Article I. Name of Club

**Section 1.01**

The name of this club shall be the Computer Science and Engineering Club.

Article II. Purpose of Club

**Section 2.01**

The purpose of this organization shall be to provide students with experiences and knowledge that extend beyond the scope of computer science classes.

**Article III. Membership**

**Section 3.01**

Any Foothill College Student with a current OwlCard (Student ID) is eligible to join the club meetings. A voting member is someone who has already attended two meetings in the last 4 weeks before the meeting at which voting takes place.

**Article IV. Qualification and Election of Officers**

**Section 4.01**

The president must have a minimum of a 2.0 cumulative Grade Point Average (GPA). Any higher GPA or minimum unit requirement is determined by the club in the constitution. The Office of Student Activities shall check the President’s eligibility to hold a major office via the Club Officers Contact Information Form through OBD.

**Section 4.02**

Officers are President, OBD representative, Vice President, Secretary, Treasurer, two VP of Projects, VP of Workshops, VP of Social Media and Activities, and VP of Industry Outreach. Other positions may be created by the president to lead subdivisions of the club.

**Section 4.03**

Elections shall be held on the sixth, seventh, or eighth week of the previous quarter, and all officers must obtain a simple majority in order to hold that position. If nobody gains the most votes, another vote shall be held among all candidates who who tied in the vote. If, again, no candidate receives the most votes, then the position will remain vacant and the president will assume control of that position until another election is held. An election for a vacant position may be held at any other club meeting.

Article V. Duties of the Officers

**Section 5.01 President**

(a) Preside over all meetings.

(b) Call special meetings.

(c) Carry out the provisions of the constitution.

(d) Appoint committees and chairs.

(e) Oversee all committee activities.

(f) Execute the policies and procedures determined by the group.

(g) Take control of all vacant positions and execute the duties of officers who are unwilling or unable

**Section 5.02 OBD Representative**

(a) Attend and vote at all OBD meetings: Tuesdays at 1 p.m.

(b) Prepare and submit all paperwork to OBD by Mondays 1 p.m.

(c) Report results of OBD meetings to the club as the public information officer for the other club.

(d) Facilitate the maintenance of records of all OBD minutes, announcements and petitions.

**Section 5.03 Vice President**

(a) Assume the duties of the president in case of an absence.

(b) Perform duties delegated by the president.

(c) Manage all Vice Presidents, Secretary, and Treasurer.

**Section 5.04 Secretary**

(a) Keep and distribute accurate minutes and agendas of all official meetings.

(b) Act as a correspondence clerk.

**Section 5.05 Treasurer**

(a) Handle funds and finances for club.

(b) Work as the signatory on club account with the Office of Student Accounts.

(c) Keep financial records and collect dues.

(d) Pay bills and release funds as voted by the general membership.

(e) Make financial reports when called upon to do so.

**Section 5.06 VP of Projects**

(a) Lead current and future projects and their participants.

(b) Encourage all members to participate in at least one project per quarter.

(c) Ensure all participants of a project are interested in and enjoy the project.

(d) Ensure materials and needs for all projects are fulfilled.

(e) Initiate new projects that challenge and cater to the interests of beginner and advanced members.

**Section 5.07 VP of Workshops**

(a) Present workshops.

(b) Encourage members to plan and present their own workshops.

(c) Ensure workshops presented are interactive and interesting.

**Section 5.08 VP of Social Media and Activities**

(a) Maintain club's online presence on, but not limited to, Facebook Page, Forum, Website, Twitter account, and Orgsync profile.

(b)Organize events outside of club meetings such as field trips, Club Day, volunteering, and any other events relevant for the club. Duties include coordinating rides for members.

(c) Work with VP of Industry Outreach to organize company tours.

(d) Present details and receive feedback about outside events at club meetings.

(e) Reach out to computer science classes at Foothill College to advertise the club.

**Section 5.09 VP of Industry Outreach**

(a) Arrange tours of companies.

(b) Reach out to and invite guest speakers.

(c) Organize club day with the President, Vice President, and VP of Social Media and Activities.

Article VI. Impeachment and Replacement of Officers

**Section 6.01**

An officer may only be impeached by a two-thirds vote of the membership (quorum), following a one-week notice of intent.

**Section 6.02**

A new officer will be elected and the old officer will be replaced as stipulated in the constitution.

Article VII. Faculty/Staff Advisor

**Section 7.01**

An advisor shall be a faculty or staff member of the Foothill-De Anza Community College District and be the signer on the club account.

**Section 7.02**

An official meeting is when 2/3 of the membership is present and the advisor is there overseeing the processes of the meeting.

Article VIII. Dues

**Section 8.01**

Dues, if any, are determined by the general membership.

Article IX. Meetings

OBD Handbook

**Section 9.01**

Meeting times are called by the president or decided by the general membership. A quorum, a two-thirds majority vote, is needed to carry out any legislation and to hold elections.

**Section 9.02**

A quorum is a two-thirds majority of the voting members in good standing with current dues paid. A faculty/staff advisor presence is required, also.

**Section 9.03**

Minutes & Agendas should be posted 72 hours in advance to assist in keeping the official records of the club and to notify the public of upcoming issues.

Article X. Amendments

**Section 10.01**

All amendments to the constitution must be passed by a quorum of the club.