

The Economics Club

Santa Monica College



Constitution

Article I - Name

The name of this student club shall be The Economics Club at Santa Monica College.

Article II - Purpose

The purpose of this club shall be to provide all Santa Monica College students with access to resources and information about economics, finances, investing, career opportunities and allow students to network and connect in a positive, professional, and ethical environment.

Article II - Authority

This club is a subsidiary organization of the Associated Students of Santa Monica College and derives its authority from Inter-Club Council, including all rules and laws which The Economics Club at Santa Monica College itself is subject to. If this Constitution is found in conflict with the Legal Code, the contradictory text herein shall be void.

Article IV – Membership

Section 1: Requirements

- A. Santa Monica College students must comprise 100% of the student club.
- B. Active Membership

Active members are those members attending 1-2 activities/meetings per month and that keep a consistent contribution to the club.

- C. Membership types:

- 1. Board Members
- 2. Volunteers
- 3. General Members

- D. Membership requirements according to membership types

Minimum attendance requirements:

- 1. Board Members: 2-3 activities per month.
- 2. Volunteer: to become part of the team of volunteers they should assist Board Members on around 2-3 activities per month
- 3. To be a General member: attending to 1 activity per month is required

*activities account for meetings, events and competitions

Section 2: Voting

Active Board Members have voting privileges as long as they do not break the Santa Monica College and Inter-Club Council rules, and as long as they keep their status.
[Refer to Section 1.B of membership]

Article V – Meetings

Authority to call meetings: All Board Members have the authority to call a meeting, as long as notice and approval are given to the other chapter leaders.

Board meetings will be held once every week, on the time that fits the majority of students' schedules.

Quorum: At least three Board Members must be present at every meeting.

Decision-making: Any decision made by a majority of the Board Members present at a meeting at which a quorum is reached shall be regarded as an official decision of the club.

Procedures for public meetings: All public meetings shall be held in an organized manner. *Robert's Rules of Order* is preferred but not required. If the public meeting turns to be out of order, the meeting may be suspended by the President and/or Club Advisor

Procedures for board meetings: All board meetings shall be presided under an adapted version of the *Robert's Rules of Order*, and must have the following items to be followed in an agenda:

- A. Call to Order
- B. Roll Call
- C. Public comments
- D. Action Items
- E. Discussion Items
- F. Board Member Reports
- G. Special Reports
- H. Open discussion
- J. Adjournment

Article VI – Board Members

Section 1: Board Member election. Board Members are to be appointed and confirmed only by the President and/or the advisor of the club. There should be a fair and thorough interview process, in which the candidates will be analyzed based on criteria defined by the President and/or advisor.

Section 2. Board Member Voting Powers. All Board Members have voting powers for decisions regarding the club, except for the President, who may only vote to break a tie.

Section 3: Roles

The Board Members of this Club shall form the club Board of Directors and their responsibilities are prescribed as follows:

President

- A. Chair club meetings.
- B. Execute club vision.
- C. Provide overall leadership and guidance.
- D. Responsible for all functions and affairs of the club, such as but not limited to:
 1. Holding events and marketing;
 2. Being present in ICC meetings or assigning an ICC delegate to be present on these meetings;
 3. Briefing the advisor of the club on affairs regularly;
 4. Appointing students to Board Member positions.
- E. Connect with other clubs.
- F. Make sure all events and procedure of the club are aligned with US law, Santa Monica College student affairs policies and Office of Student Life policies.

Vice President

- A. Assist the President in all duties.
- B. Chair club meetings when in the President's latter absence or removal.
- C. Oversee all operations of the club.
- D. Works closely with the Director of Relations to ensure that all communications are effective.

Director of Membership

- A. Assist the President in all duties.
- B. Chair club meetings when the President and Vice President are absent.
- C. In charge of recruitment and membership affairs.

Director of Relations

- A. Build Alumni Network.
- B. Contact alumni, staff, and guest speakers for club events.
- C. Build and cultivate relationships with clubs with similar vision
- D. Build and cultivate relationships with faculty and staff at Santa Monica College

Events Coordinator

- A. Coordinate club projects and events.
- B. Work closely with the President to execute public meetings.
- C. Work closely with the Director of Relations to plan and promote events.
- D. Focus specifically on the event planning, organization and outlines of meetings, forums, webinars, seminars, and events of any kinds.

Treasurer

- A. Complete fund requests.
- B. Research vendors.
- C. For fundraisers:
 - a. Fills out
Registration form
and follows Inter-
Club Council
procedure.
- D. Work closely with the
President and Vice
President in the
finances of the club.

Secretary

- A. Keep agendas and minutes when necessary. Also
sending agendas and announcements before the
meetings.
- B. Keep record of all club documents.
- C. Keep track of meeting attendance.
- D. Take notes and make sure they are available for
officers and members
- E. Work closely with the President for agendas,
announcements and meeting arrangements.

Director of Media and Publicity

- A. Focuses specifically on managing social media.
- B. Creates posts and advertises club activities.
- C. Reports on social media analytics to club board members.
- D. This officer should work closely with all board members.

Director of Technology

- A. Oversees all technological aspects of the club
- B. Reports to president on technological issues
- C. Responsible for the creation and management of the club's website
- D. Creates and researches innovative ways of improving the club's
technologies

Section 4: Dual Roles The President may only hold one role, but all other Club Officers may hold dual roles.

Section 5: Term Length The term length for each Board members shall be approximately one academic year beginning at the start of the fall semester. Board Members may serve for as long as two consecutive terms.

Note that unless no one else is willing to run for their position, Board members may stay in office if they decide to. However, as a requirement for this to be allowed, Board Members shall inform that the position is open to the general members, and if the incumbent is not challenged, then, the former Board Member can retain their position.

Section 6: Officer Removal. Board Members may be removed from office if they are found in violation of any rules laid out in this Constitution, including if they fail to execute their assigned Board Member responsibilities. If the board member is found to be in violation, they may be removed by a 2/3 vote of general and board members present at a meeting in which quorum is reached.

In case of illegal or immoral action, the Board Member may be promptly removed from office by the President and/or advisor. It is up to the President and/or club advisor to determine if the action is illegal or immoral, and evidence must be provided. Examples of actions that may cause immediate removal include the following but are not limited to:

- 1) Discrimination of any kind;
- 2) Sexual harassment;
- 3) Corruption and/or abuse of power;
- 4) Repeated behavioral issues that jeopardizes the operation of the club, such as but not limited to:
 - a) Loss of temperament;
 - b) Putting blame on others;
 - c) Profanity;
 - d) Creating or motivating a hostile environment.
- 5) Stealing;
- 6) Bribery;
- 7) Attempt to sabotage club operations;
- 8) Any action considered to be harmful towards any members or students of Santa Monica College

Article VII – Elections

Section 1: General. Elections shall be held at the end of Spring semester (end of May) and overseen by the President, or by a Board Member or group of Board Members to which the President has delegated their duties to.

The President is also responsible for announcing the date of the election meeting, which must be announced to all members at least two weeks in advance, who the candidates are and the results of the elections.

Prior to the election, there will be a hearing session for candidates to expose their goals, perspective and to give a 2-minute speech.

To be elected, a candidate must receive the majority of votes cast for their prospective role. Voting shall be conducted using secret ballots during the designated election meeting. In the event of a tie, the President decides the winner by a simple majority vote.

Section 2: Vacancies

The President has the power to fill all vacancies, subject to a simple majority vote of the club. If no elections were carried out the previous spring semester, whoever recharter the club may choose their role and the officers on the initial roster.

Article VIII – Club Advisor

Section 1: Requirements There shall be at least one full time Santa Monica College faculty or staff Advisor who shall serve as the Club Advisor. The Advisor shall at minimum, hold the responsibilities prescribed by SMC's Inter-Club Council.

Article IX – Constitutional Amendments

A. This constitution may be amended by a vote of two thirds of the club board membership.

B. Each time the club's constitution is amended, a revised copy must be emailed to Santa Monica College's Inter-Club Council.

Article X – Enabling Clause

This constitution shall take effect upon two-thirds (2/3) majority of the member votes cast at a regular or special election, and the approval of Santa Monica College's Inter-Club Council and The Economics Club's President.

The Board of Directors of The Economics Club approved this Constitution on (DATE). This Constitution may be revised at any point or time under a special meeting called by any Board Member with no objections.

The Inter-Club Council Chair has approved of this constitution on 04/03/2021.

The advisor, Dr. Amber Urrutia has approved of this constitution on 04/05/2021.



This constitution was written by the Founding President of The Economics Club, in conjunction with the Vice President of The Economics Club in March 2021. If there are any questions or concerns about the language of this constitution, the board may contact the founding president and/or vice president of The Economics Club at Santa Monica College. Please contact the Club's advisor regarding contact information.

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