

## Purpose

The Tech Club aims to attract students interested in the fields of technology, including engineering, computer science, and hardware, through completing open-source projects, attending hackathons, and hosting workshops for skill and career development.

## Article I - Name

Technology, Engineering, Coding and Hardware Club (TECH Club)

## Article II - Membership

Any person duly registered at College of the Canyons in good standing with the Admissions and Records office and fulfilling the membership requirements of the organization may be a member.

In order to guarantee equal human rights for the student body of College of the Canyons, equal opportunities shall be afforded to all students without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy (breastfeeding), or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

### ***Section 1 – Membership Requirements***

Any COC student who has a passion or interest in Computer Science and Programming is eligible to sign up as an active member of the club. If a Non-COC student is interested in assisting the club, they can be classified as a friend of the club.

### ***Section 2 – Classification***

**Active** - A current COC student attending club meetings.

**Inactive** - A member who fails to participate in a weekly meeting 4 times in a row.

**Alumni** - Members of the club who have graduated from COC and are currently assisting the club during meetings

**Friend** - Non-COC students interested in participating in club activities.

### ***Section 3 - Privileges of Membership***

Active members of the club are allowed to attend and participate in club meetings and events. Only active members have the privilege of voting on club matters regarding officer positions, committees, funding, and the club constitution.

Friends of the club are allowed to attend and participate in club meetings and events.

Alumni of the club are allowed to attend and participate in club meetings and events.

## **Article III – Club Officers**

### ***Section 1***

**Mandatory Officers:**

**President**

**Vice President**

**Secretary**

**ICC Representative**

**Treasurer**

**\*New Club Officer positions may be created as needed with unanimous support of current officers and the advisor.**

### ***Section 2***

Only currently registered College of the Canyons students in good academic standing are eligible to hold office.

### ***Section 3***

Officer terms will span 1 year. This will be equivalent to two full semesters (the first day of the Fall Term to the last day of the Spring Term).

### ***Section 4***

The duties of officers are as listed:

**All club officers must regularly attend meetings.**

- **President:**
  - Attend all I.C.C. meetings
  - Reserve club meeting rooms
  - Conduct club meetings
  - Organize agendas for each meeting (Must be emailed to all members)
  - Meet regularly with the club advisor

- Represent the club at all events
- Fulfill other remaining duties as needed
- May call special meetings
- **Vice President:**
  - Act alongside the President
  - Assume all the duties of the President in the absence of the President.
  - Represent President in I.C.C. meetings if the President is unable to attend.
  - If a vacancy occurs in the President role, the Vice President will fill the role until a successor is elected.
- **Secretary:**
  - Record the minutes at each club meeting.
  - Publish minutes for the membership.
  - Inform members of upcoming events.
  - Maintain the membership list.
  - Contact members when necessary.
- **Treasurer:**
  - Keeps track of financial matters
  - Manages fundraising and all financial documents needed
  - Assists other officers as needed.
- **ICC Representative:**
  - Attend all I.C.C. meetings
  - Contact the I.C.C. Advisor when unable to attend a meeting prior to the meeting after attempting to find a replacement.
  - Take accurate notes and make a report back to their club of what took place in I.C.C. meetings and relay important deadlines, policies, procedures, etc. that are discussed in I.C.C. meetings.
  - Share information about any club paperwork and important deadlines discussed at I.C.C. meetings with the club advisor and/or club president for completion and submission.
  - Follow up on any required paperwork with the club president and/or club advisor that has been shared at I.C.C. meetings.
  - Review I.C.C. meeting agendas and minutes prior to each I.C.C. meeting and notify the I.C.C. chair of any corrections.
  - Vote on any official I.C.C. business (ex. approval of chartering of new clubs, I.C.C. constitution revisions, club probationary status, approval of I.C.C. minutes, etc.)
  - Make a clear and accurate report at each I.C.C. meeting of what is going on with their club.
  - What to include in I.C.C. Rep. report:

- Date, time, location of club meetings
- Upcoming club events
- Deadlines
- Any assistance that is needed from the I.C.C. and/or other clubs
- Contact information
- Club updates

## **Section 5**

Should a vacancy occur, it shall be filled temporarily by the current officers until a special election is held at the meeting following the vacancy. If there are no candidates to fill the vacancy, an officer can be appointed to the vacant position. Officers can also decide to split the responsibilities amongst themselves.

## **Article IV - Advisors**

### **Section 1**

In order to be a recognized and chartered club on campus, and therefore be able to apply for Associated Student Government funds, it is necessary to have a College of the Canyons full-time employee (faculty, staff, or administrator) as a club advisor.

### **Section 2**

The length of term for the advisor (who must be available for all official club meetings occurring during the Fall and Spring semesters) will span **from the first day of the Fall Term to the last day of the Spring Term each academic year.**

### **Section 3**

These are the expectations for the advisors (as outlined in the Advisor Agreement Form).

1. Serve as the official representative of the College and liaison with the Office of Campus Life and Student Engagement.
2. Work closely with the club to ensure a cooperative relationship between the advisor and club members.
3. Be present at all official club meetings and off-campus events.
  - a. Club meetings
  - b. Club activities with a guest speaker
  - c. Large-scale campus events
  - d. Off-campus group excursions for the entire duration until the function is completed

- i. In the event they are unable to attend, they shall be responsible for arranging for a substitute from the COC faculty, staff, or administrator and for notifying the Campus Life and Student Engagement Student Services Coordinator.
4. Be accessible and check in on club events that are taking place on campus.
5. Monitor content posted on all official club websites and social media platforms.
6. Advise students of the policies and procedures that they must follow as a club.
7. Help each officer of the organization to understand their duties.
8. Ensure the continuity of the organization is preserved through constitutions, minutes, and traditions.
9. Help students to understand and apply democratic principles within the organization and in working with others.
10. Ensure that all reasonable steps are taken to protect the safety and welfare of all club members during club meetings and activities.
11. Club advisors, as well as student club officers, are responsible for ensuring that funds are properly collected, deposited, and accounted for.
12. Sign all check requisitions for the club and ensure that: The club president or treasurer also signs the form, make sure the expenditure is appropriate within all existing policies and club approval, supporting evidence (original receipts or invoices and club minutes) is attached and the club minutes reflect approval of the funds request.
13. Assist club members in completing necessary paperwork (i.e. Facility Request Form, Membership Roster, Clubs Information Form, etc.).
14. Ensure that the club designates an Inter Club Council (ICC) Representative to attend the ICC meetings.
15. Notify the Office of Campus Life and Student Engagement if they no longer wish to serve as an advisor for a club.

#### **Section 4**

If a vacancy occurs, the club will hold discussions on finding another faculty member to serve as an acting advisor. The club will hold a mandatory discussion regarding changes to the advisor(s) if they are deemed to be unfit or unable to attend meetings in the meeting immediately following the vacancy.

Members of the club can make recommendations on advisors any time, but formal review of the advisors will be conducted at the end of the Spring term, every year.

#### **Section 5**

Volunteers from outside of the College of the Canyons agree to all expectations listed in Article IV, Section 3. In addition, they agree to:

1. Adhering to all policies and procedures of the College.
2. Registering with the Volunteer Bureau
3. Acknowledging that their presence at club meetings does not replace the requirement for the COC faculty/staff to be present at club meetings.

## Article V – Elections

### Section 1

Elections will begin after the first meeting of the Fall semester.

### Section 2

Explain your election procedures and method of nomination.

- A. Up until the first meeting of the Fall term, members can fill out a form to either:
  - a. Volunteer to run for an officer position.
  - b. Nominate someone else for an officer position.
- B. Polling will be conducted online and anonymously through Google Forms. Each active member receives one vote per position being decided and may only vote once. Active members must vote in elections by the next meeting after the polling is issued.
- C. The winner will be the person with the majority of the vote (50% of all votes counted + 1).
- D. Special election procedures
  - a. Special elections will follow the same procedure as regular elections, but can be held at any time in the event of a vacancy. Active members must vote in the special election by the next meeting after the polling is issued.

### Section 3

In case of a tie in the polls, a runoff election will occur, and the candidate with the majority vote will be selected. If a majority is unable to be reached with this runoff election, officers will select a candidate themselves.

### Section 4

A petition of 3/4 of the total number of members shall be the cause for a recall election. The offense must be in writing and submitted by a member. A recall election shall be held at the next regular business meeting after the presentation of the recall petition and shall be conducted as a special election. The recall will require a favorable vote of two-thirds of the total voting membership.

## Article VI – Meetings/Events

### **Section 1**

The time, date, and place of regular meetings will be decided by all club members present during the first club meeting. These may be changed by active members as the term progresses.

### **Section 2**

**Club meetings will occur weekly** at the meeting place designated during the first club meeting.

### **Section 3**

Special meetings may be called with more than a 24-hour notice by the Club President and/or Club Advisors. Members will be notified of special meetings primarily through the club's email and/or a chat messaging app such as Discord or GroupMe.

### **Section 4**

Quorum for regular and special meetings shall be 75% of the average attendance among active members.

### **Section 5**

Rules for this organization shall be Robert's Rules of Order, Revised Ed.

Social events are non-mandatory gatherings for anyone interested, including non-members. They will involve activities of the club's choice. These events are open to nonmembers, as well.

Any discussions regarding programming projects should ideally be discussed outside of social events.

Club matters will only be discussed during official club meetings.

### **Section 6**

In accordance with the Brown Act, official club business may not be discussed outside of club meetings (i.e. club socials, get-togethers, club activities, etc.)

## Article VII - Finances

### Section 1

The fiscal/operating year will run from July 1 - June 30

### Section 2

There are no dues.

### Section 3

There will be ONE budget for the entire club, meaning teams will NOT have their own budget and share funds with the rest of the club.

The club may use funds for:

- Field Trips
- Food and Drinks for events and meetings
- Guest Speaker Conferences
- Educational Workshops
- Career Fairs and Networking Events
- Hosting Services for:
  - Code Repositories (e.g. GitHub)
  - Website Domains
  - Cloud Computing (e.g. Amazon Web Services, Google Cloud)
  - Back-End Server Infrastructure
  - Database Infrastructure

## Article VIII - Committees

### Section 1

Programming Teams:

- **Web Development Team (Web Dev Team)**
- **App Development Team**
- **Competitive Coding Team**
- **AI Team**



## **Section 2**

Teams devoted to subfields of programming must have at least five members willing to run their projects. Club officers and advisors will evaluate interest within the club to determine approval for starting these teams.

The club constitution may be revised to officially declare the team if approved. Then, Team Leads will be selected through an application process and evaluated by club officers and advisors. If the numbers allow it, a Team Co-Lead can also be assigned.

A team declared on the club constitution may or may not be active. Thus, they may be subject to removal from the constitution if there isn't enough interest within the club to run them.

## **Section 3**

Each team must hold themselves accountable for meeting project deadlines on time. At each club meeting, they must report to club officers and/or advisors on the progress they have made on their projects.

Teams may request funding for the hosting of their projects.

## **Article IX - Amendments**

### **Section 1**

Proposed constitutional amendments or changes shall be presented to the organization in writing at least one meeting before it may be voted on.

### **Section 2**

Approval by 2/3 of the voting members present at a regular meeting shall pass a proposed change. The change shall be implemented immediately unless otherwise stipulated in the amendment.

### **Section 3**

A copy of any alteration to this document must be filed with Campus Life & Student Engagement office.

## **Article X – Ratification and Enactment**

### **Section 1**

This constitution shall become the official governing document of the organization, upon ratification by a (2/3 or 3/4, choose one) vote of the membership, and approval and acceptance by Campus Life & Student Engagement office, the Inter-Club Council, and the Associated Student Government.

**The following individuals have reviewed the club constitution: (*Must be included*)**  
*It is recommended that all club officers and club advisors are included in this section. It is REQUIRED for at least one club officer and one club advisor to be included in this last section.*

**Officers:** Ashley Kazar, David Kayne, Zach Bar, Vedant Patel, Ed Taguba

**Advisor(s):** Urvashi Juneja

**Signature:**

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Urvashi Juneja (Apr 21, 2023 07:28 PDT)

**Date:** 4/21/2023