

# Shutterbugs Photography Club

## CONSTITUTION

### ARTICLE I      **Shutterbugs**

The name of this student organization shall be: Shutterbugs Photography Club

### ARTICLE II      **PURPOSE OF THE STUDENT ORGANIZATION**

The purpose of our student organization is to gather around the medium of Photography... teaching & enlarging each other by sharing what we have learned and discussing what we aspire to understand about Photography. We know that photography is a broad medium; therefore, we encourage people from a multiplicity of mediums to join and contribute. Working collaboratively to gain an adept understanding of the art we love!

### ARTICLE III      **MEMBERSHIP**

Membership is open to all Cabrillo students who have a valid (with a current sticker) SAC (Student Activity Card).

## BYLAWS

### ARTICLE I      **QUALIFICATION AND ELECTION OF OFFICERS**

- Section 1. Club officers must have at least a 2.0 cumulative Grade Point Average (GPA).
- Section 2. Officers will be President, Vice-President, ICC Representative, ICC Alternate, Secretary, and Treasurer. Club elections will be held no later than the 6<sup>th</sup> week of semester.
- Section 3. The election will be done by either secret ballot or by a "hands-up" method with the club adviser present.
- Section 4. The method of voting shall be determined by all prospective club members present with a simple majority of a "hand-up."

## **ARTICLE II MEETINGS**

**Section 1** The president shall chair all meetings. In the absence of the president, the order for the responsibility of chairing meetings shall be as follows:

Vice President

ICC Representative

ICC Representative Alternate

Treasurer

Secretary

**Section 2** Quorum

A. Quorum defines the number of members that must be present to conduct business/official meetings (e.g. approval to expend funds).

B. A quorum shall consist of at least 3 Club Officers and 3 club members OR all 6 club officers. In addition, one adviser must be present at all meetings. This means that a total of at least 7 must be present

**Section 3** Voting

A. All club members present have one vote.

B. Club Advisors may not vote.

C. Action items shall pass with the simple majority of those present at the meeting once quorum has been established.

**Section 4** Frequency and Location of Meetings

There must be a meeting at least once a month held anywhere in the Cabrillo College District.

## **ARTICLE III DUTIES OF THE OFFICERS**

**Section 1. President**

A. Preside over all meetings.

B. Prepare agendas that include the following:

a. Location of meeting

b. Starting and ending time of meeting

c. A section for "action" items.

d. A section for "information"

- e. A section for ICC report
- C. Send out agenda one day before the meeting.
- D. Carry out the provisions of the constitution.
- E. Oversee all club activities.
- F. Set an example of high standards of ethics and professional behavior.

**Section 2. Vice President**

- A. Assume the duties of the president in his/her absence.
- B. Perform any duties delegated by the president.
- C. Assist other executive board members to support them in the accomplishment of their duties.
- D. Be responsible for the club's website and ensure that it is current.
- E. Post club meeting agendas at least 24 hours in advance.

**Section 3. Secretary**

- A. Record and keep accurate minutes of all meetings
  - a. Action items must include who moved, who seconded the motion and the final number of yes and no votes.
  - b. Record attendance for each club officer and adviser present, indicate names.
  - c. Record the number of other members present who are not club officers (names in the minutes are optional).
- B. Act as correspondence clerk.
- C. Print and distribute minutes for all meetings.

**Section 4. Treasurer**

- A. Handle funds and finances for club.
- B. Keep financial records and collect dues (if applicable).
- C. Prepare deposit slips and deposit revenues to the College Bank.
- D. Prepare and process Purchase Requisitions to pay bills as approved by action items on the club minutes.
- E. Make financial reports at least once a month at the meeting.

**Section 5. ICC Representative**

- A. Attend all ICC meetings
- B. Report club activities to the ICC
- C. Report ICC business/information back to the club on a regular basis.
- D. Request funding on behalf of the club represented

- a. Complete RFF (Request For Funding form)
- b. Request agenda item to be on the ICC
- c. When funds are approved, complete a Purchase Requisition for payment or transfer of funds to the club.

Section 6 ICC Representative Alternate

- A. Assume the duties of the ICC Rep, in his/her absence.
- B. Attend at least 3 ICC meetings throughout each semester.

Section 7 CLUB OFFICERS - Collective Duties

- A. To formulate policies of the club. These policies are subject to approval of the general membership by a simple majority.
- B. To execute policies approved by the general membership.
- C. To coordinate activities of the club.

**ARTICLE IV**

**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 membership present.

Section 2. Grounds for impeachment and removal from office are:  
A. negligence of club duties;  
B. any act of prohibited conduct as referenced in the Student Rights and Responsibilities Handbook (AP 5500);  
C. a two-thirds vote of the membership present is required;  
D. prior to impeachment/removal action, there must be one week's notice of intent listed on the agenda and given to the officer/club member in question.

**ARTICLE V**

**COMMITTEES**

Section 1. The standing committees of this club shall be appointed as necessary  
(This article is optional, delete if not applicable to your club.)

**ARTICLE VI**

**ADVISOR**

Section 1. The role of the advisor is to:  
A. Serve as the official staff representative of the college.  
B. Work closely with the club to insure a cooperative relationship between the advisor, and the club membership.

- C. Help each officer of the organization understand their duties.
- D. Give particular attention to the financial activities of the group order to prevent the incurring of organizational debts for succeeding members to pay.
- E. Help students to understand and apply democratic principles within their own organizations, and in working with others.
- F. 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.
- G. Be familiar with the ICC Bylaws and club financial process.
- H. Take all reasonable steps to ensure the safety and welfare of club members.
- I. Ensure that appropriate college policies are upheld.
- J. Sign all club purchase requisitions and make sure that
  - a. the treasurer or president signs
  - b. the expenditure is correct within all existing policies.
- K. Facilitate conflict resolution among club members.

## **ARTICLE VII**

### **CLUB RESPONSIBILITIES**

- Section 1. This club accepts full financial responsibility for all activities that bear its name as AN official sponsor
- Section 2 The club will adhere to college regulations.
- Section 3 All publicity for an event must:
  - A. bear the name of the sponsoring club.
  - B. Include club representative and adviser name and phone number on flyers, emails and online postings (not required for banners)

## **ARTICLE VIII**

### **RIGHT TO ACT ON BEHALF OF A CABRILLO COLLEGE CLUB**

- Section 1. All club members, including officers, before making any expenditures or advertisements for any events, must have approval, as indicated in the club minutes.

## **ARTICLE IX**

### **AMENDMENTS TO CONSTITUTION & BYLAWS**

- Section 1. Amendments to this CONSTITUTION & BYLAWS requires a 2/3 vote at an official meeting that document quorum with an adviser present.

**BOLDED ITEMS ARE REQUIRED LANGAUGE - NON-BOLDED ITEMS SHOULD  
BE ADAPTED TO APPROPRIATE TO YOUR CLUB**