

FALL 2020

Future Educators Club Constitution and By-Laws

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be Future Educators Club

Section B: The purpose of this club shall be to support students pursuing a career in education. Specifically, the club's purpose is to

- Guide and help students on the path to becoming educators
- Help students make connections with organizations that would provide internships, possible work experience, and networking opportunities
- Build connections with current educators both on campus and in the community
- Support students to take advantage of other educational opportunities, such as conferences
- Educate other students about opportunities and benefits of being educators
- Strengthen educational studies here at Gavilan

ARTICLE II: MEMBERSHIP

Section A: Eligibility - Membership shall be open to *Gavilan College students with a 2.0 GPA, staff, faculty, and administrators with an interest in educational studies.*

Section B: Inclusion - Membership in this organization shall not be denied to any person on the basis of race, creed, religion, sex, political affiliation, sexual orientation, or physically handicapped.

Section C: This club will follow the procedures outlined in the constitution and by-laws of ASGC and ICC.

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a President, Vice-President, Secretary, Treasurer, and Inter-Club Council Representative.

Future Educators Club

Bylaws

ARTICLE I: Qualifications and Election of Officers

Section A: Eligibility – Officers must be *Gavilan College students who have attended club meetings*.

Section B: Election – The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

Section C: Term – The officers shall serve for one year and their term of office shall begin after the spring election.

Section D: Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

ARTICLE II: **DUTIES OF OFFICERS**

Section A: President – It shall be the duty of the President to:

- Preside at meetings
- Represent the club at events and activities
- Maintain open communication with club advisor
- Perform such other duties as ordinarily pertain to this office or as delegated
- Actively pursue recruitment of new members.

Section B: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Represent the club at events and activities
- Perform such other duties as ordinarily pertain to this office or as delegated
- Actively pursue recruitment of new members.

Section C: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club
- Actively pursue recruitment of new members.

Section D: Treasurer – It shall be the duty of the Treasurer to:

- Collect and keep record of monetary transactions involved with the club
- Keep an itemized account of all receipts and expenditures and make reports as directed
- Report at each meeting the club's account balance
- Maintain open communication with club advisor
- Represent the club at events and activities
- Perform such other duties as ordinarily pertain to this office or as delegated
- Actively pursue recruitment of new members.

Section E: The Inter-Club Council (ICC) Representative shall:

- Attend all ICC meetings.
 - Report on the discussion from ICC at the next club meeting.
 - If the ICC Representative is unable to attend, a substitute, usually another executive member will be sent chosen by the ICC representative.
 - The ICC Representative will notify the president and advisor as soon as possible if unable to attend.
- Represent the club at events and activities
- Perform such other duties as ordinarily pertain to this office or as delegated
- Actively pursue recruitment of new members.

ARTICLE III:
MEETINGS

Section A: Meetings – Regular meetings shall be held *monthly* during the regular school year.

Section B: Quorum – A quorum shall consist of *two-thirds (2/3)* of the membership.

Section C: Parliamentary Authority – Robert's Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Section D: Voting will be by secret ballot.

ARTICLE IV:
ADVISOR

Section A: Selection – there shall be a faculty/staff advisor. A co-advisor may be selected.

Section B: Duties – The responsibilities of the advisor/co-advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Student Life Coordinator.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

ARTICLE V: AMENDMENTS

Section A: Selection – these bylaws may be amended by a majority vote of the chapter membership.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least five days before the meeting.

ARTICLE VI: IMPEACHMENT / REMOVAL AND REPLACEMENT OF OFFICER AND MEMBERS

Section A. All elected officers may be subjected to impeachment and removal by a two-thirds majority vote of the membership present.

Section B. Grounds for impeachment and removal from office are:

- Negligence of club duties.
- Any act of prohibited conduct as referenced in the Student Rights and Responsibilities Handbook.
- A two-thirds vote of the membership present is required.
- Prior to impeachment/removal action, there must be a notice of intent listed on the agenda and given to the officer/club member in question.

CLUB OFFICERS

- **President** – Maximino A. Vallejo
- **Vice-President**- Anna Santillan
- **Secretary**- Jennifer Soza
- **Treasurer**- Elizabeth Osuna
- **ICC Representative**- Jennifer Jackson