



## **South Mountain Community College**

### **Club Teach Constitution**

#### **Mission Statement:**

The aim of Club Teach is to provide opportunities for future educators to interact with peers, to develop leadership skills, to make a difference in our community, both internal and external, and to provide an environment for the discussion of teaching and learning.

#### **Article I (Name):**

This organization will be known as Club Teach. Here and thereafter referred to as SMCC Club Teach.

#### **Article II (Membership):**

Club Teach membership is open to all SMCC students interested in the education field. A one-time \$10.00 membership fee is required and members will be given a Club Teach T-shirt. This fee is non-refundable. All fees collected will be used for club activities. All persons in Club Teach's government shall maintain a C average or better in each class. Members shall not be limited by age, race, color, sex, sexual orientation, national origin, physical disability or mental disability, religion, ancestry, marital status, or citizenship.

#### **Article III (Structure):**

The Club Teach government will be structured by the following: President, Vice-President, Secretary, Public Relations, and Treasurer.

#### **Article IV (Office and duties):**

##### **A. President**

- a. Presides over all meetings of the club.
- b. Holds the right to call special meetings.
- c. Approves and edits agendas for all meetings.
- d. Makes committee chair appointments.
- e. Represents the club at interclub meetings and other activities both internal and external community.

##### **B. Vice-President**

- a. Presides over meetings when the president cannot attend.
- b. Represents the club at interclub meetings
- c. Prepares and submits all paperwork for campus activities, including all required campus forms and a summary report.

**C. Secretary**

- a. Maintains minutes of club meetings and events.
- b. Issues press releases with approval of executive board.
- c. Maintains and updates Blackboard site/website.
- d. Submits required reports to the Office of Student Life and Leadership.
- e. Maintains an accurate copy of the constitution.
- f. Prepares and makes available agendas for all meetings.

**D. Treasurer**

- a. Maintains accurate records of account balance and money spent.
- b. Prepares proposals for interclub council.
- c. Overseas fundraising activities.

**E. Public Relations Manager**

- a. Prepares and presents public relations reports at Club Teach meetings.
- b. Develops an annual public relations plan to provide publicity for Club Teach and actively advertise Club Teach events both on and off campus.
- c. Takes pictures at Club Teach events.
- d. Coordinates the decorations of all inter-club council bulletin boards in public areas.

**Section V (Elections):**

- A. Elections will be held between spring break and graduation.
- B. The date and time of the election shall be publicized through the established means of communication currently in use.
- C. Nominations shall be made in the two week period prior to the election by one of the following methods:
  - a. Nomination from the floor at a general meeting.
  - b. Nomination, including self-nomination, using the application form available on Blackboard/Website.
- D. All members of Club Teach have the right to run for office and vote during elections. The voting will be done by secret ballot.
- E. Vacant offices may be filled by appointment by the executive board (Secretary or Treasurer) or by special election (President or Vice-President).

**Section VI (Removal from Office):**

- A. An officer will be removed from office if he or she is no longer an active member.
- B. An officer will be removed from office if he or she is placed on academic probation.
- C. An officer will be removed from office if he or she has not attended meetings and has not personally contacted either the President or the Vice-President in a four-week or 28 day period.

- D. An officer can be removed for conduct unbecoming, after the following steps have been taken:
  - 1. Upon receiving the complaint, regarding conduct unbecoming of an officer, from a member, one advisor will meet with the accused officer.
  - 2. Upon receiving the second complaint, regarding conduct unbecoming of an officer, from second member or regarding a second incident, Club Teach government board members will meet to discuss this problem with the accused officer.
  - 3. Upon receiving the third complaint, regarding conduct unbecoming of an officer, from another member or regarding another incident, the Governmental board will meet and vote on the accused officer’s removal from office. The accused may be present and speak on his or her behalf.

**Section VII (Duties of the Advisors):**

Club Teach will have two advisors, the Advisor and the Co-Advisor.

- A. Advisor
  - a. A full time faculty member.
  - b. Present at all meetings unless unable, then the Co-Advisor will attend.
  - c. Advises students on the procedures and legalities of using the club’s money.
  - d. Assists officers in directing the activities of the club.
  - e. Shall not conduct or officiate any Club Teach meetings.
  - f. Represents needs of Club Teach officers.
  - g. Communication with the college administration on behalf of the club.
  
- B. Co-Advisor
  - a. Must be employed in the education field and are connected to the SMCC education program.
  - b. Present at all meetings unless unable.
  - c. Will assume the roles of the advisor when not present.

**Section VIII (Amendments):**

- A. The number of members required at a club meeting, in order to conduct business, is five.
- B. The constitution can be amended only by a two-thirds vote of active members present at regular or special meetings.