SOCCER ASSOCIATION CONSTITUTION

ARTICLE I – NAME OF CLUB

The name of this club shall be De Anza Soccer Association (DASA).

ARTICLE II – PURPOSE OF CLUB

The purpose of the club is to introduce the game of soccer to the students of De Anza College, where they can learn and enjoy the sport in a friendly and supportive community. Our club aims to provide a place for students not only to discover and cultivate their love for soccer but also to have fun and form meaningful relationships with each other.

ARTICLE III – MEMBERSHIP

Section 1

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. Students who wish to join the club must first fill up the form provided by DASA.

Section 2

Members can participate in all events and activities held by DASA. Members have the right to vote for the election and removal of officers. Those who are interested in playing soccer should have their own soccer shoes due to the COVID-19 protocols and for the safety of the members.

Section 3

If a member wishes to withdraw membership from DASA, he/she should inform the Secretary a week before the date of withdrawal.

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

Section 2

Officers will be a President, Vice-President, Secretary, Treasurer, Chair of Design, Chair of Marketing, and ICC Representative.

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 Seventh (7th) 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

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 with the Vice President.
6. Represent the Club at ICC Meetings if the ICC Representative failed to attend with valid reasons*.*

Section 2 – Vice President

1. Assume the duties of the president in their absence.
2. Perform any duties delegated by the president.
3. Oversee all committee activities with the President.
4. Discuss ideas and thoughts together with all Club officers for new activities and fundraisings.
5. Represent the Club at ICC Meetings if the President is not able to attend as a replacement for the ICC Representative.

Section 3 – Secretary

1. Record and keep accurate minutes of all meetings.
2. Act as a correspondence clerk.
3. Print and distribute agendas for all meetings.
4. Collect monthly reports from the officers with the approval of the Executive Council.
5. Inform the club members about events and meetings, and send emails to all members.
6. Discuss ideas and thoughts together with all Club officers for new activities and fundraisings.
7. Represent the Club at ICC Meetings if the Vice President is not able to attend.

Section 4 – Treasurer

1. Handle funds and finances for the 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. Discuss ideas and thoughts together with all Club officers for new activities and fundraisings.
6. Keep in touch with the ICC Financial Code.
7. Represent the Club at ICC Meetings if the Secretary is not able to attend.

Section 5 – Chair of Design

1. Oversee the creation of graphics, videos, photos, and other media for the publicity of the Club and its activities.
2. Collaborate with the Chair of Marketing to promote the club.
3. Ask for feedback from all club officers on the designs.
4. Share the designs with the Chair of Marketing after being selected by the majority of officers’ votes in the club.
5. Report monthly activities to the Secretary.
6. Discuss ideas and thoughts together with all Club officers for new activities and fundraisings.
7. Collaborate with Treasurer for fundraising activities.

Section 6 – Chair of Marketing

1. Advertise DASA on social media platforms.
2. Promote the club activities among the public and distribute them.
3. Collaborate with other clubs at De Anza to fulfill the club’s purpose.
4. Ask for feedback from all club officers on marketing content.
5. Post Marketing content after being voted by the majority of officers.
6. Discuss ideas and thoughts together with all Club officers for new activities and fundraisings.
7. Report monthly activities to the Secretary.
8. Communicate with Treasurer for fundraising activities.

Section 7 – ICC Representative

1. Attend all Inter-Club Council meetings.
2. Report the results of ICC meetings at club meetings.
3. Discuss ideas and thoughts together with all Club officers for new activities and fundraisings.
4. Represent the Club at ICC Meetings.

ARTICLE VI – EXECUTIVE COUNCIL

Section 1

The Executive Council will consist of the President, Vice President, Secretary, Treasurer, Chair of Design, Chair of Marketing, and ICC Representative who shall meet as often as necessary.

Section 2 – Duties of the Executive Council

1. To formulate the policy of the club between regular meetings and in case of emergencies, subject to the approval of the general membership.
2. To execute policies determined by the general membership.
3. To govern the 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) days in advance. All club members must be notified through email about club meetings at least five (5) days in advance. Special meetings must be informed five (5) days in advance.

Section 2

There must be a meeting at least once a month held at De Anza College for all members. Executive Council meetings shall be held weekly. If the President or Vice President is not available, the Executive Council meeting will be canceled and moved to the other day.

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, Chair of Design, Chair of Marketing, and ICC Representative will need to make a written and oral report at least once a month at the Executive Council meeting. The secretary shall collect all reports and with the approval of the Executive Council, the information shall be shared among the members.

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.
11. Does not have the right to vote in elections and interfere with officers’ decisions.

ARTICLE XI – RESPONSIBILITIES

Section 1

This club accepts full financial responsibility for all activities that bear its name as an 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 or 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.