC meetings when it is their turn to do so.

Section 5

The duty of representing the Club at ICC meetings shall be rotated amongst the Club officers.

ARTICLE VI – EXECUTIVE COUNCIL

Section 1

The Executive Council will consist of the President, Vice President, Secretary, Treasurer, and Media Director 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. Oversee creation of media content

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. Notice must also be given to all club members.

Section 2

There must be a meeting at least once a month held at De Anza College, or online if absolutely necessary, such as in the event of extended campus closure.

Section 3

There must be a quorum (a quorum is 50 percent plus 1 of the active 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:

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.