**PUSO**

**CONSTITUTION**

**ARTICLE I** **NAME OF CLUB**

The name of this club shall be PUSO (Pilipino Unity Student Organization).

**ARTICLE II** **PURPOSE OF CLUB**

The purpose of this club is to promote unity through awareness of culture and heritage within the Filipino community, and to share the culture with students and staff of De Anza College.

**ARTICLE III** **MEMBERSHIP**

Any DASB cardholder who carries a minimum of ½ unit is eligible to join the club. Membership dues shall be $0 per quarter. Members cannot be on academic nor social probation.

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

Section 1. Club officers must be currently enrolled, have at least 2.0 cumulative Grade Point Average (GPA), must maintain a minimum of 4 units, have a current DASB card, and must not be on academic or social probation.

Section 2. Officers will be President, Vice-President, Secretary/Marketer, and Treasurer/ICC Representative. The club elections will be held no later than 6th week of Spring quarter.

Section 3. The elections will be done by secret ballot by club members who have attended at least two (2) 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.

Section 2. Vice President

1. Assume the duties of the President in his / her absence.
2. Perform any duties delegated to her / him by the president..

Section 3. Secretary/Marketer

1. Record and keep accurate minutes of all meetings.
2. Act as a correspondence clerk.
3. Print and distribute agenda for all meetings.
4. Orgnizes the ideas of the posters and pubic attraction of the club.
5. Gives the Executives ideas how to market the club to De Anza Student Body.

Section 4. Treasurer/ICC Representative

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. Attend all Inter Club Council meetings.
6. Report the reasults of the ICC meetings at club meetings.

**ARTICLE VI EXECUTIVE COUNCIL**

Section 1. The Executive Council will consist of the (Co) Chairman(s), Vice Chairman(s) / ICC Representative, Secretary, and Treasurer 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 OFFICER(S) AND MEMBER(S)**

Section 1. All elected officers 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 forms 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 the impeachment/removal there must be one week’s notice of intent publicized.

Section 3. Replacement of officer(s) shall be filled in the following manner: if the Chairman is impeached, the Vice-Chairman is to lead the club. If the VC is impeached, the Secretary is to take his/ her position. If the Secretary is impeached, the Treasurer is to take that position. If the Treasurer is impeached, there is to be a club election held to find a new Treasurer. If any officer refuses the promotion, the club is to hold an election to fill the role.

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 a meeting.

**ARTICLE VIII MEETINGS**

Section 1. There must be public notice on the school 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 needs to be quorum (a quorum is 50 percent plus 1 of the active or dues paying membership) 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 an 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 insure a cooperative relationship between the advisor, and the club membership.
3. Help each officer of the organization in the understanding of 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. Help 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 Concession Code and financial process.
8. Insure that all reasonable steps are taken to insure the safety, and welfare of club members.
9. Insure 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 (Co)-Presidents signs it and 2) 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 two-thirds vote at a general club meeting, copies distributed to all clubs, ICC Officers, Student Activities Specialist, and must then be approved by a two-thirds vote by the Inter Club Council (ICC).