San Diego Mesa College Computer Science Club Constitution

Article I.   Identification & Purpose

Section 1. Name.

The name of this organization shall be the San Diego Mesa Computer Science Club, abbreviated Mesa CS Club, or Mesa CSC.

Section 2. Purpose.

The purpose of the Mesa Computer Science Club shall be:

1. To provide and foster a friendly community that promotes social and professional growth as well as knowledge pertaining to Computer Science;
2. To form a community among local alumni and current San Diego Mesa College students interested in Computer Science through social functions such as Video Game Tournaments and Movie Nights; and
3. To provide learning experiences relevant to Computer Science not found inside a classroom.

Article II.   Membership Qualifications

The membership shall consist of those who meet the following criteria:

1. Be a current student at San Diego Mesa College
2. Be signed up for the club mailing list
3. Signed up on the official Club Roster

Active membership is granted each semester based on the following criteria in addition to the criteria listed above:

1. Regular participation in club meetings, events, and activities.
   a. Regular participation is defined as attending at least one meeting and one event.

Members meeting the criteria below will hold voting rights:

1. All members holding active status may vote within the club

Article III. Officers

The Mesa Computer Science Club shall have a President, two Vice Presidents, Secretary, Treasurer, Events Chair, Director of Outreach, Webmaster and two ICC Representatives.

Section 1. Officer Eligibility

Officer eligibility for the Mesa Computer Science Club is as follows:

1. President - Must hold active membership for both the fall and spring semester.
2. Vice President - Must hold active membership for both the fall and spring semester.
3. All other officer positions - Must hold active membership for at least one semester.

Section 2. Duties of Officers

1. Duties and responsibilities of the President:
   a. Be the chief executive of the Mesa Computer Science Club
   b. Preside over all General and Executive Council meetings of the Mesa Computer Science Club.
   c. Represent the Mesa Computer Science Club at all official functions or appoint a designee to do so.
   d. Lead the other officers and help them successfully fulfill their duties and responsibilities pertaining to the Mesa Computer Science Club.
   e. Uphold and ensure this Constitution and the laws of the student body are faithfully carried out.
   f. Conduct elections and ensure the succession of officer positions.

      g.   Perform any administrative power or duty not mentioned in this Constitution so long as there is a 2/3 majority agreement amongst the other officers and the Club Faculty Advisor.

2. Duties and responsibilities of the Vice President:
   a. Exercise presidential duties and responsibilities in the absence of the President.
   b. Assume Presidential office upon vacancy of the position of the President.
   c. Serve as a point of contact for all people and organizations external to San Diego Mesa College including:
      i. Clubs outside of San Diego Mesa College
      ii. Companies and other sponsors
      iii. Other external organizations
   d. Serve as a point of contact for all people and organizations internal to San Diego Mesa College including:
      i. San Diego Mesa College faculty and staff
      ii. Other San Diego Mesa clubs
      iii. San Diego Mesa College Administrators

3. Duties and responsibilities of the Secretary:
   a. Record all minutes of General and Executive Council meetings.
   b. Organize all agendas for General and Executive Council meetings.
   c. Create and maintain monthly reports to send to the ICC each semester.
   d. Organize and maintain the San Diego Mesa Computer Science Club official email:
      i. Send out agendas before each General meeting to all club members
      ii. Send out minutes and meeting recap after General meetings to all club members.
   e. Help coordinate club publicity (maintaining flyers, posters, social media etc) in the absence of Director of Outreach.

    f.   Maintain all official Club social media accounts with the help of the rest of the Executive Council when needed.

4. Duties and responsibilities of the Treasurer:

    a.   Accurately collect, track, and maintain all San Diego Mesa Computer Science Club accounts (expenses and receipts)

    b.   Report status of club funds at every General meeting

    c.   Research potential fundraising activities

    d.   Ensure that San Diego Computer Science Club efficiently utilizes financial resources to carry out its activities.

5. Duties and responsibilities of the Events Chair:

    a.   Organize and plan events with the help of the rest of the Executive Council to foster community and outreach as well as camaraderie among the Club members. Examples include:

        i.   Video Game Tournaments

        ii.   Movie Nights

        iii.   Semester Socials

    b.   Organize technical events that advance and expand skills relevant to Computer Science and professional development, e.g.:

        i.   Algorithm Competitions

        ii.   Resume Feedback

        iii.   Mock Interviews

    c.   Promote events on social media through collaboration with the Secretary.

    d.   Serve as a liaison for San Diego Mesa College club activities and the San Diego Mesa Computer Science Club.

6. Duties and responsibilities of the ICC Representative:

    a.   Represent the San Diego Mesa Computer Science Club at all Inter-Club Council meetings.

      b. Keep a record of information received from ICC meetings and report back to Executive Council and General meetings.

7. Duties and responsibilities of the WebMaster:

      a. Generate, maintain, and manage Electronic mail accounts

      b. Implement an rss feed of the club meeting minutes

      c. Implement a Workshop Proposal form

          i. Name, SLO's (Student Learning Outcomes), duration

      d. Fix errors on website

      e. Update website to stay current with Web Development best practices

      f. Manage the Web Development committee with input from the csc officers

          i. Through open survey / polling create one web facing projects that positively impact Mesa and another which positively impacts the community.

The Executive Council shall consist of the President, Vice-President, Treasurer, Secretary, Events Chair, and ICC Representative(s), and will assume leadership of the San Diego Mesa Computer Science Club for one full academic year.

Article IV. Subsidiary Officers

Section 1. Subsidiary Officer Duties

Subsidiary officers duties for the Mesa Computer Science Club is as follows:

1. MesaHacks Chair

      a. Organize and lead MesaHacks.

      b. Work with Director of Fundraising and Director of Outreach to coordinate sponsorship for MesaHacks.

      c. Assemble and oversee the MesaHacks committee.

      d. Compile feedback for the next MesaHacks.

      e. Delegate tasks and create subcommittees as needed.

2. Web Development Chair

   a. Actively maintain club website.

   b. Create teams and designate teams to carry out projects.

   c. Oversee committee progress.

   d. Appoint the succeeding Web Development Chair.

Article V. Elections

Section 1. General Elections

The San Diego Mesa Computer Science Club shall hold general elections to elect new officers. The general elections shall take place annually at the end of the Spring semester.

1. All active club members in attendance will take part in the General Elections.
2. Election votes will be counted by the Club Advisor.
3. Elections must take place over the duration of one General meeting.
4. In the event of a tie, the winning candidate will be determined by one round of rock, paper, scissors.
5. No student shall hold the same office on the Executive council for more than two terms.
6. A majority vote is necessary to be elected into a position.

Section 2. Removal of Officers

In the event in which an officer needs to be removed from office, the following procedure must occur before proceeding with impeachment:

1. A current officer or a current advisor of the club must be the one to propose impeachment.
2. The impeachment proposal must be made at an officer meeting.
3. The proposal must be approved by at least 3 additional officers in order to continue the impeachment process.
4. Once the impeachment proposal has been made, all officers in attendance must vote on the officer-in-question's removal from office. Abstaining is prohibited.

5. Impeachment will be successful following a majority vote.

6. The ex-officer must forfeit all club accounts and assets to the remaining club officers once impeached.

7. The ex-officer may not run for any additional position within the club for one school-year.

Section 3. Candidate Eligibility

1. Please reference Article III, Section 1.

Section 4. Voter Eligibility

1. Only active members of the San Diego Mesa Computer Science Club, as stated in Article II of the Constitution, are eligible to vote in Club elections.

Section 5. Emergency Elections

1. Emergency elections can be held at any scheduled General meeting should an officer vacancy arise. The President, with the approval of the Club Advisor, shall appoint club members to fill vacancies until elections can be held.

Article VI. Committees:

Section 1. Committee Formation

A. Members interested in forming a committee may approach the Executive Council to have their proposal placed onto the Executive Council's next meeting agenda to be voted on.

    a. A ⅔ majority vote of the Executive Council is required to have a committee proposal formally approved and initiated.

    b. Committee proposals must show benefit to the current state of the club.

Article VII. Club Advisors and Role

1. There will be at least one full-time faculty advisor as required in Manual 3200 of the San Diego Community College District.
2. The advisor will serve as a role model, facilitator, and a resource for campus procedures, policies, and business processes.
3. The advisor shall have no direct authority over the Club officers or members.

Article VIII. Constitution Amendments

Section 1. Amendment Procedure

1. An amendment to this Constitution may be proposed by any active club member(s).
2. All amendment proposals must first be unanimously approved by the Executive Council.
3. Once the amendment has been approved by the Executive Council, voting on the addition of the amendment may take place.
   a. Eligible voters are as stated in Article IV, Section 3.
   b. At least ¾ of active club members must be present to hold a vote.
   c. The voting must occur on a specific date announced to the Club at least two weeks prior.
   d. A ⅔ majority vote will finalize the addition of the amendment to the Constitution.

Article IX. Ratification

This Constitution will go into effect as of [...]

Revisions to the constitution may take place every year at the end of the academic school year. All revisions must be unanimously approved by the Executive Council.

All members of the Executive Council must sign and date their names to declare their commitment to the upholding of this Constitution and the San Diego Mesa Computer Science Club.

Article X. General Policies

Section 1. Non-discrimination Policy

This organization shall not discriminate against individuals on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, ancestry, age, disability, or veteran status.

Section 2. Anti-Hazing Policy

This organization shall not engage in any form of hazing, as defined by the Code of Student Conduct and any other applicable Rice University rules and regulations.

Section 3. Purchase Policy

Any purchases using club funds in excess of $100 must be acknowledged and jointly approved by both the Treasurer and the President. Purchases below this limit are allowed at the Treasurer's discretion.

Signed on By:
9/1/2017

| Preston Reed | President | Constitution |

| Devon Rojas | Vice President | Constitution |

| Marehan Waly | Vice President | Constitution |

| Will Allen | Secretary | Constitution |

| Katherine Solchaga | Events Chair | Constitution |