

IVC Applied Science and Engineering Club (IVC ASEC) Constitution

Article I. Preamble

We, students of Irvine Valley College, have gathered for the purpose of forming an organization whose members shall voluntarily uphold its Constitution. The purpose of this organization is to assist all IVC students majoring in the fields of engineering, math, and sciences in their scholastic efforts, and to motivate them into continuing their education in those fields.

Article II. Name

The official name of the organization shall be the Irvine Valley College Applied Science and Engineering Club (IVC ASEC), herein referred to as the Club.

Article III. Purpose

The purpose of the Club is to supplement, motivate, and assist IVC students who will major in the fields of engineering, math & other related sciences.

Article IV. Membership

The membership is limited to IVC students who are currently taking at least one class at IVC during a given semester in a school year. Members have to pay their ASIVC dues for that year. All members will be voting members and shall be eligible to seek and hold an office in the Board after at least one semester of participation in the Club's activities. Members can join the Club at any time during the school year by participating in a general scheduled meeting.

Section 1. Policy on Non-Discrimination

The Club shall not be discriminatory in terms of race, color, national origin, sexual orientation, religion, financial status or social status.

Section 2. Membership Suspension or Removal

A petition for suspension or removal of a member may be filed against any member of the Club by any member of the Club or the Club advisor, based on IVC's Code of Conduct of Students. This petition must contain a specific statement of grounds for suspension or removal. The suspension or removal decree must be agreed upon by the majority of the members of the board and the Club advisor.

Article V. Board

It shall be the responsibility of the Board to represent the IVC ASEC and to fulfill the provisions of this Constitution. The Board is encouraged to communicate with other campus groups.

Section 1. Board Members

The Board shall consist of the President, Vice President, ICC Rep, Secretary, Treasurer, the Technology Coordinator and the Activities and Recruitment Coordinator.

Section 2. Duties

The respective duties of the Board are as follows:

1. The Club's President shall:
 - a. open and preside all official meetings of the Club;
 - b. be involved in all decisions and duties of the Club's Board members;
 - c. exercise general supervision over affairs of the Club;
 - d. be the Club's primary representative in campus and community affairs unless otherwise is indicated by a decision made by the Board;
 - e. be able to appoint members to a special committee when necessary;
 - f. run the Board and/or general meetings.

2. The Club's Vice President shall:
 - a. assist the president in his or her duties when needed;
 - b. in the absence of the president, perform all of the president's duties;
 - c. represent the Club in campus and community affairs when needed.

3. ICC Rep shall:
 - a. represent the Club in campus and community affairs;
 - b. attend all ASIVC meetings and act as the ICC Rep for the Club.
 - c. communicate with the Board and members about what happens within the ASIVC meetings.
 - d. find a substitute to attend ASIVC meeting in case he/she cannot attend a meeting.

4. The Club's Secretary shall:
 - a. act as liaison between the Board and members;
 - b. prepare and distribute agendas for general and Board meetings;
 - c. prepare and distribute minutes of all meetings to the parties;
 - d. assist the President and Vice President in conducting meetings;
 - e. be responsible for filing all official Club records;
 - f. maintain the Club's e-mail and related group activity records
 - g. keep track of and update the member database.
5. The Club's Treasurer shall:
 - a. prepare the Fall and Spring semester budget presentations to ICC and have it approved by the ICC President and Vice President;
 - b. keep records of expenses;
 - c. make reimbursement requests, obtain adviser signature, and turn in the form at the ICC office;
 - d. coordinate reimbursement efforts.
6. The Club's Technology Coordinator shall:
 - a. be responsible for the Club's web page editing;
 - b. be responsible for the Club's social sites editing (Facebook and Twitter);
 - c. help the secretary with the Club's Group e-mail activities when needed.
7. The Club's Activities and Recruitment Coordinator shall:
 - a. be responsible for coordinating and assigning committees to run the Club's activities;
 - b. be responsible for attending all required IVC activities and represent the Club in those activities such as the Club Day, the Senior Day, the International Day etc.;
 - c. coordinate all committee activities as needed.;

- d. be responsible for recruiting materials and coordinate the dissemination of those materials in IVC activities;
- e. coordinate new recruit information transfer to the Club Secretary;
- f. welcome all new recruits in meetings.

Section 3. Selection of the Board

Board members will be self-nominated or nominated by others in the first Board meeting of the fall semester. The Board will serve for the fall and spring semesters of a given school year. The names of the candidates will be presented to the general members on the first general member meeting. For that to happen, the first Board meeting needs to take place before the first general member meeting. The Board members for that school year will be asked to make a short (up to 3 minutes) presentation to the general members. Each position will be filled using the majority rule of the members present. If there is a tie for any position, the candidates will be asked to make a second presentation in the second general member meeting. If there is a tie again, the tie will be broken by the advisor for the president position. Subsequent ties will be broken by the elected president at that point.

Article VI. Meetings

The Club shall meet twice a month for general membership meetings. The Board will meet once a month for planning purposes. The dates for meetings will be determined at the beginning of each semester.

Section 1. Board Meetings

Quorum is defined as 4 out of 7 members present. Decisions will be made based on majority rule.

Section 2. General Meetings

General meetings will take place at the predetermined dates. Members are requested to attend all general meetings. Any decision that is made in a general meeting will be based on the majority rule among members present at that meeting.

Article VII. Committees

Committees will be formed as needed for various activities. Who will serve in a committee will be decided in Board and general meetings.

Article VIII. Dues

All IVC YEC members must pay the ASIVC \$10 fee for every semester.

Article IX. Club Advisor

The Club will have an advisor who shall be a member of the Irvine Valley College faculty, administration, or staff. The advisor will be selected by the unanimous vote of all Board members at the beginning of the semester.