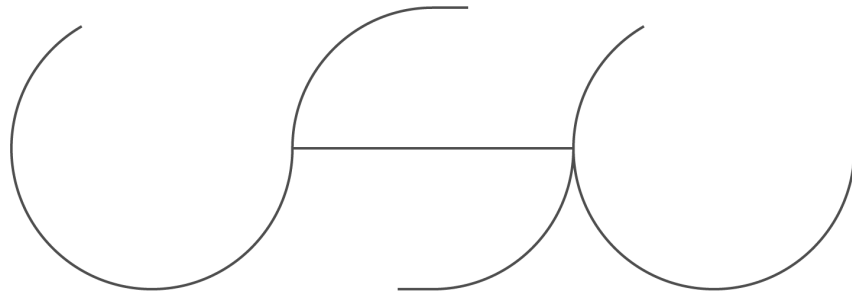


S D M E S A



San Diego Mesa College Computer Science Club Constitution

Article I. Identification & Purpose

Section 1. Name.

The name of this organization shall be the San Diego Mesa Computer Science Club, abbreviated Mesa CS Club, or Mesa CSC.

Section 2. Purpose.

The purpose of the Mesa Computer Science Club shall be:

1. To provide and foster a friendly community that promotes social and professional growth as well as knowledge pertaining to Computer Science;
2. To form a community among local alumni and current San Diego Mesa College students interested in Computer Science through social functions such as Video Game Tournaments and Movie Nights; and
3. To provide learning experiences relevant to Computer Science not found inside a classroom.

Article II. Membership Qualifications

The membership shall consist of those who meet the following criteria:

1. Be a current student at San Diego Mesa College
2. Be signed up for the club mailing list
3. Signed up on the official Club Roster

Active membership is granted based on the following criteria in addition to the criteria listed above:

1. Regular participation in club meetings, events, and activities.

Members meeting the criteria below will hold voting rights:

1. All members holding active status may vote within the club

Article III. Officers

The Mesa Computer Science Club shall have a President, Vice President, Secretary, Treasurer, Events Chair, and ICC Representative.

Section 1. Officer Eligibility

Officer eligibility for the Mesa Computer Science Club is as follows:

1. President - Must hold active membership for both the fall and spring semester.
2. Vice President - Must hold active membership for both the fall and spring semester.
3. All other officer positions - Must hold active membership for at least one semester.

Section 2. Duties of Officers

1. Duties and responsibilities of the President:
 - a. Be the chief executive of the Mesa Computer Science Club
 - b. Preside over all General and Executive Council meetings of the Mesa Computer Science Club.
 - c. Represent the Mesa Computer Science Club at all official functions or appoint a designee to do so.
 - d. Lead the other officers and help them successfully fulfill their duties and responsibilities pertaining to the Mesa Computer Science Club.
 - e. Uphold and ensure this Constitution and the laws of the student body are faithfully carried out.
 - f. Conduct elections and ensure the succession of officer positions.
 - g. Perform any administrative power or duty not mentioned in this Constitution so long as there is a 2/3 majority agreement amongst the other officers and the Club Faculty Advisor.

2. Duties and responsibilities of the Vice President:
 - a. Exercise presidential duties and responsibilities in the absence of the President.
 - b. Assume Presidential office upon vacancy of the position of the President.
 - c. Serve as a point of contact for all people and organizations external to San Diego Mesa College including:
 - i. Clubs outside of San Diego Mesa College
 - ii. Companies and other sponsors
 - iii. Other external organizations
 - d. Serve as a point of contact for all people and organizations internal to San Diego Mesa College including:
 - i. San Diego Mesa College faculty and staff
 - ii. Other San Diego Mesa clubs
 - iii. San Diego Mesa College Administrators
3. Duties and responsibilities of the Secretary:
 - a. Record all minutes of General and Executive Council meetings.
 - b. Organize all agendas for General and Executive Council meetings.
 - c. Create and maintain monthly reports to send to the ICC each semester.
 - d. Organize and maintain the San Diego Mesa Computer Science Club official email:
 - i. Send out agendas before each General meeting to all club members
 - ii. Send out minutes and meeting recap after General meetings to all club members.
 - e. Help coordinate club publicity (maintaining flyers, posters, social media etc).
 - f. Maintain all official Club social media accounts with the help of the rest of the Executive Council when needed.

4. Duties and responsibilities of the Treasurer:
 - a. Accurately collect, track, and maintain all San Diego Mesa Computer Science Club accounts (expenses and receipts)
 - b. Report status of club funds at every General meeting
 - c. Research potential fundraising activities
 - d. Ensure that San Diego Computer Science Club efficiently utilizes financial resources to carry out its activities.
5. Duties and responsibilities of the Events Chair:
 - a. Organize and plan events with the help of the rest of the Executive Council to foster community and outreach as well as camaraderie among the Club members. Examples include:
 - i. Video Game Tournaments
 - ii. Movie Nights
 - iii. Semester Socials
 - b. Organize technical events that advance and expand skills relevant to Computer Science and professional development, e.g.:
 - i. Algorithm Competitions
 - ii. Resume Feedback
 - iii. Mock Interviews
 - c. Promote events on social media through collaboration with the Secretary.
 - d. Serve as a liaison for San Diego Mesa College club activities and the San Diego Mesa Computer Science Club.
6. Duties and responsibilities of the ICC Representative:
 - a. Represent the San Diego Mesa Computer Science Club at all Inter-Club Council meetings.
 - b. Keep a record of information received from ICC meetings and report back to Executive Council and General meetings.

The Executive Council shall consist of the President, Vice-President, Treasurer, Secretary, and Events Chair and will assume leadership of the San Diego Mesa Computer Science Club for one full academic year.

Article IV. Elections

Section 1. General Elections

The San Diego Mesa Computer Science Club shall hold general elections to elect new officers. The general elections shall take place annually at the end of the Spring semester.

1. All active club members in attendance will take part in the General Elections.
2. Election votes will be counted by the Club Advisor.
3. Elections must take place over the duration of one General meeting.
4. In the event of a tie, the winning candidate will be determined by one round of rock, paper, scissors.
5. No student shall hold the same office on the Executive council for more than two terms.
 - a. One term is defined as one academic year.

Section 2. Candidate Eligibility

1. Please reference Article III, Section 1.

Section 3. Voter Eligibility

1. Only active members of the San Diego Mesa Computer Science Club, as stated in Article II of the Constitution, are eligible to vote in Club elections.

Section 4. Emergency Elections

1. Emergency elections can be held at any scheduled General meeting should an officer vacancy arise. The President, with the approval of the Club Advisor, shall appoint club members to fill vacancies until elections can be held.

Article V. Committees:

Section 1. Committee Formation

- A. Members interested in forming a committee may approach the Executive Council to have their proposal placed onto the Executive Council's next meeting agenda to be voted on.
 - a. A $\frac{2}{3}$ majority vote of the Executive Council is required to have a committee proposal formally approved and initiated.

Section 2. Committee Descriptions

- A. Web Development Committee
 - a. Duties and responsibilities of the Web Development Committee Chair:
 1. Serve as the leader of the Web Development Committee.
 2. Report all activities to the Executive Council and at General meetings.
 3. Organize Web Development Committee meetings.
 4. Facilitate discussion and progress of web development projects.
 5. Maintain San Diego Mesa Computer Science Club website.
 6. Committee chair may appoint a vice-chair if necessary.
 - b. Updates and improves San Diego Mesa Computer Science Club Website as needed.

- c. Executes desired Web Development projects within the Committee as decided by a $\frac{2}{3}$ majority vote.

B. App Development Committee

- a. Duties and responsibilities of the App Development Committee

Chair:

1. Serve as the leader of the App Development Committee.
2. Report all activities to the Executive Council and at General meetings.
3. Organize App Development Committee meetings.
4. Facilitate discussion and progress of app development projects.
5. Committee chair may appoint a vice-chair if necessary.

- b. Utilizes Android Studio, Xcode, and/or other app development programs to create mobile, desktop, or other applications within the Committee as decided by a $\frac{2}{3}$ majority vote.

C. Pragmatic Programming Committee

- a. Duties and responsibilities of the Pragmatic Programming

Committee Chair:

1. Serve as the leader of the App Development Committee.
2. Report all activities to the Executive Council and at General meetings.
3. Organize Pragmatic Programming Committee meetings.
4. Organize Club activities and events to promote growth in pragmatic programming skills.

5. Committee chair may appoint a vice-chair if necessary.

- b. Works with committee members to facilitate discussion and teach practical programming skills, defined as those skills not found inside a classroom environment, as an initiative to further Club members' knowledge of Computer Science.

D. Tutoring Committee

- a. Duties and responsibilities of the Tutoring Committee Chair:

1. Serve as the leader of the Tutoring Committee.
2. Report all activities to the Executive Council and at General meetings.
3. Organize Tutoring Committee meetings.
4. Collaborate with faculty and staff at San Diego Mesa College as well as students and Club members to organize free tutoring sessions for the San Diego Mesa Computer Science Club.
5. Regularly search for possible tutors for the San Diego Mesa Computer Science Club.
6. Committee chair may appoint a vice-chair if necessary.

- b. Works with the San Diego Mesa College Faculty and the Club's executive council to provide free tutoring sessions to Computer Science students in need of assistance with their Computer and Information Science Classes.

- i. The tutoring hours schedule will be determined by the schedules of qualified and willing tutors and the Tutoring Committee Chair.

E. Professional Development Committee

a. Duties and responsibilities of the Professional Development

Committee Chair:

1. Serve as the leader of the Professional Development Committee.
2. Report all activities to the Executive Council and at General meetings.
3. Organize Professional Development Committee meetings.
4. Facilitate professional development workshops for Club members to prepare them for the Computer Science industry.
5. Partner with the Executive Council in finding professional speakers to present topics relevant to the Computer Science industry to the Club.
6. Committee chair may appoint a vice-chair if necessary.

b. Provide Club Members with valuable resources pertaining to professional skills within the Computer Science Industry. These resources include, but are not limited to:

- i. Mock Interviews
- ii. Professional Guest Speakers
- iii. Resume Workshops

Article VI. Club Advisor and Role

1. There will be at least one full-time faculty advisor as required in Manual 3200 of the San Diego Community College District.

2. The advisor will serve as a role model, facilitator, and a resource for campus procedures, policies, and business processes.
3. The advisor shall have no direct authority over the Club officers or members.

Article VII. Constitution Amendments

Section 1. Amendment Procedure

1. An amendment to this Constitution may be proposed by any active club member(s).
2. All amendment proposals must first be unanimously approved by the Executive Council.
3. Once the amendment has been approved by the Executive Council, voting on the addition of the amendment may take place.
 - a. Eligible voters are as stated in Article IV, Section 3.
 - b. At least $\frac{3}{4}$ of active club members must be present to hold a vote.
 - c. The voting must occur on a specific date announced to the Club at least two weeks prior.
 - d. A $\frac{2}{3}$ majority vote will finalize the addition of the amendment to the Constitution.

Article VIII. Ratification

This Constitution will go into effect as of [...]

Revisions to the constitution may take place every year at the end of the academic school year. All revisions must be unanimously approved by the Executive Council.

All members of the Executive Council must sign and date their names to declare their commitment to the upholding of this Constitution and the San Diego Mesa Computer Science Club.

Article IX. General Policies

Section 1. Non-discrimination Policy

This organization shall not discriminate against individuals on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, ancestry, age, disability, or veteran status.

Section 2. Anti-Hazing Policy

This organization shall not engage in any form of hazing, as defined by the Code of Student Conduct and any other applicable Rice University rules and regulations.

Section 3. Purchase Policy

Any purchases using club funds in excess of \$100 must be acknowledged and jointly approved by both the Treasurer and the President. Purchases below this limit are allowed at the Treasurer's discretion.

Signed on By: