**De Anza Shotokan karate Club Constitution**

**Article I** **Name of the Club**

The name of this club shall be De Anza Shotokan Karate Club.

**Article II** **Purpose of the Club**

The purpose of the club is to create a more cohesive, social and spiritual awareness that will allow all members to share in an expression of their individual attitudes and experiences to further the college’s awareness and understanding of the martial art of karate and its contributions as a sport and as an art, and to recognize areas of special interest that will benefit the faculty and staff along with the students of De Anza College.

**Article III** **Membership**

Section 1. Prospective members must meet the following criteria in order to join this club:

1. Be a current DASB cardholder who carries a minimum of 1/2 quarter unit.
2. Have a minimum GPA of 2.0.
3. Be currently enrolled in one of the following courses at De Anza College:

PE 2A (Beginning Karate), PE 2AX (Beginning Karate), PE 2B (Intermediate Karate), or PE 2BX (Intermediate Karate), or have previously passed with a letter grade of C or better no less than two quarters of the following courses from De Anza College: PE 2A (Beginning Karate), PE 2AX (Beginning Karate), PE 2B (Intermediate Karate), or PE 2BX (Intermediate Karate).

1. Must not be on academic or social probation.

Section 2. This club may award honorary membership to alumni of De Anza College who were previous active members of this club. Such awards shall be decided by a vote of the regular membership of the club at regularly scheduled meetings.

Section 3. There shall be no membership dues required of members of this club.

**Article IV** **Qualification and Election of Officers**

Section 1. Club officers must meet the following criteria:

1. Be a current DASB cardholder who carries a minimum of ½ quarter unit,
2. Have a minimum GPA of 3.0,
3. Be currently enrolled in one of the following courses at De Anza College: PE 2A (Beginning Karate), PE 2AX (Beginning Karate), PE 2B (Intermediate Karate), or PE 2BX (Intermediate Karate), or have previously passed with a letter grade of C or better no less than two quarters of the following courses from De Anza College: PE 2A (Beginning Karate), PE 2AX (Beginning Karate), PE 2B (Intermediate Karate), or PE 2BX (Intermediate Karate).
4. Must not be on academic or social probation.
5. Has been a club member for no less than 1 full quarter.

Section 2. Officers will be President, Vice-President/ICC Representative, Secretary, and Treasurer. Club elections will be held no later than the 6th week in Spring Quarter.

Section 3. The election will be done by secret ballot by club members who have attended at least two meeting.

**Article V** **Duties of the Officers**

Section 1. Co-President

1. At least one Co-President must be present to preside over all meetings.
2. Call special meetings.
3. Carry out the provisions of this constitution.
4. Appoint committees and chairpersons.
5. Oversee all committee activities.

Section 2. Vice-President/ ICC Rep.

1. Assume the duties of the Co-President in their absence.
2. Perform any duties delegated to him / her by the Presidents.
3. Attend all Inter-Club Council meetings.
4. Report the results of ICC meetings at club meetings.

Section 3. Secretary

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

Section 5. Treasurer

1. Handle funds and finances for club.
2. Keep financial records.
3. Pay bills and release funds as voted by the general membership.
4. Make financial reports at least once a month at the meeting.

**Article VI Executive Council**

Section 1. The Executive Council will consist of the President, Vice-President/ICC Representative, Secretary, and Treasurer.

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 and members**

Section 1. All elected officers can 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. Replacement of officer(s) shall be filled in the following manner:

1. The vacancy of a Co-President shall be filled by the Vice-President.
2. Any other officer vacancies shall be filled by an election held within two weeks. In the meantime, a temporary appointment may be made by the Co-Presidents.

**Article VIII Meetings**

Section 1. There must be public notice on the club board at least five (5) days in advance.

Section 2. There must be a meeting at least once a month held at De Anza.

Section 3. There needs to be quorum 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 to 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. Assist 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. 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).
7. Advise students of the policies and procedures which they must follow as a club/organization.
8. Be familiar with the ICC Code, ICC Financial Code, ICC Concession Code and financial process.
9. Ensure that all reasonable steps are taken to ensure the safety, and welfare of club members.
10. Ensure that appropriate college policies are upheld.
11. 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. No club officer club member has 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 and must then be approved at the ICC Officers’ Agenda Meeting.