

Constitution of Asian Pacific American Students for Leadership

Article I. Name of Club

The name of the club shall be Asian Pacific American Students for Leadership (APASL).

Article II. Purpose of Club

Asian Pacific American Students for Leadership (APASL) is committed to raising awareness about AAPI issues, heritage, and history and fostering leadership and activism within the community.

Article III. Membership

Section 1 Any currently enrolled or continuing De Anza College student who maintains a minimum of one-half (0.5) units in the current academic quarter and has attended three (3) consecutive meetings shall be qualified as a potential applicant upon completing the membership application.

Section 2 Membership criteria:
Membership shall be reviewed quarterly by the Internal Vice President according to the following criteria. Members must:

1. Be a student enrolled at De Anza College
2. Maintain a minimum of one-half (0.5) units
3. Attend a minimum of five (5) general club meetings
4. Attend a minimum of two (2) club events, which shall be announced at general meetings
5. Not be on academic, social, or progress probation as outlined in the De Anza College Policies

Section 3 Member rights:

1. Members are eligible to vote for the following:
 - a. Executive Council elections
 - b. Club reimbursements
 - c. Constitution amendments

Section 4 Grounds for loss of membership:
Loss of membership will result in loss of voting power. Membership may be revoked at any time upon the discretion of the Internal Vice President for any of the following conduct:

1. Failing to meet the criteria outlined in Article 3 Section 1
2. Engaging in illegal activities or inappropriate behavior as deemed by the club advisor

Article IV. Executive Council

Section 1 The Executive Council shall consist of the following officers: Presidents, External Vice President, Internal Vice President, Treasurer, Secretary, and ICC Representative.

Section 2 The Executive Council shall consist of the following positions and assume an order of succession as listed:

1. President
2. External Vice President
3. Internal Vice President
4. Treasurer
5. Secretary
6. ICC Representative

Article V. Duties of the Officers

Section 1 **Members of the Executive Council shall:**

1. Mentor the new officers elect
2. Mediate conflicts and disputes within the club
3. Review and make necessary amendments to the club constitution every academic year
4. Plan and attend quarterly meetings with the club advisor(s)
5. Replace their respective officers in the line of succession as needed
6. Govern the activities of the club
7. Uphold the club constitution
8. Approve potential candidates for Executive Council elections by a simple majority vote

Section 2 **President shall:**

1. Facilitate or delegate the facilitation of general and executive meetings
2. Communicate with the club advisors and administration
3. Call emergency meetings as needed
4. Organize the West Coast Asian Pacific Islander Student Union (WCAPSU) Campus Delegate elections
5. Organize the Executive Council elections
6. Oversee all club activities
7. Take responsibility of the club locker key
8. Manage the club locker

Section 3 **Vice-Presidents (2):**

External Vice President shall:

1. Network with external organizations and serve as the off-campus liaison. External organizations include but are not limited to:
 - a. De Anza Student Body (DASB) Senate
 - b. Asian Pacific American Leadership Institute (APALI)
 - c. Impact AAPI
 - d. Institute of Community and Civic Engagement (ICCE)
 - e. La Voz Weekly

- f. High schools
2. Actively search for community events that pertain to the purpose of the club
3. Take the role of the Treasurer, in the event he/she is absent

Internal Vice President shall:

1. Manage general club membership
2. Plan and organize club bonding events at least twice a quarter
3. Oversee the planning of all official external and internal club events
4. Solve internal conflicts and maintain harmony within the club
5. Assume the roles of secretary in the case of his or her absence

Section 4

Treasurer shall:

1. Handle budget, reimbursements, and requisitioned items
2. Tally votes regarding finances at general and Executive Council meetings
3. Manage the club financial account
4. Provide a financial report to present at the last Executive Council meeting of each month
5. Maintain a log of financial records, which may be audited or notarized without notice
6. Organize a minimum of one fundraiser event per quarter

Section 5

Secretary shall:

1. Keep minutes of all Executive Council meetings
2. Send general meeting reminders to interested parties and members
3. Maintain records of all meetings
4. Assist the Treasurer in financial items
5. Manage the club mailbox(es)

Section 6

ICC Representative shall:

1. Attend all general and special Inter Club Council (ICC) meetings
2. Represent the interests of the club during ICC meetings
3. Appoint an Executive Council member to attend ICC meetings in the event that he/she is unable to attend
4. Read, understand, and reinforce the ICC Code, ICC Financial Code, and ICC Concessions Code
5. Network within the ICC and serve as the on-campus liaison
6. Take responsibility of the club locker key

Article VI. Qualification and Election of Officers

Section 1

Club officers must be a currently enrolled student in each quarter of the academic year they serve; must have at least a 2.0 cumulative Grade Point Average (GPA); must maintain four (4) units per quarter they serve; must not be on academic/social probation.

Section 2

Officers will be as follows: President, External Vice President, Internal Vice

President, Treasurer, Secretary, and ICC Representative.

- Section 3 Club elections will be held on the third week of spring quarter.
- Section 4 All candidates for office must be members of club for at least one regular quarter.
- Section 5 Eligible voting members shall elect the executive council through a secret ballot tallied by a club advisor
- Section 6 Candidates must acquire a simple majority vote to be elected to the Executive Council
- Section 7 Club officers must sign and adhere to the Club Constitution.

Article VII. Removal/Impeachment/Resignation of Officers and Members

- Section 1 Officers and members have the sole right to resign from their position at any time
- Section 2 All officers, elected and appointed, can be subject to impeachment by two-thirds majority vote of the total eligible voting membership.
- Section 3 All members can be subject to removal by a simple majority vote by the Executive Council
- Section 4 Grounds for impeachment or removal of an officer/member include
1. Negligence
 2. Any form of misconduct negatively affecting the club's integrity
- Section 5 An officer/member may be impeached/removed only under the following conditions:
1. Two-thirds of the total eligible voting membership must vote in favor of impeachment
 2. There must be one (1) week's notice of intent publicized

Article VIII. Succession and Replacement of Officers

- Section 1 Succession shall be as follows: Presidents, External Vice President, Internal Vice President, Treasurer, Secretary, and ICC Representative.
- Section 2 If the officer does not accept their next position in succession, the available position will be extended down the line of succession until filled; otherwise, the position will be filled through Mid-term elections.
- Section 3 Mid-term elections is defined similar to regular Executive Council Elections, which occur during the 3rd week of the Spring Quarter; however, Mid-term elections are limited to positions that are open because of unforeseen

circumstances.

Article IX. Meetings

- Section 1 There must be at least six (6) meetings in every regular quarter.
- Section 2 Summer meetings may be official if decided upon by quorum.
- Section 3 There must be quorum present in order to take care of financial action.
- Section 4 Minutes must be kept of all financial action with the club Secretary and the Internal Vice President.

Article X. Committees

- Section 1: The standing committees of this club shall be appointed as necessary.
- Section 2: Committees should be overseen by at least one (1) executive member.

Article XI. Club Advisors

- Section 1 The Advisor(s) shall:
1. Serve as the official club staff representative to the college
 2. Give particular attention to the financial activities of the group, in order to prevent the incurring of organized debts for succeeding members to pay
 3. Help students to understand and apply democratic principles within their own organizations, and in working with others;
 4. Attend official club meetings and business or social activities whenever possible
 5. Advise students regarding the policies and procedures which they must follow as a club
 6. Read and understand the ICC Code, ICC Financial Code, and ICC Concessions Code to better understand the club's responsibilities
 7. Ensure that all reasonable steps are taken to ensure the safety and welfare of club members
 8. Ensure that appropriate college policies are upheld
 9. Sign all club requisitions for the club
 10. Mediate conflicts and disputes which may arise between members of the Executive Council
 11. Attend quarterly Executive-Council-Advisor meetings
- Section 2 Advisors must sign and adhere to the Club Constitution.

Article XII. Responsibilities

The club accepts full financial responsibility for all activities, which bear its name as official sponsor, and will adhere to college regulations. All

publicity for an event must bear the name of the sponsoring club.

Article XIII. Right to Act

No club officer or member has the right to incur any debt or become involved in any business under the title or by implying the title of the club in any way unless given full authority to do so by a simple majority vote by the executive council.

Articles XIV. Amendments to Constitution

Any amendment to the Club Constitution requires: two-thirds approval vote of the total eligible voting members and approval at the ICC Officers Agenda Meeting

Article XV. Revision of the Constitution

The Club Constitution must be reviewed and revised by the Executive Council, current and elect, each year and must be re-approved by two-thirds vote of the total eligible voting membership and by the ICC Officers Agenda Meeting

We, members of the Asian Pacific American Students for Leadership Executive Council and the Asian Pacific American Students for Leadership Advisors, have read the Club Constitution for Asian Pacific American Students for Leadership (APASL) and hereby swear and affirm to uphold the set duties and responsibilities of the aforementioned terms.

On this date, of _____, we have subscribed our names
month / day / year

President

External Vice President

Internal Vice President

Treasurer

Secretary

ICC Representative

Advisor

Witness

Date