# Engineering Technology Club

ARTICLE 1

**ENGINEERING TECHNOLOGY CLUB**

 The name of this club shall be The Engineering Technology Club

ARTICLE 2

**MISSION OF CLUB**

 The purpose of this club is to provide opportunities and aid to prospective engineering students in De Anza and to promote the field of engineering to community here at De Anza.

ARTICLE 3

**MEMBERSHIP**

Section 1 Any student who carries a minimum of 1/2 units may be entitled to become a full time member. However, status of full time membership is subjected to Section 2 of Article 3.

Section 2 To become a full-time member, a member must attend at least 5 meetings.

Section 3 Members who attend less than 5 meetings are considered to be part-time members until they do so.

Section 4 The amount of membership dues shall be determined by the Executive Council.

Section 5 Members can not be on academic or social probation for more than a quarter.

ARTICLE 4

**QUALIFICATION AND ELECTION OF OFFICERS**

Section 1 Club officers must be full-time members. They must also have a cumulative GPA of 2.5.

Section 2 Officers will be a President, Vice President, Secretary, Treasurer, ICC Representative Officer, ,Public Relations Officer and Technological

 Officer. Club elections will be held no later than the 3rd week of Spring

 Quarter.

Section 3 Voting rights will only be granted to full time members.

Section 4 Officers will serve a term of one year.

ARTICLE 5

**DUTIES OF THE OFFICERS**

President —Preside over all meetings including meetings of the Executive Council.

 —Has the authority to call for special meetings (with consultation from the Executive Council) when the situation calls for it.

 — Appoint special committees which are not under the jurisdiction of the other officers.

 — Oversee but not interfere with committee activities.

Vice President —Assume the president's duties of the president in his/her absence.

 —Perform any duties delegated by the president.

Secretary —Record and keep accurate minutes of all meetings.

 —Act as correspondence clerk.

 —Print and distribute agenda for all meetings.

 —Record all meetings and appointments of the Public Relations Officer.

Treasurer —Handle funds and finances for the club.

 —Keep financial records and finances and collected dues.

 —Pay bills and release funds as voted by the club members.

 —make financial reports at least once a month at the meetings.

ICC Representative Officer —attend all Inter Club Council meetings

 —Report the results of ICC meetings at club meetings.

Public Relation Officer — Meet with organizations, groups and society outside of the De Anza community for the purpose of furthering the mission of the club.

* Report all meetings he/she attended at the club meeting.

Technological Officer —To maintain the club website and handle all matters regarding

 it.

* To head and manage the club’s engineering projects.

ARTICLE 6

**EXECUTIVE COUNCIL**

Section 1. The Executive Council will consist of the President, Vice President, Secretary, ICC Representative Officer, Public Relations Officer, Treasurer, and Technological Officer who shall meet as often as

 Necessary.

Section 2. Duties of the Executive Council

A. To formulate policy of the club between regular meetings and in case of emergencies, subject to approval the general membership.

 B. To execute policies determined by the general membership.

 C. To govern activities of the club.

 D. To compile agenda for general meetings.

ARTICLE 7

**IMPEACHMENT/REMOVAL AND**

**REPLACEMENT OF OFFICER 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 two week's notice of intent publicized.

Section 3. Replacement of officer(s) shall be filled in the following manner

 The situation will be handled according to the decision of the executive council.

ARTICLE 8

**MEETINGS**

Section 1. 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 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 9

**COMMITTEES**

Section1. The standing committees of this club shall be appointed and disbanded as necessary. All members of the executive council will have the power to establish committees under their jurisdiction.

ARTICLE 10

**ADVISOR**

The role of the advisor is to:

Section 1. A. Serve as the official staff representative of the college.

B. Work closely with the club to ensure a cooperative relationship between the advisor, and the club membership.

 C. Assist each officer of the club in understanding their duties.

D. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts of succeeding members to pay.

E. Assist students to understand and apply democratic principles within their own organizations, and in working with others.

F. Be present for all official club/organization meeting and activities (business and social) and to advise students of the policies and procedures which they must follow as a club/organization.

G. Be familiar with the ICC Code, ICC Financial Code, ICC Concessions Code, and club financial process.

H. Ensure that all reasonable steps are taken to ensure the safety, and welfare of club members.

 I. Ensure that appropriate college policies are upheld.

J. To sign all club/organization requisitions for the club/organizations, and to make sure that

1) Their student treasurer or president signs it and

2) That the expenditure is correct within all existing policies.

ARTICLE 11

**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 12

**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 13

**AMENDMENTS TO CONSTITUION**

Section 1.

Any amendment change requires a one week notice of change and all officers must unanimously vote for the change. In addition, three-fifths vote at a general club meeting is required and must then be approved at the ICC Officers’ Agenda Meeting.