# UNICEF DE ANZA CONSTITUTION ARTICLE I - NAME OF CLUB

The name of this club shall be UNICEF De Anza.

# ARTICLE II - PURPOSE OF CLUB

The purpose of UNICEF De Anza is to advocate for the well-being of children and to support initiatives aimed at improving children's lives worldwide. Our mission is to promote awareness, raise funds, and volunteer for causes involving children, aligning with the United Nations International Children's Emergency Fund (UNICEF) principles and goals.

# ARTICLE III - MEMBERSHIP

Section 1 - Eligibility:

Membership is open to all students with a minimum of ½ unit enrollment and a valid DASB card. Academic or social probation status disqualifies individuals from membership.

Section 2 - Membership Dues:

The amount of membership dues, if applicable, shall be determined by a vote of the club officers. A waiver for membership dues may be requested by students facing financial constraints.

# ARTICLE IV – AWARDS

Members who actively participate in club activities and complete a minimum of fifty (50) hours of volunteer service will be eligible to receive certificates of participation, signed by the President, Vice President, and Advisor.

# ARTICLE V - QUALIFICATION AND ELECTION OF OFFICERS

Section 1 - Eligibility:

Club officers must meet the following criteria:

1. Currently enrolled at De Anza College
2. Maintain a minimum cumulative Grade Point Average (GPA) of 2.0
3. Enroll in a minimum of 8 units
4. Possess a valid DASB card
5. Not be on academic or social probation

Section 2 - Officer Roles:

The club officers shall consist of the following positions:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Digital Engagement Strategist
6. Public Relations Officer
7. Photographer Section 3 - Election Process:

Club officers shall be recruited and selected by the existing club officers, including the President, Vice President, Secretary, Treasurer, Digital Engagement Strategist, Public Relations Officer, and Photographer. The recruitment process shall be as follows:

1. Nomination: Any current club member interested in a leadership position may express their interest to the club officers. The nomination period shall be announced and open for a specified duration.
2. Evaluation: The club officers shall assess the qualifications, skills, and commitment of the nominees. They may conduct interviews or request additional information as needed to make informed decisions.
3. Selection: After careful evaluation, the existing club officers shall collectively choose new officers who best align with the goals and mission of the club. Selections should be based on the potential for effective leadership, dedication to the club's mission, and relevant skills and experience.
4. Announcement: The elected officers shall be announced to the club membership. Any member who still needs to be selected but wishes to contribute to the club may be encouraged to participate in committee roles or participate actively in club activities.

This revised process allows the current officers to assess and select future officers based on their experience and knowledge of the club's needs. It ensures that individuals with the most potential and commitment are chosen to lead the club effectively.

# ARTICLE VI - DUTIES OF THE OFFICERS

Section 1 - President

1. Provide strong and visionary leadership to guide the club in fulfilling its mission and goals.
2. Preside over all club meetings, ensuring they are organized, productive, and adhere to the club's agenda.
3. Foster an inclusive and welcoming club environment, encouraging active participation and engagement among club members.
4. Represent the club at public events, meetings, and conferences, promoting awareness of the club's activities and UNICEF's mission.
5. Explore opportunities to ensure the club's continued existence and growth beyond the current leadership term.
6. Assist in the smooth transition of leadership to the following club officers at the end of the term.
7. Demonstrate a strong commitment to UNICEF's mission and values and serve as a role model for club members.

Section 2 - Vice President

1. Assume the duties of the president in his/her absence.
2. Perform any duties delegated by the president
3. Take a lead role in planning, organizing, and executing club events, initiatives, and projects, especially those related to UNICEF's mission and goals.
4. Foster collaboration and partnerships with other student organizations, community groups, and UNICEF chapters to expand the club's impact and reach.
5. Support the training and development of club members, helping them acquire the skills and knowledge needed to contribute effectively to the club's mission.

Section 3 - Secretary/ ICC Representative

1. Record accurate and detailed minutes of all club meetings, including general meetings and executive council meetings.
2. Handle club correspondence, including emails, messages, and official communications.
3. Maintain attendance records for all club meetings and events, keeping track of member participation.
4. Maintain an updated list of club members, including contact information and membership status.
5. Provide regular updates on attendance, member engagement, and other relevant matters during club meetings.
6. Represent and attend all ICC meetings, then report the results during club meetings.

Section 4 - Treasurer

1. Maintain accurate and up-to-date financial records for the club.
2. Keep track of all incoming funds, including membership dues, donations, and fundraising proceeds.
3. Collect membership dues from eligible members, if applicable, and keep a record of dues paid.
4. Process and pay club-related bills and expenses, ensuring that payments are authorized and well-documented.
5. Maintain open communication with the club's advisor regarding financial matters, approvals, and compliance with college policies.

Section 5 - Digital Engagement Strategist

1. Curate and create compelling content for the club's social media channels, including Facebook, Twitter, Instagram, and any other relevant platforms.
2. Develop and maintain a consistent posting schedule to keep our audience engaged and informed.
3. Encourage participation in club activities and initiatives through digital channels.
4. Write and edit blog posts, articles, and other written content for our website and social media platforms.
5. Promote awareness of UNICEF's global initiatives and campaigns related to children's well-being.
6. Stay up-to-date with digital marketing trends, social media platforms, and best practices.

Section 6 - Public Relations Officer

1. Monitor and respond to comments, messages, and inquiries on social media channels.
2. Collaborate with club members and officers to create promotional materials, such as flyers, posters, and digital graphics.
3. Manage the club's email communications, including newsletters, announcements, and updates
4. Maintain and update the club's website with current information, including event calendars, news, and resources.
5. Gather feedback from club members and the community to refine PR strategies.
6. Collaborate with other club officers and committee members to align PR efforts with overall club goals.

Section 7 - Photographer

1. Attend UNICEF club meetings, events, and activities to document key moments, activities, and initiatives through photography.
2. Ensure the production of high-quality, clear, and visually appealing photographs that effectively convey the club's mission and activities.
3. Provide photographs that can be used for promoting upcoming events, initiatives, and fundraisers on social media, websites, and promotional materials.
4. Edit and enhance photographs as needed to ensure they are suitable for club publications and promotional materials.
5. Deliver photos promptly after events or activities to ensure they are available for use in club communications.
6. Organize and maintain an archive of club photographs for future reference and historical documentation.
7. If applicable, provide guidance and support to other club members interested in photography or assist with training activities.

# ARTICLE VII - EXECUTIVE COUNCIL

Section 1: Executive Council List

Consists of the President, Vice President, Secretary, Treasurer, Digital Engagement Strategist, Public Relations Officer, and Photographer.

Section 2 - Duties of the Executive Council

1. To develop club strategies and address emergencies in between regular meetings, contingent upon approval from 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 VIII- 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 IX - MEETINGS

Section 1 - Notice of Meetings

There must be public notice of club meetings on the club board at least five school days in advance. Notice shall include the date, time, location, and agenda of the meeting.

Section 2 - Frequency

There must be a meeting at least once a month held at De Anza College. Section 3 - Quorum

A quorum for conducting financial actions shall consist of fifty percent plus one (50% + 1) of the active or dues-paying membership.

Section 4 - Meeting Minutes

The Secretary shall record and maintain accurate minutes of all club meetings. Minutes of financial actions shall be kept and made available for review by members upon request.

Section 5 - Treasurer’s Reports

The treasurer will need to make a written and oral report at least once a month at the meeting.

# ARTICLE X - COMMITTEES

Standing committees may be established as necessary to support club activities. The purpose, composition, and responsibilities of standing committees shall be defined and approved by the Executive Council.

# ARTICLE XI - 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 advise students of the policies and procedures that 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 XII - RESPONSIBILITIES

This club accepts full financial responsibility for all activities that bear its name as the official sponsor and will adhere to college regulations. All publicity for an event must bear the name of the sponsoring club.

# ARTICLE XIII - RIGHT TO ACT

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 XIV - AMENDMENTS TO CONSTITUTION

Any amendment change requires a two-thirds vote at a general club meeting and must then be approved at the ICC Agenda Meeting