**InterVarsity Christian Fellowship Constitution**

Chapter: IVCF at De Anza College

**ARTICLE I –** NAME OF CLUB

The name of this club shall be InterVarsity Christian Fellowship at De Anza College.

**ARTICLE II** – PURPOSE OF CLUB

In response to God's love, grace and truth:

The Purpose of the Chapter is to establish and advance at De Anza College witnessing communities of students and faculty who follow Jesus as Savior and Lord: growing in love for God, God's Word, God's people of every ethnicity and culture and God's purposes in the world.

**ARTICLE III** – MEMBERSHIP

**Section 1.** Any registered De Anza College student who carries a minimum of ½ units is eligible to become a member.

**Section 2.** A member must attend a minimum of 3 meetings (Bible studies or Catalyst) in a given quarter to be designated as an active member that quarter.

**Section 3.** No membership dues shall be required.

**Section 4.** Club members may not be on academic or social probation.

**Section 5.** Employees (Staff) of InterVarsity Christian Fellowship (IVCF)/USA assigned by IVCF to the IVCF at De Anza College Chapter may partner with this club. IVCF Staff have no voting power, except in the event of a tie, for any voting process.

**ARTICLE IV** – QUALIFICATION AND ELECTION OF OFFICERS

**Section 1.** Any currently enrolled active club member with a minimum of a 2.0 cumulative Grade Point Average (GPA) is eligible to run for any officer position.

**Section 2.** Officer positions will include a President, an Internal Vice-President, an ICC Representative/External Vice-President, a Public Relations Officer, a Secretary-Treasurer, and an Event Coordinator. With the exception of President and one Vice-President, officer positions may remain vacant, provided at least four (4) unique individuals are in the officer team.

**Section 3.** The President will be elected on the Sixth (6th) week of Spring Quarter by anonymous vote of the active membership present at the general meeting. A candidate must receive a simple majority of total votes. If a simple majority is not achieved, a runoff election will be held between the two candidates who received the most votes.

**Section 4.** The President will serve a term of one year, beginning fall quarter and ending summer quarter. A President elected after fall quarter will also end his/her term with the summer quarter.

**Section 5.** The remaining officers will be selected during the Seventh (7th) to Eighth (8th) week of the quarter preceding their term.

**Section 6.** An advisory committee will be formed by the incoming or incumbent President of the quarter in selection, the assigned IVCF staff, and optionally, the advisor and/or previous President. The advisory committee will design the application process, which must include an interview process, and may include a written application. The advisory committee will give equitable and unbiased counsel to the President, who will appoint the remaining officers from the application pool. The President may not take advice or counsel regarding officer selection from any individual(s) apart from the advisory committee.

**Section 7.** The advisory committee will first interview the candidates for Vice-President(s). The Vice-President(s) must be selected by the end of the Seventh (7th) week of the quarter preceding their term. The Vice-President(s) will subsequently join the advisory committee in selecting the remaining officers.

**Section 8.** Following the selection of the Vice-President(s), the advisory committee will interview, review, and select the remaining officers. The officers will be instated and sworn in at the end of the Eighth (8th) week.

**Section 9.** Vacant officer positions may be filled at any time during the quarter, with an officer’s nomination and unanimous approval by the current officer team.

**Section 10.** All officers, excluding the President, will serve a term of one quarter.

**ARTICLE V** – DUTIES OF THE OFFICERS

**Section 1.** The President will:

1. Call and preside over all meetings, including those of the general assembly, executive council, officer team, and standing committees.
2. Communicate with parent organization to set the overall direction of the club.
3. Carry out the provisions of the constitution.
4. Act as face of the organization and meet with advisor and representatives of other organizations.

**Section 2.** The Internal Vice-President will:

1. Assume the duties of the president or External Vice-President when needed.
2. Coordinate with officer team to achieve the direction set by the President.
3. Delegate and redistribute responsibilities among officers as necessary.
4. Serve as chairperson of the Executive Council, overseeing all committee activities.

**Section 3.** The ICC Representative/External Vice-President will:

1. Assume the duties of the president or Internal Vice-President when needed.
2. Make executive decisions regarding club promotion or advertisement.
3. Work with the Event Coordinator to organize collaborative events with other organizations.
4. Attend ICC meetings and report pertinent information to the officer team.

**Section 4.** The Secretary-Treasurer will:

1. Record and keep accurate minutes of all meetings.
2. Be chiefly responsible for all club financials, including fundraising, budgeting, and acting as correspondence clerk.
3. Organizes and observe logistics in attendance, relaying information on member participation to the Vice President.
4. Handle official forms and documentation.

**Section 5.** The Public Relations Officer will:

1. Act as alternate ICC Representative.
2. Coordinate with the external Vice-President to act as liaison between IVCF at De Anza College and other on-campus organizations/institutions.
3. Gather information and advise the officer team regarding the public image of the organization.

**Section 6.** The Event Coordinator will:

1. Create agendas for weekly general meetings.
2. Document attendance at weekly general meetings.
3. Schedule and coordinate activities and events, with consultation from the officer team.

**ARTICLE VI** – EXECUTIVE COUNCIL

**Section 1.** The Executive Council will consist of the President, Internal Vice-President, President, External Vice-President, ICC Representative/Public Relations Officer, Secretary-Treasurer, and Event Coordinator, and will convene at least once a month.

**Section 2.** The duties of the Executive Council comprise the following:

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 appoint standing committees as necessary.

**ARTICLE VII** – IMPEACHMENT/REMOVAL AND REPLACEMENT

OF OFFICERS AND MEMBERS

**Section 1.** Any club member may be subjected to removal by unanimous consent by the officer team.

**Section 2.** Grounds for impeachment are negligence and any form of misconduct deemed damaging to the club. Any member of the Chapter may make a complaint against any officer to the officer team, advisor, or assigned IVCF Staff.

**Section 3.** Following the complaint, the officer team will meet and confer with the Chapter’s assigned IVCF Staff for advice and counsel. The officer team will then meet with both the complaining individual and the accused leader, in attempt to settle the conflict. At this stage, the officer team must inform the complaining individual of their right to remain anonymous; the complaining individual may choose to meet with the officer team separately from the accused officer. No leader may be removed without first receiving a full and fair hearing from the officer team. A leader complained against may only be removed by a simple majority agreement of the remaining members of the officer team. Misrepresentation on the leadership application shall be grounds for the immediate removal of the leader by the President.

**Section 4.** Any officer, excluding the President, may choose to resign at any time, but must give two (2) weeks’ notice prior to stepping down. The President may resign before the end of their term, but must announce resignation by the fourth (4th) week of a quarter. A new President will then be elected during the fifth (5th) or sixth (6th) week of that quarter, by popular vote of active membership at the general club meeting, and will be instated immediately.

**Section 5.** Any officer vacancies must be filled by the President’s appointment until at least four (4) unique individuals are in the officer team. Following impeachment of the President, a Vice-President will step in as President. If two Vice-Presidents are present in the officer team, the remainder of the officer team will vote to decide which Vice-President steps in.

**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.** All financial actions must be announced at a general meeting within 3 weeks following financial action.

**Section 4.** Minutes must be kept of all financial action with the secretary-treasurer.

**Section 5.** The secretary-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 by the executive council 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 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 anonymous vote of active members at a general club meeting and must then be approved at the ICC Agenda Meeting. Any active member may propose an amendment. Amendments will be effective immediately upon approval by the ICC.