

Constitution of the Cuyamaca Political Science Club  
Adopted on

ARTICLE I (Name)

The name of this organization shall be the Cuyamaca Political Science Club

ARTICLE II (Purpose)

To foster an environment for students to discover and discuss their passion of politics as well as the science behind it.

ARTICLE III (Membership)

Section 1. Membership is open to any member of the student body, so long as they agree to follow the clubs rules stated in Article VII of this constitution.

ARTICLE IV (Officers)

Section 1. Executive Branch  
1) President  
2) Vice President  
3) Secretary  
4) Treasurer  
5) Communications Advisor

Section 2. Election and Duties of Officers are as follows:

(a) Elections are to be carried out at the beginning of each Fall Semester, giving each officer a full academic year to achieve their respective duties and goals.

(b) The President is responsible for producing meeting agendas, attending all events produced by the club, and to any events the club is invited to in an official capacity. As well, the President is responsible for producing two events during their term. If unable to do so, these duties can be delegated to the Vice President, except for the production of two events.

(c) The Vice President is responsible to be involved in the planning of two events during their term and attending any events produced by the club.

(d) The Secretary is hereby responsible for the keeping of all club meeting minutes as well as the scheduling of the Executive Branch for events.

(e) The Treasurer is hereby entrusted with the clubs finances and is responsible to maintain them with honesty, integrity, and transparency.

(f) The Communications Advisor is hereby responsible to maintain and produce communicative outreach in a means to bolster the clubs status, whilst promoting a positive image of the club in any and all interactions with any forms of media.

Section 3. Eligibility of officers is as follows:

(a) All executive officers must carry a minimum of six (6) units. A membership list must be filed with the Student Affairs Office. It is the responsibility of each club to update the list. Eligibility for Executive Branch is to have completed and passed at a minimum (1) Political Science class at Cuyamaca College.

Section 4. Vacancy of Office is as follows:

(a) If by any reason the President is deemed unfit to serve their office by a majority vote of the Executive Branch, or by self admittance, the Vice President shall step in to serve as acting President. A special election shall be called no later than (5) days of the acting President taking their role to decide who will fulfill the role for the remainder of the term.

(b) If for any reason any member of the Executive Branch is unable to fulfill their position, their seat shall be filled by the next highest ranking member as an acting officer. A special election shall be called no later than (5) days of the acting officer takes their role to decide who will fulfill the role for the remainder of the term.

Section 5. Tenure of Office is as follows:

(a) All officers shall hold their seats from the Fall semester they are elected until the following Fall semesters elections. Presidents may only serve two consecutive terms. Vice Presidents are eligible to serve three consecutive terms only.

#### ARTICLE V (Financial Provisions)

Section 1. (a) The club reserves the right to impose dues through a majority vote by the Executive Board. Any changes to dues will not take effect until the start of the following Spring semester.

(b) All minutes of a meeting and financial statements for events and activities must be filed with the Student Affairs office for keeping.

#### ARTICLE VI (Advisor)

Section 1. (a) The club reserves the right to initiate the changing of Advisor through a majority vote by the Executive Branch. All changing of Advisor must be discussed with the public and approved by the Dean of Student Affairs. The Advisor must be present at all registered campus activities produced by the club.

## ARTICLE VII (Activities & Rules)

- Section 1.
- (a) Student Affairs must approve all materials posted on campus or for release to the general public.
  - (b) The Cuyamaca Political Science Club is responsible for following the State Educational Code regulations including the use of intoxicants.

## ADVISOR CHECK LIST

As an Advisor I:

1. Understand the nature and objectives of the organization
2. Know the students in the organization as individuals
3. Am able to attend the meetings of the group regularly
4. Am able to attend important meetings of the club's committees
5. Foster teamwork between the members
6. Serve as a liaison between the college and the organization, interpreting, if necessary, college policy and philosophy
7. Am familiar with the college resources
8. Attend all sponsored organization activities
9. Promote professionalism within the organization
10. Encourage the active interest of the club in the entire campus program, so that it will identify itself as part of the whole campus community
11. Encourage the club to evaluate its objectives periodically to determine the degree to which they are being realized and, if such as the case, the manner in which they could be revised for the improvement of the organization
12. Encourage good record keeping
13. Encourage sound financial and business practices
14. Arrange for a financial audit at the close of the year's business
15. Review the books and materials that are returned to the Student Affairs Office at the end of the year