DE ANZA PSYCHOLOGY CLUB CONSTITUTION ARTICLE I – NAME OF CLUB

The name of this club shall be De Anza Psychology Club.

ARTICLE II – PURPOSE OF CLUB

The purpose of the club is to inform students of potential career opportunities in the field of psychology. The club also serves as a space for students interested in psychology to interact with each other and discuss psychological concepts with professionals in the field and the De Anza community. We aim to provide an enjoyable and respectful atmosphere where we can emphasize the fun in psychology as well as facilitate discussions on current issues in psychology.

ARTICLE III – MEMBERSHIP

Any DASB card holder who carries a minimum of 1/2 unit is eligible to join this club. Club members will have the opportunity to contribute to the club through voluntary dues. 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 6 units, have a current DASB card, and must not be on academic or social probation. Club officers (with the exception of the ICC Representative) must be present for at least ¾ of the meetings each quarter.

Section 2

Officers will be a President, Vice-President, Assistant Vice-President, ICC Representative, Secretary, Treasurer, and Publicist.

The election of the Club Officers shall be held during the Sixth (6th) week of the Spring Quarter, unless an emergency election is required (i.e. an officer has some kind of emergency and is unable to complete his or her role as club officer).

Each candidate can run for one position at the time election, with the exception of ICC Representative. 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 runoff election. New officers will be sworn in upon completion eleventh (11th) 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. The ballots shall be counted by two (2) officers and one (1) advisor.

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. Assume the duties of the ICC Representative in his/her absence

Section 2 – Vice-President

1. Assume the duties of the president in his/her absence.
2. Perform any duties delegated by the president.
3. Assume the duties of the ICC Representative in his/her absence if the President is unable to attend

Section 3- Assistant Vice President

1. Assume the duties of the president in his/her absence.
2. Perform any duties delegated by the president.
3. Assume the duties of the ICC Representative in his/her absence if the President is unable to attend
4. Reserve special equipment for events

Section 4 – ICC Representative

1. Attend all Inter Club Council meetings.
2. Report the results of ICC meetings at the club meetings.

Section 5 – Secretary

1. Record and keep accurate minutes of all meetings.
2. Act as correspondence clerk.
3. Print and distribute agenda for all meetings.

Section 6– Treasurer

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.

Section 7 – Publicist

1. Regulate new recruitment into the club.
2. Promotes the club’s meetings and special events.
3. Handle club's social media outlets.

ARTICLE VI – EXECUTIVE COUNCIL

Section 1

The Executive Council will consist of the President, Vice President, Assistant Vice President, ICC Representative, Secretary, Treasurer, and Publicist 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 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 – 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.

ARTICLE XIV. MUTUAL RESPECT

1. Any activity planned by a club must be socially acceptable and in accordance with all local and college regulations.
2. Clubs must be mutually respectful to the diversity of our campus when planning events and also at DASB/ICC/Club meetings/events.
3. No club shall attend another’s meeting with the intent of disrupting the meeting.
4. Clubs must not advertise/promote negative items about another club.
5. Clubs shall not discriminate on the basis of gender, race, color, ethnic or social or national origin, class or property, generation, genetic features, languages or dialect, religion, or belief or personal philosophy, political opinion or persuasion, membership of a national minority or majority or indigenous group, birth, disability, and sexual orientation or preferences.
6. Clubs must also respect DASB rules and regulations.
7. The ICC Mutual Respect Policy is as follows and must be adhered to:
* To all who participate with the Inter Club Council, when you enter/participate in the ICC/DASB/Club Meeting, ICC/DASB/Club Events, Student Council Chambers, and Club Room you commit to the following:
	1. Respect each other’s minds and physical beings.
	2. Honor each other’s ethnicity/race, gender, sexual orientation, and beliefs even if they are

different from your own. Clubs shall not discriminate on the basis of gender, race, color, ethnic or social or national origin, class or property, generation, genetic features, languages or dialect, religion, or belief or personal philosophy, political opinion or persuasion, membership of a national minority or majority or indigenous group, birth, disability, and sexual orientation or preferences.

* 1. Remember you are all worthy people; speak to each other with dignity. Avoid all unnecessary swearing, put-downs, and gossip.
	2. View conflict as an opportunity to grow. Avoid all violence, blaming, and name-calling. Seek privacy, listen to other person’s side uninterrupted, and then present your side.
	3. Give constructive feedback. Remember to focus on the ideas, not the person.
1. Cases involving individual club members of De Anza College shall be referred for action to the ICC Advisor and/or Dean of Student Development.
	1. Any violations of Article VI may lead to club probation or inactive status