

# **Diversity Club Constitution**

## **Article I**

Section 1: The name of the organization is the Diversity Club.

Section 2: The purpose of the Diversity Club is to promote and celebrate diversity on the Stanton Campus of Delaware Technical and Community College.

## **Article II**

Section 1: Any full-time or part-time student enrolled in classes at the Stanton campus may become a member of the Diversity Club.

Section 2: Club officers shall be elected by a majority vote of the membership no later than two weeks after the beginning of each Fall semester. Terms shall be for one school year encompassing the Fall, Spring, and Summer semesters.

Section 3: Penalties to officers not fulfilling the duties of their office will be at the discretion of the club's advisor, up to and including holding new elections to replace the officer.

## **Article III**

Section 1: The officers of the Diversity Club shall be the President, the Vice President, the Treasurer, and the Secretary

### **President**

The President shall have the right and responsibility to call and conduct meetings, to see that resolutions are enforced, to appoint committees and see that committee work is carried out. The president shall supervise and monitor special assignments of other officers and/or committees.

### **Vice President**

The Vice President shall substitute for the President within the club and collegewide, as needed, when the President is unable to attend meetings or events during which the office or the club is obliged to be represented. He or she shall succeed the President if the President is unable to continue his or her office. The Vice President shall act as chairperson of the election committee.

### **Treasurer**

The Treasurer is the officer entrusted with the custody of the Club funds. The Treasurer is required to make full financial report annually, and to make such interim reports as the Advisor or President may direct. The Treasurer will keep financial records neat and up-to-date in a ledger or spreadsheet, assist in preparing an annual statement (proposed budget), of estimated receipts and expenditures; and, protect the financial reputation of the club by seeing that its financial obligations are met promptly.

### Secretary

The Secretary shall be next in line of succession after the Treasurer. The Secretary shall record and present minutes of any meeting within four (4) school days of each meeting to the Club President and the Club Advisor, and provide copies to all students who request same.

### Duties

It is the duty of each officer to be responsible for their actions to the Club membership. In addition, no officer may be absent for more than five(5) meetings throughout their term of office, nor may they be absent from more than (2) consecutive meetings. All officers shall represent the school in an appropriate manner at all times, on and off the campus grounds.

### **Article IV**

Section 1: General Club meetings should be held at least once per month during the Fall and Spring semesters.

Section 2: The President shall have the right to call special meetings, and the secretary shall have responsibility for publicizing such meetings.

### **Article VI**

Section 1: Committees may be established and appointed by the Club President or the Advisor.

### **Article VII**

Section 1: The Student Activities Policy Manual will serve as the reference guide for the Diversity Club.

### **Article VIII**

Section 1: One half of the membership shall constitute a quorum for voting purposes.

### **Article IX**

Section 1: Amendments to this constitution must be motioned for and seconded for in a general club meeting.

Section 2: The amendment can then be presented at the following general club meeting, and voted upon if a quorum of the membership is present.

Section 3: Amendments approved by the membership are subject to approval from the Advisor and the Assistant Dean of Student Services.

Section 4: No Amendment may be made which conflicts with policies set forth in the Student Activities Policy Manual.

## **Article X**

Section 1: All monies of the club shall be kept in the individual internal College account maintained in the campus Business Office. Only the Treasurer or the Advisor may withdraw funds on behalf of the club.

## **Article XI**

Section 1: The Diversity Club shall abide by all applicable rules and regulations of Delaware Technical and Community College and under the privileges of the Student Government Association and the Office of the Student Activities Coordinator/SGA Advisor.