

Puente Club

CONSTITUTION

[Date Adopted or Approved by Inter-Club Council]
Amended on: October 20, 2020

ARTICLE I. Puente Club

Section 1. Puente Club

The name of the student club or organization will be officially known as Puente Club

ARTICLE II. PURPOSE OF THE ORGANIZATION

Section 1. Purpose of the Organization

The purpose of the Puente Club is to provide students with a community on campus that offers counseling, support, and friendship. We strive to create a familial bond that strengthens one's perseverance towards transferring into a four year University. Our members will have the opportunity to develop communication skills by expressing opinions about relevant issues in our community.

ARTICLE III. MEMBERSHIP

Section 1. Voting membership

Membership of this club shall be open to currently enrolled students at El Camino Collge (ECC) regardless on race, color, ancestry, religious creed, sex, national origin, marital status, sexual orientation, physical disability, mental disability, medical condition or age. All members of the executive cabinet should hold at least 6 academic units.

Section 2. Faculty Advisor

The Faculty advisor will provide guidance and direction. He/she must be present at all organizational meetings and Executive Board meetings. A Faculty Advisor's Approval signature is required on all club documents including minutes, financial forms, and other ECC forms.

ARTICLE IV. OFFICERS OF THE ORGANIZATION

Section 1. Elected Officers

The Elected Officials Shall be President, Vice President, Secretary, Treasurer, 2 ICC Representatives, Social Media Representative, 2 Student Equity and Advisory Council Representatives, and 2 Fundraising Chairs

Section 2. Duties of the elected officers

- A. It shall be the duty of the President to preside at all meetings and to advise all club activities.
- B. It shall be the duty of the Vice President to take over the duties of the President in his/her absence.
- C. It shall be the duty of the Secretary to be in charge of all club correspondence and record minutes of all club and executive meetings.
- D. It shall be the duty of the Treasure to be in charge of the club's finances , prepare proposals, and maintain financial records as well as keeping club members informed of the club funds.
- E. It shall be the duty of the ICC Representative to attend all Inter-Club Council meetings on time and give information about all campus activity to cabinet members and club members.
- F. It shall be the duty of the Social Media Representative to create all flyers for meetings and events, as well as take pictures of any club activities.
- G. It shall be the duty of the Fundraising chairs to organize fundraising events.
- H. It shall be the duty of the SEAC Representative to attend weekly SEAC meetings, participate in SEAC related events/functions and report back to the executive cabinet and club members

Section 3. Term of Office

The term of the Executive Board shall be one academic term, commencing in the Fall and ending in the Spring.

Section 4. Elections

Elections for the Executive Board will be held at a formal meeting 2 weeks prior to the end of the Academic year, the exact date to be announced by the current President. The Position will be filled by the candidate receiving the majority of votes.

Section 5. Vacancies

Vacancies can be filled through elections or appointments

ARTICLE V. MEETINGS

Section 1. Frequency of meetings

General club meetings should be conducted biweekly. Executive Cabinet meetings should be held at least twice a month.

Section 2. Special Meetings

The President or faculty Advisor can call special meetings and must notify other members 24 hours in advance.

ARTICLE VI. QUORUM

Section 1. Quorum

A minimum of 6 members should be present at meetings or the majority of active members

ARTICLE VII. AMENDMENTS

Section 1. Constitutional Amendments

This constitution may be amended by a two-thirds vote of the membership at which a quorum is present.

Section 2. Executive cabinet membership

All Executive cabinet members must abide by their constitutional roles or are subject to removal.

Section 3. Location of Constitution

A copy of this constitution is filed in the Student Development Office along with a copy of the minutes of the club meeting at which the approval of amendments occurred.

ARTICLE VIII. RATIFICATION

Section 1. Ratification

This constitution shall become effective upon approval of the El Camino College Inter-Club Council, Inter-Club Council Advisor, and Student Development Director.

Club Representative's Signature

Date

Club Faculty Advisor's Signature

Date

Date of Inter-Club Council Approval: _____

ICC Cabinet Meeting Date: _____

ICC General Meeting Date: _____

Inter-Club Council and Student Development Office Approval

ICC Director of the Review Board

Date

E.C.C. Inter-Club Council Advisor

Date

E.C.C. Student Development Director

Date

El Camino College

Puente Club

Tuesday, Oct 20, 2020

<https://us02web.zoom.us/j/2207157080>

4:00pm - 5:00pm

1. Start Meeting
Meeting called to order at 4:07pm
2. Roll Call

Cabinet Members

x_ Lucia Ordonez x_ Katherine Bonilla x_ Karina Perez x_ Janet Santibanez x_ Nancy Juarez _ Emely Velazquez

x Maria Franco _x_ Carina Ramirez _x_ Gillian Jimenez _x_ Kitzia Lopez _x_ Dalyan Johnston

Advisor

x_ Shane Ochoa

3. General Meeting

3.1 Constitution

The club will vote on amending the club constitution.

President Ordonez Presented the updated constitution to all members present at the meeting. Everyone agreed to passing the amended constitution.

3.2 Update

The club will update all members of all of our future events.

President Ordonez informed everyone about our upcoming Mujeres sin candados dialogue and our plans for the Spring Semester

3.3 Guest Speaker

Dr. Argelia Andrade will come back to answer club members questions.

Dr. Andrade was unable to attend. Club decided to have a game night.

4. Reports

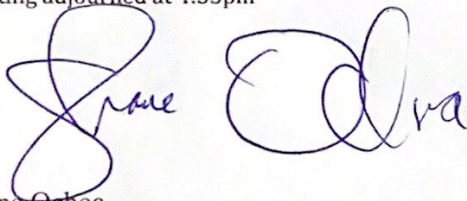
4.1 -- ICC Reports

4.2 -- SEAC Reports

4.3 -- Adviser Reports

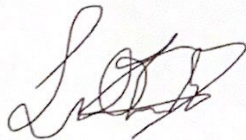
5. End meeting

Meeting adjourned at 4:55pm



Shane Ochoa

Club Advisor



Lucia Ordonez

Club President