

Constitution

Evergreen Valley College Computer Science Club

Established on 1 May, 2023 - Updated as of 20 Aug, 2023

Preamble:

The Evergreen Valley Computer Science Club is an inclusive and vibrant community that strives to cultivate a passion for computer science in its members. Our primary goal is to provide a supportive and collaborative environment where students can acquire the latest technical skills and knowledge needed to excel in the fast-paced world of technology. Our community is made up of driven and motivated students who are passionate about computer science and related fields. Through participation in the club, our members not only develop technical skills but also learn teamwork, leadership, and communication skills that are essential for success in any field.

ARTICLE I | Name

The name of the club shall be The Computer Science Club of Evergreen Valley Community College.

ARTICLE II | Membership

- A. EVCCSC Membership is open to all students attending Evergreen Valley Community College and who are enrolled in at least one (1) credit hour [unit].
- B. Members are expected to:
 - 1. Keep an open mind towards different topics.
 - 2. Present themselves in a manner that demonstrates respect, encouragement, and empathy towards others both on and off campus.
 - 3. Demonstrate respectful and appropriate behaviour.
 - 4. Be active and engaged contributors to the club.
 - 5. Be a participant in a project at all times.
- C. Active members are members who have attended at least one club meeting a month, are within the EVCCSC Discord, and have read the Club Constitution.

ARTICLE III | Officers

A3 | Section 1 | Membership

- A. The officer positions within the Evergreen Valley Computer Science Club shall include the following:
 - 1. President
 - 2. Vice-President
 - 3. Director of Operations
 - 4. Director of Finance
 - 5. Director of Marketing
 - 6. Director of Partnerships & Outreach
 - 7. Director of Projects and resources
 - 8. Senator
- B. At least one non-voting faculty or staff advisor shall act as an observer at all club officer meetings to provide counsel and advise on college policies and procedures.
- C. For the sake of uniformity, the Director of Operations hold the ASG equivalent of Secretary. Director of Finance; Treasurer.
- D. One alternate Senator shall act as an observer at all club officer meetings.
- E. Officers must be enrolled in at least twelve (12) credit hours at Evergreen Valley Community College.
- F. If the individual is dually enrolled or in accel, the requirement is six(6) credit hours.
- G. Exceptions may be made with a two-thirds vote in the affirmative by the general membership if potential officers otherwise meet active member requirements.
 - 1. Senators must meet all Student Senate membership requirements

A3 | Section 2 | Powers and Duties

- A. Officers shall have the power to make decisions on behalf of the Evergreen Valley Computer Science Club.
- B. All fiscal power of the Evergreen Valley College resides with the club officers.
- C. The club officers shall have final approval of all club activities and events.
- D. Club officers will make all club officer meeting minutes available to the general membership upon request within four (4) business days.
- E. Club officers will determine the time, frequency, and location of club and officer meetings.
- F. A quorum of three of the voting club officers must be present for any official business to take place.
- G. Decisions made by the club officers may be vetoed by a three-fourths vote of the general membership.

A3 | Section 3 | Club Officer Roles

- A. The President shall:
 - 1. Oversee all club functions
 - 2. Ensure that the Statement of Club Activity is submitted to the Office of Student Life and Leadership at the beginning of each academic year.
 - 3. Develop agendas for and preside over all general membership and club officer meetings according to Robert's Rules of Order, Newly Revised.
 - 4. Attend ASG Presidents' Council meetings when called upon by the President of the ASG.
 - 5. Maintain active communication between all officers and the Club Advisor
 - 6. Assume other tasks as delegated by the club officers or general membership
- B. The Vice-President shall:
 - 1. Assume the duties of the Office of the President in the instance of its vacancy.
 - 2. Assume the duties of the Office of the President in his/her temporary absence
 - 3. Assist the President in managing club functions
 - 4. Assume other tasks as delegated by the club officers
- C. The Director of Operations shall:
 - 1. Take and distribute a record of the minutes for all general and club officer meetings within four (4) business days.
 - 2. Work with the President regarding any ASG and College matters.
 - 3. Help plan, set-up, and document meetings.
 - 4. Logistically plan any club events.
- D. The Director of Finance shall:
 - 1. Keep an accurate ledger of all club financial activity
 - 2. Research costs involved in any and all events and functions
 - 3. Maintain, in a well bound book, all receipts, purchase orders, payments, and donations
 - 4. Provide a regular report on the club's fiscal standing when requested by an active member
- E. The Director of Marketing shall:
 - 1. Manage the Evergreen Valley College Computer Science Club's social media profiles.
 - 2. Keep the official EVCCSC website up to date.
 - 3. Design and post flyers about the EVCCSC.
- F. The Director of Outreach & Partnerships shall:
 - 1. Responsible for contacting and setting up partnerships with other groups and individuals.

2. Responsible for finding guest speakers and representatives for meetings.
 3. Assist in managing relations with the college and ASG.
- G. The Director of Projects & Resources shall:
1. Acquire and maintain a register of club member contact information
 2. Collect and distribute materials for all general and club officer meetings
 3. Maintain a calendar of club and campus events
 4. Archive copies of all forms and documents submitted by the club
- H. The Senator shall:
1. Attend ASG Student Senate meetings.
 2. Provide a regular report on the activities of ASG Student Senate Meetings to the club at all regular and club officer meetings.
 3. Maintain close contact with the President, Club Advisor, and club members to ensure proper representation in ASG Student Senate Meetings.
 4. Make announcements during ASG Student Senate Meetings on upcoming events and activities as necessary.
 5. Appoint an alternate Senator to be confirmed by the club officers
 6. Ensure that his/her alternative assumes the duties of the office if he/she is absent

A3 | Section 4 | Term of Office

- A. Members elected to office shall serve for one academic year (beginning in the Summer and ending the day after Commencement in the Spring.)
- B. In the event of the vacancy, the President will be able to appoint a replacement. However, the President can decline this ability and the remaining club officers will, at the club officer's meeting immediately following the vacancy, appoint an eligible member to fulfil the duties of that office until the next officer election.
 1. In the event of a split decision regarding appointment of a vacant position, along with the President declining their appointment ability in this instance, the general membership shall decide by special election
 2. Special election shall be conducted by secret ballot at the following general membership meeting.

ARTICLE IV | Elections

- A. During the election process, prospective officers must be nominated for a specific position:
 1. Nominations must be seconded by an active club member.
 2. Nominees will be given the opportunity to speak to the general membership prior to the voting process

- B. Elections will take place by secret ballot and will be certified by the club advisor(s) and the incumbent President. If the incumbent is running for re-election, then the certification shall be conducted by the advisor(s) solely.
- C. The nominee who receives a simple majority of the votes shall be declared the winner of the office for which they were nominated.
- D. In the event that no nominee receives a simple majority of the votes cast, a runoff vote between the two nominees who received the largest number of votes will take place to determine the winner.
- E. Requirements to be able to vote:
 - 1. Must be an active member. (Refer to Article II).
 - 2. Must have been present within the club for at least 2 weeks before the election.
- F. Under normal circumstances, the yearly elections will take place on the second Tuesday of May.

ARTICLE V | Impeachment and Dismissal

- A. Impeachment and dismissal of an officer
 - 1. If at any time a club member feels that an officer is not performing their duties or has neglected to follow SJECCD, EVC, ASG, or policies they may draft an article of impeachment and present it to the club officers in the presence of the club advisor.
 - 2. Articles of impeachment must clearly state the reasoning behind the impeachment and demonstrate the evidence to back the reasoning. The validity of the reasoning and evidence must be approved by a club advisor.
 - 3. Impeachments and dismissals will take place over all regular club business at the general membership meeting immediately following the submission of the article of impeachment.
 - 4. The officer in questions may speak before the club in their own defence prior to any vote taking place.
 - 5. The general membership may vote to dismiss the officer with a three-fourths vote in the affirmative. At least half of the active membership must vote.
 - 6. Dismissal will take effect immediately upon passage of the motion to dismiss. Replacement will take place according to Article 3, Section 4.
- B. Dismissal of the club advisor
 - 1. The club officers of the Evergreen Valley Computer Science Club may choose to dismiss a club advisor who is not meeting the needs of the club or who has violated SJECCD, EVC, ASG or policies.
 - 2. The club officers must propose and vote on a motion to dismiss the club advisor at a regularly scheduled officers meeting.

3. The club officers must vote to dismiss the club advisor with a unanimous vote on the affirmative.
4. The club officers shall be responsible for notifying the general membership as well as the Office of Student Life prior to the next regularly scheduled officers meeting following the dismissal of the club advisor
5. The club officers must select a new club advisor, if less than 1, prior to the next general membership meeting following the dismissal of the club advisor if there is not a co-advisor in already place

ARTICLE VI | Meetings

- A. The Evergreen Valley Computer Science Club shall be weekly on Tuesdays from 3:45 to 5:00.
- B. A quorum will be established at the second general meeting of each semester.
 1. A simple majority of the established quorum must be present for official business to occur.

ARTICLE VII | RULES

- A. The Evergreen Valley College Computer Science Club may use Robert's Rules of Order, Newly Revised, as a means of parliamentary procedure when necessary.
- B. In the event that this Constitution unreasonably and illogically conflicts with the Constitution and/or Bylaws of ASG, the ASG Constitution and/or Bylaws shall hold a higher state of effect.
- C. In the event that this Constitution unreasonably and illogically conflicts with SJECCD and/or EVC policies, the SJECCD and/or EVC policies shall rule supreme.

ARTICLE VIII | Amendments

- A. Amendments to this Constitution shall be submitted in writing to the Club Secretary two weeks prior to being placed on the general membership meeting agenda.
- B. The Club Secretary shall make the proposed amendment available to all club members one week prior to a vote by the general membership
- C. The amendment shall be presented to the club and debate opened on the topic
- D. Amendments to the Constitution shall have priority on the agenda
- E. After debate, the general membership shall vote on the passage of the amendment

- F. A vote of two-thirds in the affirmative is required to approve any motion to amend this Constitution.
- G. The President must sign off on the amendment.

ARTICLE IX | Ratification

- A. This Constitution shall have full force and effect following passage by the majority of the club members voting at the first general meeting after a quorum if established.
- B. This Constitution shall supersede all other Evergreen Valley College Computer Science Club rules and regulations

ARTICLE X | Projects

- A. The EVCCSC requires that all members participate in a project at all times.
- B. Project options:
 - 1. A member can engage in one of the default project options offered by the EVCCSC.
 - 2. A member can join in an authorised project that is led by other EVCCSC members.
 - 3. A member can create their own project.
- C. In order to create a project, a member must undergo the following process:
 - 1. Submit a full description of the Project. Name, summary, plan, deadline, list of hardware or software resources, and the person(s) that will be leading the project to the Director of Projects and Resources.
 - 2. Upon receiving approval from the DPR, you may proceed with your project. It is imperative that you complete your project within the due date that you set. If your proposal is rejected, it is mandatory that the DPR provide a reason for the rejection.
 - 3. If a project requires financial assistance, please contact the Director of Finance with your project proposal following the DPR's approval to see if it is financially feasible for the club to support your project financially.

ARTICLE XI | Emergency Powers

- A. In the event of a crisis or critical situation for the club, the Acting President can declare a state of Emergency, which would grant them to pass any policy or changes without the standard democratic procedures.
- B. Constitutional amendments can be passed by the President without a vote if emergency powers are present. Constitutional amendments passed in this manner may not contradict any pre-existing part of the constitution.
- C. If a President resigns or is removed from power, the Vice President would step up to replace the former President. For the first 48 hours of their term, a state

of emergency will be in effect to allow for a rapid restructuring of the club under new leadership.

- D. This is to be only used in the event of an actual crisis. Otherwise, abuse of this power is an impeachable offence.

Ratification:

This constitution has been approved by the 2023-2024 President of the Computer Science Club.

Signed, Zakaria Kortam



AMENDMENTS

[None]