MUSIC & VOLUNTEERING ASSOCIATION CONSTITUTION

ARTICLE I – NAME OF CLUB

The name of this club shall be Music & Volunteering Association. (MVA)

ARTICLE II – PURPOSE OF CLUB

The purpose of our club is to affect people’s lives with the power of music. Through hosting club meetings and organizing MVA music performance events and voluntary activities, our primary goal is to use music as a medium to help people and spread positivity in the community.

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

Section 2

Officers will be President, Vice President, Events Coordinator, Treasurer, and two Music Directors.

The election of the Club Officers shall be held during the Sixth (6th) week of the Spring Quarter.

New Club Officers shall be selected by an interviewing system held by previously selected Club Officers. Club Officers will determine the new officers on the basis of involvement in the club, an application form, and an in-person interview. New officers will be sworn in upon completion of the Sixth (6th) week of the Spring Quarter.

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.

Section 2 – Vice President

1. Assist the Club President and other Club Officers
2. In the absence of President, lead club meeting
3. Work with Club President in club tasks and events

Section 3 – Events Coordinator

1. Contact potential places our club members can perform at
2. Design flyers or posters for promoting the events or activities of the club
3. Report to Club President and Vice President regarding event findings

Section 4 – Treasurer

1. Handle funds and finances for club and club equipment
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. Determine ways to raise money for club activities and equipment

Section 5 – (Co)Music Directors

1. Teach musicianship skills and selected music to club members
2. Help in the selection of some of the songs
3. Collect input from club members

ARTICLE VI – EXECUTIVE COUNCIL

Section 1

The Executive Council will consist of one President, Vice President, Treasurer, two Music Directors, and an Events Coordinator 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.

ARTICLE VII – IMPEACHMENT/REMOVAL AND REPLACEMENT

OF OFFICERS AND MEMBERS

Section 1

All officers and club members may be subjected to impeachment and removal by either 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

Officers must attend club meetings unless the absence is excused. In general, club officers can incur 2 to 3 excused absences. Additionally, 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 by the club treasurer.

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 club at De Anza 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. 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 co-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.