

Cabrillo College
Seahawk Metal Arts Club
(SMAC)
Constitution and Bylaws

Article I

Name of Student Organization
Seahawk Metal Arts Club (SMAC)

Article II

Purpose of the Student Organization

To facilitate opportunities for students to learn from experienced artists in the field, to provide a student-led structure for visiting artists and leaders in the metal arts to present lectures, demonstrations and workshops, to familiarize Cabrillo students and the broader community with the ancient and contemporary art of metal working.

Article III

Membership

Membership shall consist of two categories:

Voting Member

Any Associated Student *College Club Cabrillo College* (ASCC) cardholder who carries a minimum of ½ unit is eligible to join this club and shall be considered a Voting member.

Non-Voting Member

Any dues-paying alumnus of the Small Scale Metal Arts and Jewelry Department may be a member. Alumni may not vote nor serve on the Board.

Membership dues

There shall be no membership dues for currently enrolled students of Cabrillo College who carry a minimum of ½ unit in any class.

Dues for non-voting alumni shall be \$25.00 per academic year (September 1-August 31,).

Privileges and responsibilities of Alumni:

- Welcome at all meetings
- Participate in discussions and planning
- Volunteer at events
- Participate in workshops
- Mentor Students
- Assist with organizing and participating in special SMAC sponsored events and sales.

Article IV

Qualification and Election of Officers

Section 1. Club officers must be currently enrolled, have at least a 2.0 cumulative Grade Point Average (GPA), must maintain 1 unit, have a current Cabrillo ASCC card, and must not be on academic or social probation.

Section 2. Officers will be President, Vice-President/ICC Representative, Secretary, and Treasurer.

Section 3. Club elections will be held no later than the third week of the *Fall Cabrillo College* semester. The election will be done by a show of hands by club members who have attended at least two meetings in the previous six months.

Article V.

Duties of the Officers

Section 1. President

- A. Preside over all meetings
- B. Call Special meetings
- C. Carry out the provisions of the constitution
- D. Appoint committees and chairpersons
- E. Oversee all committee activities.

Section 2. Vice President/ICC Representative

- A. Assume the duties of the president in his/her absence.
- B. Perform any duties delegated by the president.
- C. Attend all Inter Club Council (ICC) meetings as the SMAC representative.
- D. Report the results of ICC meetings at club meetings.
- E. Submit requests to the ICC as directed by the club.

Section 3. Secretary

- A. Record and keep accurate minutes of all meetings.
- B. Act as correspondence clerk.
- C. Print and distribute agenda for all meetings.
- D. Archive all minutes, correspondence and club documents.

Section 4. Treasurer.

- A. Handle funds and finances for the club.
- B. Collect dues.
- C. Keep financial records.
- D. Pay bills and release funds as voted by the general membership.
- E. Make financial reports at least once a month at the meeting.

Article VI.

Executive Council

Section 1. The Executive Council will consist of the President, Vice President/ICC Representative, Secretary, Treasurer, and Club Advisor who shall meet as often as necessary.

Section 2. Duties of the Executive Council

- A. To formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership.
- B. To execute policies determined by the general membership.
- C. To govern activities of the club.
- D. To compile agenda for general meetings.

Article VII

Impeachment/Removal and Replacement of Officer and Members

Section 1. All elected officers may be subjected to impeachment and removal by a two-thirds majority vote of the total voting membership.

Section 2. Grounds for impeachment are negligence and any form of misconduct which is damaging to the club. An officer/member may be impeached/removed only under the following conditions: there must be a quorum present during impeachment/removal; two-thirds of the membership must vote; prior to impeachment/removal there must be one week's notice of intent publicized.

Section 3. Replacement of officer(s) shall be filled in the following manner: Line of succession – in absence of President, Vice-President, Secretary and Treasurer.

Article VIII

Meetings

Section 1. There must be public notice on the club boards in Sac East and the Cafeteria *and VAPA 3001* at least three (3) school days in advance.

Section 2. There must be a meeting at least once a month during the academic year, held at Cabrillo.

Section 3. There must be a quorum (a quorum is seven voting members, three of whom must be members of the Executive Council) present in order to take care of financial transactions or any other business requiring a vote.

Section 4. The club secretary must keep minutes of all financial actions and other business where a vote is taken.

Section 5. The treasurer will need to make a written and oral report at least once a month at the meeting.

Article IX

Committees

Section 1. The standing committees of this club shall be appointed as necessary.

Article X

Advisor

Section 1. The role of the advisor is to:

- A. Be a voting member of the Executive Committee.
- B. Serve as the official staff representative of the college.

- C. Work closely with the club to ensure a cooperative relationship between the advisor and the club membership.
- D. Help each officer of the organization understand his or her duties.
- E. Give particular attention to the financial activities of the group in order to prevent incurring of organizational debts for succeeding members to pay.
- F. Help students to understand and apply democratic principles within their own organizations, and in working with others.
- G. Be present for all official club/organization meetings and activities (business and social) and ~~to~~ advise students of the policies and procedures which they must follow as a club/organization.
- H. Be familiar with the ICC Bylaws, ICC Financial Code and club financial process.
- I. Ensure that all reasonable steps are taken to insure the safety, and welfare of club members.
- J. Ensure that appropriate college policies are upheld.
- K. To sign all club/organization requisitions for the club/organizations, and to make sure that (1) their student treasurer and/or president signs it and (2) that the expenditure is correct within all existing policies.

Article XII

Right to Act

Section 1. Any club officer, club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

Article XIII.

Amendments to Constitution

Section 1. Any amendment change requires a two-thirds vote at a general meeting. ~~Copies distributed to all clubs, ICC officers, Secretary and Student Activities Coordinator.~~

Article XIV

Priority Registration for SMAC workshops and events

Priority registration in Seahawk Metal Arts Club workshops and events will be given to actively participating club members. Active participation is being defined as meeting attendance, volunteerism, governing service and event coordinating. [adopted October 8, 2014].

10/17/2014