



IRVINE VALLEY COLLEGE

_____ CLUB BYLAWS

ARTICLE 1 - CLUB NAME

The name of the organization is the _____ Club of Irvine Valley College.

ARTICLE 2 - PURPOSE

The _____ Club shall promote public awareness of _____, stimulate and develop student interest in _____, and participate in community or volunteer work as well.

ARTICLE 3 - AUTHORITY

- a. This student organization is a recognized club at Irvine Valley College and adheres to all state, local, and campus policies as set forth by the South Orange County Community College District and the ASIVC By-Laws.
- b. The policies, procedures, and guidelines for student organizations shall be enumerated in the Irvine Valley College Club Guide

ARTICLE 4 - MEMBERSHIP

- a. The student who is a member of a student organization shall be enrolled in at least one class at IVC throughout their term or the equivalent Cumulative semester units.
- b. The student who is a member of a student organization shall have and maintain a minimum G.P.A. of 2.0 in all college units completed.
- c. The student who is a member of a student organization shall not be on academic or progress probation and must be in good disciplinary standing.

- d. The student who is a member of a student organization shall pay for the ASIVC Access fee for Fall and Spring semesters.
- e. The student who is a member of a student organization shall adhere to the Club By-Laws.
- f. Membership is open to all students at Irvine Valley College. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

ARTICLE 5 – QUALIFICATIONS FOR SERVING AS A CLUB OFFICERS

- a. A student who is elected to serve as an officer in a student organization shall meet any of the following requirements (in accordance with Section 76061 of the Education Code):
 - i. The student shall be enrolled at IVC at the time of election and throughout their term, with a minimum of five (5) cumulative semester units at IVC.
 - a. The student shall meet and maintain the minimum standards of scholarship prescribed for IVC students by the South Orange County Community College District.
 - ii. Or, the student shall be enrolled in an adult education program offered by IVC pursuant to Article 9 (commencing with Section 84900) of Chapter 5 of Part 50, at the time of the election and throughout their term.
 - iii. Or, the student is enrolled at IVC at the time of election and throughout the student's term, and is a disabled student, as defined in subdivision (b) of Section 84850.
- b. A student who is elected to serve as an officer in a student organization shall not be on academic or progress probation and must be in good disciplinary standing.
- c. A student who is elected to serve as an officer in a student organization shall have and maintain a minimum G.P.A. of 2.0 in all college units completed at IVC.
- d. A student who is elected to serve as an officer in a student organization shall pay for the ASIVC Access fee for Fall and Spring semester.
- e. A student who is a member of a student organization shall adhere to the Club By-Laws.

ARTICLE 6 - EXECUTIVE OFFICERS

- a. The executive officers of the _____ club shall be the President, Vice President, Clerk, Treasurer, and Inter-Club Council (ICC) Representative.
 - i. The President shall oversee all club functions; ensure that all required documents are submitted to the Office of Student Life at the beginning of each academic year; develop agenda for and preside over all general membership and executive officers

meetings; maintain active communication between all officers and the club advisor; assume other tasks as delegated by the club officers or general membership.

ii. The Vice-President shall ascend to the office of the President in the case of permanent disability, ineligibility, or recall of the President; assume the duties of the President in his/her temporary absence; assist the President in managing club functions.

iii. The Clerk shall record and distribute the minutes for all general and executive officer meetings; create and maintain a roster of club member contact information; collect and distribute materials for all general and club officer meetings; maintain a calendar of club and campus events; archive copies of all documents of the club.

iv. The Treasurer shall keep an accurate ledger of all club financial activity; research costs involved in any events and functions; maintain, in a well-bound book, all receipts, purchase orders, payments, and donations; provide a regular report on the club's fiscal standing at each meeting.

v. The ICC Representative shall attend all ICC meetings; provide a regular report on the information from ICC meetings to the club; maintain close contact with the President, Club Advisor, and club membership to ensure proper representation and communication.

ARTICLE 7 - MEETINGS

a. Regular meetings shall be held at least monthly during the academic year.

b. The club advisor must be present at every club meeting.

c. Special meetings may be called by the President or a majority of the Executive Officers. All members must be given a minimum of 24 hours' notice prior to the meeting time. Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership.

d. In order to vote, a member must be in good standing with the club (as outlined in Article VIII, Section 1, Clause 4). Furthermore, the member must have good standing in regular meeting attendance.

ARTICLE 8 - CLUB ADVISOR

a. The _____ club of Irvine Valley College Student Chapter shall have at least one Irvine Valley College Full-Time/Part-Time Faculty or Classified Staff as an advisor or co-advisors. The advisors will fulfill the responsibilities specified in the Club Guide and the Advisor Resources. Advisors shall serve on an academic year basis OR in less than an academic year if a successor or successors have been identified.

ARTICLE 9 - FINANCES

- a. Treasurer and President shall be responsible for tracking the club's finances.
- b. All fundraising money should be deposited in an account with the Foundations Office. At no time should the money be held in a personal account or an account set up for the club with an outside entity. Club fundraising is permitted; however, any fundraising activities must adhere to the Associated Student Body Fiscal Crisis and Management Assistant Team (FCMAT) Manual
- c. Members may not be reimbursed for purchases. Purchases should only be made by the Advisor. Please get in touch with the Student Life Office for assistance in this process.

ARTICLE 10 - DISCIPLINE OF MEMBERS

- a. All members of the _____ club are expected to abide by all state, local, and campus policies as set forth by the college district and the ASIVC By-Laws.
- b. Members that violate the Student Code of Conduct and Student Organization policies or other policies and regulations may face disciplinary action, including but not limited to expulsion from the club and referral to appropriate administrative and legal authorities.

ARTICLE 11 - ELECTIONS

- a. During the election process, prospective officers must be nominated for a specific position, nominations must be seconded by an active club member; nominees will be given the opportunity to speak to the general membership prior to the voting process; and, elections will take place by secret ballot.
- b. Votes will be tallied publicly at a meeting by the club advisor and members not running for office; the nominee receiving a simple majority of the votes cast shall be declared the winner of the office for which they were nominated.

ARTICLE 12 - IMPEACHMENT AND DISMISSAL

- a. Any member may draft an article of impeachment of an officer and present it to the club if said officer is not performing their duties or has neglected to follow SOCCCD, IVC, ASIVC or _____ club policies.
- b. Impeachments and dismissals shall take place at a regular meeting of the club membership. The officer in question may speak before the club prior to any vote taking place. The membership may vote to dismiss the officer with a two-thirds vote in the affirmative.
- c. The members of the _____ club of IVC may choose to dismiss a club advisor who is not meeting the needs of the club or who has violated SOCCCD, IVC, ASIVC or

_____ Club policies. The members of _____ club must propose and vote on a motion to dismiss the club advisor at a regularly scheduled meeting. A two thirds (2/3) vote in the affirmative shall be required to dismiss an advisor. The club must select a new advisor prior to the next general membership meeting following the dismissal of the club advisor if there is not a co-advisor already in place.

CLAUSE 13 - AMENDMENTS AND RATIFICATION

- a. Amendments to these By-Laws shall be submitted in writing to the Secretary two weeks prior to being placed on the general membership meeting agenda. The club clerk shall make the proposed amendment available to all club members five (5) days prior to a vote by the general membership.
- b. The amendment shall be presented to the club and debate opened on the topic. After debate, the general membership shall vote on the passage of the amendment. A vote of two-thirds in the affirmative is required to approve.
- c. These By-Laws shall be enforced and take effect following passage by two thirds of the club membership present at the first general meeting. These By-Laws were adopted on _____.