**CONSTITUTION OF ZERO WASTE AND CLIMATE AWARENESS CLUB**

ARTICLE I – NAME OF CLUB

The name of this club shall be Zero Waste and Climate Awareness Club.

ARTICLE II – PURPOSE OF CLUB

The purpose of the club is to raise awareness of the zero waste movement and climate crisis through educating students on environmental pollution and actions that can be taken as an individual as well as a group.

ARTICLE III – MEMBERSHIP

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.

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 1/2 units, have a current DASB card, and must not be on academic or social probation.

Section 2

Officers will be a President, External Vice President, Internal Vice-President, Secretary, Treasurer,

Outreach Manager/ICC Representative, and Community Manager.

The election of the Club Officers shall be held no later than 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 the week after the completion of club election.

Section 3

The election will be done by secret ballot by club members who have attended at least two meetings and two events within Winter and Spring quarters.

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.
6. Communicate with club advisors.

Section 2 – Internal Vice President

1. Assume the duties of the president in his/her absence.
2. Perform any duties delegated by the president.
3. Supervise all club activities and projects.
4. Maintain communication with on campus constituents.
5. Maintain internal communication with all club members.
6. Communicate with the External Vice President and Outreach Manager.

Section 3 – External Vice President

1. Assume the duties of the president in his/her absence.
2. Perform any duties delegated by the president.
3. Reach out and maintain communication with off-campus organizations that align with club goals and objective.
4. Communicate with the Internal Vice President.

Section 4 – Secretary

1. Record and keep accurate minutes of all meetings.
2. Act as correspondence clerk.
3. Keep records of the activity (community service) of all members.
4. Contact club members about future events/changes in the club.

Section 5 – 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 6 – Outreach Manager/ ICC Representative

1. Assist Internal Vice President with on campus relations.
2. Attend all Inter Club Council (ICC) meetings.
3. Report the results of ICC meetings at club meetings.

Section 7 – Community Manager

1. Responsible for event marketing
2. Create and manage social media sites representing the club.
3. Promote events on all forms of social media the club exists on.
4. Responsible for poster design for club events and projects.

ARTICLE VI – EXECUTIVE COUNCIL

Section 1

The Executive Council will consist of the President, External Vice President, Internal Vice President, Secretary, Treasurer and Outreach Manager/ICC Representative 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.
3. To govern activities of the club.
4. To compile agenda for general meetings.

ARTICLE VII – RESIGNATION/IMPEACHMENT/REMOVAL AND REPLACEMENT

OF OFFICERS AND MEMBERS

Section 1

All elected officers retain the right the resign from their positions given that they provide two weeks’ notice.

Section 2

All elected officers and club members may be subjected to impeachment and removal by a two-thirds majority vote of the total membership.

Section 3

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 4

Any officer vacancies shall be filled by an election held within two weeks.

Section 5

Club members are allowed leave the club for any circumstances.

ARTICLE VIII – MEETINGS

Section 1

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

Section 2

There must be at least 3 meetings per quarter.

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 twice a quarter 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 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

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

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 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.