

The Constitution of the MC⁴

Article I. NAME

The name of this club shall be the "Mott Community College Computer Club" (MC⁴).

Article II. PURPOSE

Section 1. The Mott Community College Computer Club (MC⁴) is a college wide club that promotes socializing and community amongst computer enthusiasts by sharing experiences, skills, and enthusiasm for technology

Section 2. To provide technology-related education and service to the community.

Article III. MEMBERSHIP

Section 1. Eligibility for membership of officers is determined through the Student Life "Student Eligibility for Club Membership" policy.

Section 2. Eligibility for general membership is limited to students at Mott Community College who are/were enrolled in at least one course during the previous Fall/Winter semester.

Section 3. Eligibility for community membership is open to businesses and alumni who support club activities. Community members do not have voting rights within the club.

Article IV. MEMBERSHIP FEES

Section 1. No membership fees shall be collected from members.

Article V. OFFICERS & DUTIES

Section 1. MC⁴ shall have as officers a President, Vice President, Secretary, and Treasurer.

Section 2. The duties of the President shall include:

- i. Presides at all meetings
- ii. Conducts election of new officers
- iii. Organizes activities for meetings
- iv. Determines if materials are appropriate for viewing

Section 3. The duties of the Vice-president shall include:

- i. Assists president
- ii. Organizes fund raisers
- iii. Submits information for the website and flyers.

Section 4. The duties of the Treasurer shall include:

- i. Handles finances
- ii. Keeps and accurate record of all financial accounts
- iii. Maintains club accounts with Student Life Center

Section 5. The duties of the Secretary shall include:

- i. Handles correspondence
- ii. Records events of meetings and viewings

- iii. Records all postings
- iv. Maintains current membership records

Article VI. OFFICER ELECTION/IMPEACHMENT

Section 1. All Club Officers shall be elected the first meeting in February and will serve a term of one year. The time between elections and March 1 shall serve as a transition period for new officers.

Section 2. Officer elections will consist of the following three step process: 1. nominations, 2. elections, 3. run-off elections (if needed)

A. Nominations - Nominations will be held the meeting prior to the scheduled date of elections. Any active club member may nominate a fellow club member to any of the club officer positions.

B. Elections - Elections will consist of each candidate speaking for up to five minutes, followed by up to three minutes of questions and answers from the club membership. Only active members present at the meeting shall cast a vote, and only these votes shall count toward the computation of the 50%+1 required margin for election to office. The order of elections shall be as follows: President, Vice President, Secretary, Treasurer.

C. Run-Off Elections - In the event that no candidate receives at least 50%+1 of the vote of the present and currently active club members, a run-off election shall be held between the two candidates receiving the most votes.

Section 3. In the event that an officer is judged to be deficient in his/her duties (as decided by a unanimous agreement of the three other club officers and advisor), he/she may be removed by a two-thirds vote of the present and currently active membership. The Advisor shall oversee the impeachment process to ensure a fair and speedy trial.

Article VII. COMMITTEE CHAIRS

Section 1. All committees shall be appointed by the President with the advice and consent of the elected officers.

Section 2. The following standing committees shall be provided and maintained during the entire school year:

A. Executive Committee: whose duties shall include the enforcement and interpretation of this constitution.

Article VIII. MEETINGS

Section 1. The club shall meet at least once per month. A listing of meeting dates shall be established by the Club Officers and shall be posted on the MC⁴ web site no later than September 10.

Section 2. Only active student members may vote at meetings.

Section 3. In the event that an emergency meeting of the club needs to be held, the President of the club shall have the authority to call such meetings. All officers must agree in advance to the emergency meeting and at least 24 hours notice must be provided to all active members by sending out both a voicemail and e-mail.

Communication of emergency meetings will be the responsibility of the Club Secretary.

Article IX. DISBURSEMENT OF FUNDS

Section 1. All disbursements of funds must be approved by the Treasurer and Advisor.

Section 2. Reimbursement for expenditures will only be accepted for members who have retained an original, itemized receipt and a description of the expense incurred.

Section 3. Any expenditure in excess of \$50 must be approved by a majority of the Club

Officers.

Section 4. All financial transactions of the Club will be managed through the college's accounting system, as stipulated by Student Life.

Article X. AMENDMENTS

Section 1. Amendments may be made to this constitution at any regular meeting or emergency meeting by a two-thirds vote of the present and active club membership.

Section 2. Members interested in proposing amendments to the constitution must submit the proposed amendment to the President no later than ten days before the Club's next meeting.

Section 3. The proposed amendment shall be presented via e-mail to the active club membership no later than five days before the meeting where the amendment will be debated.

Article XI. QUORUM

Section 1. A quorum shall constitute a majority of the voting members (50% + 1).

Article XII. PROCEDURE

Section 1. Procedure during meetings will follow Robert's Rules of Order. Information on Robert's Rules can be found at <http://www.RobertsRules.org>.