GENERAL OUTLINE FOR TAIWANESE ASSOCIATION OF DE ANZA COLLEGE CONSTITUTION

ARTICLE I NAME OF CLUB

Taiwanese Association of De Anza College

ARTICLE II PURPOSE OF CLUB

To unite students from Taiwan, help out students who just arrived, provide information and help on learning, about De Anza, and collects housing information, job opportunities. Further, introduce Taiwanese culture to other diversities.

ARTICLE III MEMBERSHIP

Any DASB cardholder who carries a minimum of 1/2 unit is eligible to join this club. Membership dues shall be $0.00 per person. A waiver for membership due will be available. Members cannot be on academic or social probation.

ARTICLE IV QUALIFICATION AND ELECTION OF OFFICERS

Section 1. Club officers must be currently enrolled, have at least a 2.0 cumulative grade point average (GPA), must maintain 10 units, have a current De Anza ASB card, and must not be on academic or social probation.

Section2. Officers will be President, Vice-President/ICC Representative, Secretary, and Treasurer. Club election s will be held no later than the 6th week of Spring Quarter.

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

Section 4. Club officers must be either was born in Taiwan, or was born by Taiwanese (at least one of the parents has to be Taiwanese) or lived in Taiwan for more then 5 years in order to understand Taiwanese culture well.

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 by the president.
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 correspondence clerk
3. Print and distribute agenda for all meetings.
4. Take pictures of the events if needed (Request by President or Vice-president)
5. Help out with Club Website, flyers, and poster if needed (Request by President or Vice-president)

Section 4. 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 5. ICC Rep.

A. Attend all Inter Club Council meetings.

B. Report the results of ICC meetings at club meetings

Section 6. Event planner

A. Main planner of the events.

Section 7. Marketing

A. Design public relation

B. Social media director

C. Partnerships and promotions manager

ARTICLE VI EXECUTIVE COUNCIL

Section 1. The executive Council will consist of the (Co) President(s), Vice President(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. To govern activities of the club.
3. To compile agenda for general meetings.

ARTICLE VII IMPEACHMENT/REMOVAL AND REPLACEMENT OF OFFICER AND MEMBERS.

Section 1. All elected officers may be subjected to impeachment and removal by a two0thirds majority vote of the total membership.

Section 2. Grounds for impeachment are negligence and any form of misconduct which is damaging to the club. And 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 (Line of succession – in absence of President, Vice-President, Secretary and Treasurer.)

President: must gain more then one-half of votes from the rest of the officers, or more then two-third of votes from the club members.

Vice President: Same as President

Treasure: Same as President

Secretary: Same as President, or, can be appointed by President after the impeachment/removal

ICC: Same as President, or, can be appointed by President after the impeachment/removal

ARTICLE VIII MEETINGS

Section1. There must be public notice 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.

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 insure a cooperative relationship between the advisor, and the club membership.
3. Help each officer of the organization understand their duties.
4. Give particular attention to the financial activates 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 Concessions, Code, and club 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)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

Section1. 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 Officers’ Agenda Meeting.