

Science and Engineering Club Constitution

Article I. Name of the Club

Section 1.01 — The name of the club shall be the Science and Engineering Club.

Article II. Purpose of the Club

Section 2.01 — The purpose of this club is to promote interest and knowledge in engineering at Foothill College. We explore the world of engineering through activities and projects and provide members with fun experiences outside the classroom. As an added benefit, we give our members guidance from experienced advisors including veteran engineers from the industry.

Article III. Membership and Dues

Section 3.01 — Any Foothill College student with a current Owl Card (Student ID) can join club meetings and is eligible to become a voting member of the club. A voting member is someone who has previously attended a club meeting before the meeting at which voting takes place.

Section 3.02 — Individuals that are not current Foothill College students are allowed to join meetings and participate in the club but cannot vote. Any faculty member may become an associate member of this organization with all the privileges except holding office and voting.

Section 3.03 — Dues, if any, are determined by the general membership and should follow ICC's requirements and restrictions.

Article IV. Qualification and Election of Officers

Section 4.01 — Any voting member of the club (see Section 3.01) with a minimum 2.0 GPA is eligible to run for an officer position.

Section 4.02 — Elected officers are Co-Presidents (2), Secretary, and Treasurer. Appointed positions are ICC Representative and Project Managers.

Section 4.03 — Elections shall be held at least yearly and all officers must obtain a simple majority in order to hold that position. If nobody gains the most votes, another vote shall be held among all candidates who tied in the vote. If, again, no candidate receives the most votes, then the position will remain vacant and a Co-President will assume control of that position until another election is held. An election for a vacant position may be held at any other club meeting.

Article V. Duties of Officers

Section 5.01 — Co-Presidents (2)

- a. Organize and preside over all meetings.
- b. Call special meetings.

- c. Regularly communicate with the faculty/staff advisor of the club.
- d. Carry out the provisions of the constitution.
- e. Oversee all project and committee activities.
- f. Execute the policies and procedures determined by the group.
- g. Take control of all vacant positions and execute the duties of officers who are unwilling or unable to do so.

Section 5.02 — Secretary

- a. Keep and distribute accurate minutes and agendas of club meetings.
- b. Act as a correspondence clerk.

Section 5.03 — Treasurer

- c. Manage the yearly budget.
- d. Organize outside sources of funding / sponsorships.

Section 5.03 — ICC Representative

- a. Attend and vote at all ICC meetings.
- b. Prepare and submit all paperwork to ICC (including but not limited to Club Activation, Activity Petition, Fund Request, and Room Request).
- c. Report notes from ICC meetings to the club.
- d. Facilitate the maintenance of records of all ICC minutes, announcements, and petitions.

Section 5.04 — Project Managers

- a. Organize and oversee particular projects.
- b. Make sure the group sets and follows a timeline for the project.
- c. Keep any needed documentation of project progress.
- d. Document the project cost list.

Article VI. Impeachment and Replacement of Officers

Section 6.01 — An officer may only be impeached by a three-fourths vote of the membership, following a one-week notice of intent.

Section 6.02 — A new officer will be elected and the old officer will be replaced as stipulated in the constitution.

Article VII. Faculty/Staff Advisor

Section 7.01 — An advisor shall be a faculty or staff member of the Foothill-De Anza Community College District and be the signer on the club account.

Section 7.02 — The advisor should be present at all official meetings and oversee the processes when legislation is discussed or elections occur.

Article VIII. Meetings

Section 8.01 — Meeting times are decided by the general membership of the club. The Co-Presidents can call special meetings if necessary. A quorum is needed to carry out any legislation and to hold elections.

Section 8.02 — A quorum is a two-thirds majority of the voting members in good standing with current dues paid (if any). Faculty/staff advisor presence is also required.

Section 8.03 — Club members should be regularly notified of upcoming agenda items and meeting minutes should be promptly distributed afterwards to assist in keeping the official records of the club and to notify the public of upcoming issues.

Article IX. Amendments

Section 9.01 — All amendments to the constitution must be passed by a quorum of the club.