*The Computer Science and Computer Engineering Club, being an organization for and belonging to the students of San Bernardino Valley College, instituted with the purpose of encouraging interest in the art and science of computer engineering, and supporting the mission of its mother college by providing quality education to that end, hereafter and henceforth shall survive according to the rules and regulations set forth in this document, and ratified by its officers.*

**Section 1: Requirements for Membership**

Any person who wishes to hold membership in the club must meet each of the following qualifications, and maintain them throughout the semester during which he or she is a member: First, each member must be at least a part-time student at San Bernardino Valley College; Second, each member must provide their school e-mail address to the club for contact purposes and verification of college enrolment; Third, each member must join the club's Google Group, for purposes of contact and information distribution; Fourth, each member must at all times maintain a demeanour which will not reflect poorly upon the club.

Membership does not transfer from semester to semester; at the beginning of each semester, those persons who wish to become members shall, if they meet all of the above qualifications, be added to the roster. Students maintain their membership status past the end of each semester, until the beginning of the next semester.

The club shall keep all received contact information confidential, and use it for club-related purposes only.

**Section 2: Disciplinary Action**

If any member of the club is found to be acting in a manner inimical to the well-being of the club, according to the opinion of any officer, the member shall receive an official warning from that officer, with the witness of another officer, which warning shall be recorded and placed in the club records for the duration of the semester in which it is received. Any member who has a warning on file, and who continues to violate these qualifications, may be expunged from the roster following a majority vote among officers. An official warning may be expunged from club records at any time by a majority vote of club officers.

**Section 3: Officer Qualifications and Appointments**

There are five officer positions recognized and maintained by the club: those of President, Vice President, Secretary, Treasurer, and Inter-Club Council (ICC) Representative. According to San Bernardino Valley College regulations, each of these positions must be filled, and each by a different person, in order for the club to operate. In addition, according to these regulations, the club must have at least one Club Advisor, who is a member of the faculty, and who must be in attendance during all club meetings.

Officers are subject to the following qualifications: First, the officer must be a full-time student at San Bernardino Valley College; Second, the officer must attend all club meetings, allowing for a leeway of three (3) unexcused absences per semester; Third, the officer must uphold all rules and procedures documented herein; Fourth, the officer must have completed CS-110 or its equivalent, or be attending the class during the semester he holds an officer position; Fifth, the officer must follow all local, state, and federal laws; Sixth, the officer must meet the requirements for membership in the club, as documented herein; Seventh, the officer must be made aware of the official San Bernardino Valley College club documentation; Eighth, the officer must meet all other relevant requirements imposed by San Bernardino Valley College.

Furthermore, the President and Vice-President must have completed a registration session with the Office of Student Life at San Bernardino Valley College and undergone the appropriate examination, pursuant to the applicable regulations maintained by the college.

Officers shall be appointed at the beginning of each semester by common consent among existing officers and the Club Advisor(s). Officer positions shall be carried over from the previous semester until such time as the officer is no longer eligible for the position, or until he or she resigns or is otherwise divorced from his position. Open positions shall be filled by nomination amongst the membership, subject to common consent among extant officers.

**Section 4: Roles of Officers**

The President shall preside over all official club meetings and keep order therein, obtain all required forms, and maintain the good standing of the club.

The Vice President shall assist the President in his duties, attend all club functions, maintain the club website, and act in lieu of any officer should they fail to be present.

The Secretary shall conduct all meetings and take the minutes thereof, draft all documents, fill out all required forms, and maintain club records.

The Treasurer shall take responsibility for the club’s liquid funds and property, and be in attendance for all fundraising events at which the club has an official presence.

The ICC Representative shall represent the club before the ICC, report to the club any relevant information from the ICC, and act as an ambassador to other clubs.

These roles may, by common consent of club officers, be modified according to the abilities of the individual members, and as circumstance may dictate.

**Section 5: Impeachment of Officers**

If any officer is found to be acting in a manner inimical to the well-being of the club, by agreement of any of the following: 1) The President and one other officer, 2) the President and a Club Advisor, or 3) a majority of officers, that officer shall be removed from office at the next official club or officer meeting. The open position shall be filled according to the procedure documented above.

A majority of Club Advisors, working in congress, may veto an officer's removal, but their explicit consent shall not be required to impeach any officer.

**Section 6: Frequency of Meetings**

Club meetings shall be held weekly, as allowed for, at a time and date to be determined at the beginning of each semester. The schedule of meetings shall be maintained on the club website. The club website shall be maintained at the following URL: <https://sites.google.com/site/cscesbvc/>.

Officers shall hold officer meetings at least once every two weeks. Each meeting shall be scheduled at the end of the previous meeting.

**Section 7: Quorum**

No decision may be made in any official club meeting which extends in force beyond the end of that meeting, unless there be at least four officers present.

**Section 8: Amendment Process**

Amendments to this constitution may be proposed by any member in good standing of the club, i.e. any member who does not have a warning on file. The process of approval shall be as follows: First, a proposal shall be drawn up, in which is clearly stated the nature of the amendment, which amendment must comply with all regulations of San Bernardino Valley College, all regulations of the ICC, and all local, state, and federal laws; Second, the proposal shall be reviewed at an officer meeting; Third, the proposal shall be signed by any four of the five officers and the Club Advisor, these signatures demonstrating that those have read and understood the proposal, and not necessarily that they agree with or approve of it; Fourth, the proposal shall be presented to the club at a club meeting; Fifth, the proposal shall receive a three-fourths majority vote from the club members in attendance and a four-fifths majority vote from the officers, all five of whom must be in attendance. Following this process the proposal shall be considered ratified, and the constitution amended. The amendment shall take effect two weeks from the date of ratification, during which period the amended Constitution shall gain the signatures of all officers and at least one Club Advisor.

At any point prior to ratification, a Club Advisor may veto the proposal in question, after which point the process of ratification may not continue, nor may the proposal be resubmitted for consideration until a period of four weeks has passed. A member who repeatedly proposes frivolous amendments may be subject to disciplinary action as described in Section 2 of this document.

**Section 9: Ratification**

This constitution shall be presented at the first club meeting of each semester, and ratified by a unanimous vote of officers and the approval of a Club Advisor. The Club Advisor and each of the officers shall sign the document to indicate their approval. The rules and regulations herein shall take effect immediately upon its ratification.

**Section 10: Signatures**

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