**ARTICLE I – NAME OF CLUB**

**The name of this club shall be *Latine Student Union***

**ARTICLE II – PURPOSE OF CLUB**

**Within the De Anza Latine Student Union, we strive to create a club that celebrates and connects Latine as well as other POC culture and communities. Students will have a safe space to share ideas and learn from one another on and off campus, to participate in team-building activities, learn about Latine culture, and plan events to give back to the community. The Latine Student Union is open to everyone, regardless of race, gender, or sexuality. This extracurricular group will also seek to become actively involved in the school district community while enriching the college experience for club and non-club members alike through education and self-expression in a variety of ways.**

**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 voted by the club officers. A waiver for membership dues will be available to students who request it. 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 *1/2 #* ) units, have a current DASB card, and must not be on academic or social probation.**

**Section 2**

**Officers will be a President, Vice-President/ICC Representative, Secretary, Marketing Officer, Event Coordinator and Treasurer(s).**

**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 7 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**

* **Preside over all meetings.**
* **Call special meetings.**
* **Carry out the provisions of the constitution.**
* **Appoint committees and chairpersons.**
* **Oversee all committee activities.**
* **Assist all other officers in their duties.**
* **Delegate tasks to club officers.**

**Section 2 – Vice President/ICC Rep**

* **Assume the duties of the president in their absence.**
* **Perform any duties delegated by the president.**
* **Attend all Inter Club Council meetings.**
* **Report the results of ICC meetings at club meetings.**

**Section 3 – Secretary**

* **Record and keep accurate minutes of all meetings.**
* **Act as correspondence clerk.**
* **Print and distribute agenda for all meetings.**
* **Assist the president with delegating task assignments.**
* **Informing club members, officers, advisors via email and assisting marketing officer(s) with any other social media account of club meetings and activities.**

**Section 4 – Treasurer**

* **Handle funds and finances for the club.**
* **Keep financial records and collect dues.**
* **Pay bills and release funds as voted by the general membership.**
* **Make financial reports at least once a month at the meeting.**
* **Attend the Inter Club Council Financial Orientation.**

**Section 5*—*Event Coordinator**

1. **Plan and organize club meetings at least once a month.**
	1. **(ex. Picnics, hikes, movies, games, art)**
	2. **Research and incorporate activities into monthly meetings.**
2. **Outreach, develop, and maintain strong connections with organizations within and outside of Foothill-De Anza College District.**
3. **Work with the Treasurer if funding is necessary.**
4. **Work with Marking Officer(s) to create and distribute promotional materials.**
5. **Communicate with the Secretary to inform members, officers, and advisors on internal events.**

**Section 6–Marketing Officer**

1. **Manage all social media accounts**
	1. **Instagram**
	2. **Discord**
2. **Manage social media posts and promotional materials**
	1. **Create and keep track of posting schedule**
3. **Act as a correspondence clerk.**
	1. **Social media platforms**
	2. **Assist secretary with email correspondence when necessary**

**ARTICLE VI – EXECUTIVE COUNCIL**

**Section 1**

**The Executive Council will consist of the President, Vice President/ICC Representative, Secretary, Event Coordinator, Marketing Officer and Treasurer(s) who shall meet as often as necessary.**

**Section 2 – Duties of the Executive Council**

* **To formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership.**
* **To execute policies determined by the general membership.**
* **To govern activities of the club.**
* **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.**

**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 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 - INTERNS**

**Section 1**

**Internship will start once application has been accepted by the Executive Council.**

**Section 2**

**Interns are required to sign an agreement contract stating their responsibilities and duties.**

**Section 3**

**Maximum of 1-2 interns for each position, voted on by a majority vote of current officers.**

**Section 4 - Leadership Intern**

1. **Attend officer meetings on a weekly basis**
2. **Keep in close communication with current officers and work closely with president and vice president/ICC representative**
3. **Become familiar with ICC codes**
4. **Assist president with leading the club**
5. **Work with president to create meeting agenda and assignment of tasks**
6. **Start transitioning to chairing meetings in Spring quarter.**
7. **Manage Fundraising, Event Coordinator, Marketing, and Secretary Interns.**

**Section 5 - Treasury Intern**

1. **Attend officer meetings on a weekly basis**
2. **Keep in close communication with current officers and work closely with Treasurer**
3. **Brainstorm ways to increase club funds**
4. **Become familiar with outreach to related contacts for collaborating and/or funding**

**Section 6 - Event Coordinator Intern**

1. **Attend officer meetings on a weekly basis**
2. **Keep in close communication with current officers and work closely with Event Coordinator**
3. **Assist Event Coordinator with planning and organizing of external events.**

**Section 8 - Marketing Intern**

1. **Attend officer meetings on a weekly basis**
2. **Keep in close communication with current officers and work closely with Marketing Officer**
3. **Assist marketing officer with social media correspondence**
4. **Assist current officers with social media posting**
5. **Assigned to create and post on various social platforms at least once a week**
6. **Learn to manage social media accounts**

**Section 9 - Secretary Intern**

1. **Attend officer meetings on a weekly basis**
2. **Keep in close communication with current officers and work closely with Secretary**
3. **Assist marketing officer with social media correspondence**
4. **Assist secretary with email correspondence**
5. **Start transitioning to taking meeting minutes in the Spring quarter.**
6. **Learn email etiquette, google drive, and google calendar**

**ARTICLE X – ADVISOR**

**Section 1 – The role of the advisor is to:**

* **Serve as the official staff representative of the college.**
* **Work closely with the club to ensure a cooperative relationship between the advisor, and the club membership.**
* **Assist each officer of the club in understanding their duties.**
* **Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.**
* **Assist students to understand and apply democratic principles within their own organizations, and in working with others.**
* **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.**
* **Be familiar with the ICC Code, ICC Financial Code, ICC Concessions Code, and club financial process.**
* **Ensure that all reasonable steps are taken to ensure the safety, and welfare of club members.**
* **Ensure that appropriate college policies are upheld.**
* **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.**