***The* Turkish Student Association *at De Anza College***

– CLUB CONSTITUTION –

*This constitution has been prepared in line with the club ethics, values and moral compass of the Inter Club Council at De Anza College. All articles stated in this constitution are final unless otherwise agreed on within the Executive Council with the approval of the ICC.*

# ARTICLE I – NAME OF CLUB

The name of this club shall be *De Anza Turkish Student Association,* also referred to as *De Anza TSA,* or simply *TSA* within the context of De Anza College.

# ARTICLE II – PURPOSE OF CLUB

The purpose of this club is to create a familiar and accepting environment for the Turkish and Turkic students at De Anza College to freely practice their cultures, as well as to promote diversity through the sharing of these Turkic cultures, languages and practices. *De Anza TSA* aims to join the connection of fellow TSA clubs within the bay area, manufacturing a pathway for connections and involvement within Bay Area college and university communities.

# ARTICLE III – MEMBERSHIP

Membership for this club is available to students who satisfy **all** of the following:

* Are DASB cardholders enrolled in at least ½ units,
* Are not on either academic and/or social probation,

Membership is open to any student from any background, but especially for the following:

* Are of Turkish or any other Turkic ethnicity, upbringing, heritage and/or association.

The amount of membership dues shall be **$0.00** as of the initial date of this constitution. Membership dues may be subject to change, with fair notice, upon a common vote (⅗ or more) by the club officers and the approval of the member quorum (50+1% and above)**.** In the event that the membership dues are increased beyond the initial due of **$0.00**, a waiver for the dues will be available to students who request it.

# ARTICLE IV – QUALIFICATION AND ELECTION OF OFFICERS

*Section 1 - Eligibility for the Office*

To be eligible to apply for an Officer position, a candidate must satisfy **all** of the following:

* A minimum cumulative Grade Point Average (GPA) of **2.0** or higher,
* Continued enrollment in at least **six (6)** units; increased to **twelve (12)** for international students,
* Possession of a current and valid DASB card, and,
* A freedom from academic and/or social probation.

Prospective Club Officers must have an Executive Council common vote of at least ⅗ in their favor to be eligible to join the Council. The common vote, for the purposes of electing new Officers, must include at least one Presidential vote to be considered valid.

*Section 2 - Roles within the Office*

The council will consist of the following roles:

* **Two** Co-Presidents that will replace the Vice President position,
* ICC Representative,
* Secretary,
* and Treasurer.

Officer roles, with the exception of ICC Representative and Presidential positions, may be removed, updated or added with the approval of both Presidential Officers and at least one more Officer, with at least a week’s notice at any Council meeting, and after gaining the approval of the ICC Committee at an agenda meeting.

Both Presidential positions, for purposes of majority votes and Presidential duties, shall hold equal value within the Executive Council. In the event that Presidential candidates do not reach an agreement on a majority vote or Presidential duty, the Presidential candidate that gathers a remaining officer vote of at least ⅔ will have the primary authority throughout the duration of the disagreement. **This article does not apply to Presidential decisions and majority votes that require the joint approval of both Presidential positions.**

*Section 3 - Election for the Office*

The election of the club officers shall be held during the **Sixth (6th)** week of the Fall Quarter.

Club officers shall be elected by a simple majority vote of active club members present at that club meeting, or through a secure online ballot system. In the event that there are three (3) or more candidates and no one person receives a simple majority of votes, the Council will decide on the assignment of the position between the top two candidates with a vote of at least ⅗ in favor of either candidate. New officers will be sworn in upon completion of the **Seventh (7th)** week of the Fall Quarter.

A physical or online anonymous ballot will be conducted during the **Sixth (6th)** week of the Fall Quarter to elect club officers. Members must have attended at least **two** club meetings at the time of the ballot to be eligible to vote for officers.

In the event that a voted club officer is deemed unsuitable by the Executive Council, the Council will have the right to deny admission to the Council to any candidate through a common vote of at least ⅘ that includes **both** Presidential votes.

# ARTICLE V – DUTIES OF THE OFFICERS

Section 1 – President(s)

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. Prepare and release ballots.

Section 2 – ICC Rep

1. Perform any duties delegated by the president.
2. Attend all Inter Club Council meetings.
3. Report the results of ICC meetings at club meetings.
4. Manage meeting agenda, club calendar and remind, as well as keep track, of important dates.
5. Share the club progress, inquiries, meeting times and constitutional changes to the ICC.

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. Provide communication to club members on the ongoing activities, decisions and future steps of the Executive Council.
5. Manage social media platforms as necessary.

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. Create budgets for events/projects as necessary.

# ARTICLE VI – EXECUTIVE COUNCIL

*Section* 1

The Executive Council shall consist of the President(s), ICC Representative, Secretary, and Treasurer, who shall meet as often as necessary. Executive Council meetings may include active club members occasionally to accommodate different perspectives within the Council.

*Section 2 – Duties of the Executive Council*

The Executive Council will be in charge of every managemental, developmental and financial aspect of the club, including but not limited to;

1. Formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership.
2. Execute policies determined by the general membership.
3. Govern activities of the club.
4. Compile agenda for general meetings.
5. Inform Club Members and the ICC Committee on future projects and events

# ARTICLE VII – IMPEACHMENT/REMOVAL AND REPLACEMENT OF OFFICERS AND MEMBERS

*Section 1 - Impeachment ultimatum*

All elected officers and club members may be subjected to impeachment and removal by a **two-thirds** majority vote of the total membership. The majority vote must contain **both** Presidential votes to be considered valid.

Presidential candidates are immune to impeachment. However, in the event that a President steps down due to negligence or inability to maintain the position, the second Presidential candidate shall inherit the complete Presidential authority until a co-President is elected. In the event that a co-President is not chosen to be elected by the club, a Vice President shall be elected, and the Presidential authority shall remain with the original Presidential candidate (that did not step down).

*Section 2 - Grounds for impeachment*

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,
* **At least two-thirds** of the membership must vote and,
* Prior to impeachment/removal, there must be one week's notice of intent publicized.

*Section 3 - Replacement of Impeached Officers*

In the event that an officer willingly steps down from position, or are impeached, the vacancy(ies) shall be filled by an election held within two weeks. Active officer candidates shall evenly distribute the duties of the vacant officer position until a new one is re-elected into the council.

# ARTICLE VIII – MEETINGS

*Section 1 - Meeting notice*

There must be public notice of club meetings on the club board at least five (5) school days in advance.

*Section 2 - Meeting frequence*

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

*Section 3 - Voting*

There must be a **quorum** (a quorum is 50 percent plus 1 of the active or dues paying membership) present in order to initiate a vote for all of the following:

* Club financial action
* Impeachment
* Election of new officers
* Petition to change or adjust an amendment

*Section 4 - Financial data*

Minutes must be kept of all financial action with the club secretary. The treasurer must create a monthly report of all expenses, debts, income and donations to the council’s presentation.

*Section 5 - Meeting validities*

At least two officers need to be present at any meeting that requires club authority, participation or adjustment to make it, and therefore its contents, valid. At least one Presidential authority has to be present at any meeting that requires financial action or the use of the club name.

# ARTICLE IX – COMMITTEES

The standing committees of this club shall be appointed as necessary:

# ARTICLE X – ADVISOR

*Section 1 – Roles of the Advisor(s):*

The role of an 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

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 - Right to act on behalf of the club*

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 *De Anza TSA* in any way unless given full authority to do so by the club.

*Section 2 - Individual action*

The *TSA* does not admit any responsibility for the personal behavior, debt, probation or expulsion of any member or officer at any time.

# ARTICLE XIII – AMENDMENTS TO CONSTITUTION

Any amendment change requires a **two-thirds vote** of the quorum**,** which must include **both** Presidential votes and **at least two more officer votes** at a general club meeting. This amendment change must then be approved at an ICC Agenda Meeting to take effect.

THIS PAGE IS INTENTIONALLY LEFT BLANK