

**Merritt College
Puente Club Constitution**



Mission Statement

We, the students of Merritt College Puente Club, do hereby form this organization to contribute to and support our educational endeavor. Through the Puente Club, we intend to increase our socio-political awareness, honor diverse cultural traditions, and become familiar with the issues impacting our communities and ourselves. We will be involved in the decision-making process on campus and in our community. We also plan to foster our personal development and leadership training.

ARTICLE I

NAME AND PURPOSE

SECTION I The name of this organization shall be the Puente Project Club.

SECTION II The goal of this organization shall be the following:

1. To build a strong sense of community within Merritt College to current and former Puente students as well as other interested students.
2. To inform club members of academic, social, and community activities, and
3. To foster the ongoing development of our educational and personal growth.

ARTICLE II

MEMBERSHIP

SECTION I: Members shall be current and former Puente students as well as other interested Merritt College students.

SECTION II No member shall be discriminated against based on gender, race, religion, personal belief or sexual preference.

ARTICLE III

OFFICERS AND DUTIES

SECTION I The officers shall be the following:

1. President (or Co-Presidents)
2. Secretary
3. Treasurer

4. Inter Club Council (ICC) Representative
5. Community Liaison
6. Historian/ Photographer/Social Media Coordinator

SECTION II The Duties of the above-mentioned officers shall be the following:

1. The President will:

- a. Be present at all club and officer-specific meetings;
- b. In case of absence, make arrangements to appoint another officer to represent him/her;
- c. Work directly with the club advisor;
- d. Organize and chair club meetings;
- e. Maintain order of club meetings and propose new policy as required; and
- f. Work closely with members of the Executive Student Board – the Associated Students of Merritt College (ASMC).

2. The Secretary will:

- a. Record the minutes of all club meetings;
- b. Read the minutes as requested;
- c. Prepare minutes for delivery to I.C.C. representative;
- d. Keep records of club policies, activities, and committee involvement of club members; and
- e. Be prepared at all club meetings and in the case of their absence, be responsible for appointing someone to take on the above-mentioned responsibilities.

3. The Treasurer will:

- a. Maintain all financial records;
- b. Prepare financial reports as requested;
- c. Adhere to the financial operations of Merritt College;
- d. Make necessary preparations for fundraising events; and
- e. With approval of the club advisor, deposit and withdraw funds to the Puente Club account in Fiscal Services.

4. The Inter Club Council Representative will:

- a. Represent the Puente Club at all I.C.C. meetings and present reports on behalf of the club;
- b. Inform the club membership of I.C.C. proceedings;
- c. Make provisions to have a club representative present at I.C.C. meetings if unable to attend;
- d. Submit any ASMC activities request form for club-related activities;
- e. Maintain records of I.C.C. policies and ASMC activities

5. The Public Relations Officer will:

- a. Be responsible for all publicity (i.e. posters, flyers) for Puente Club-related activities; and
- b. Assign other Puente Club members and/or officers to assist in putting together publicity as well as distributing any activity materials.

6. The Community Liaison will:

a. Work with local non-profit organizations and community agencies to establish volunteer opportunities for Puente Club members.

7. The Club Historian/ Photographer will:

a. Take and keep a photographic record of all Puente Activities and compile an archive of these photographs.

ARTICLE IV ELECTIONS

SECTION I Election of Officers:

1. Officer positions shall be held only by current Puente Project students
2. Candidates shall be selected by nominations.
3. The method of elections shall be by ballot during a Puente Club meeting.
4. Officers will be selected by majority vote.
5. Elections shall take place at the beginning of the fall and spring academic semester.
6. Officers elected in the fall will continue to serve in their roles through the end of the following spring semester; if an office is unable to do so, they must communicate with the faculty advisors and the Club will elect a new student to fill the vacancy.
7. Officers shall take office at the beginning of the semester.
8. The president from the previous year, along with advisor shall conduct elections
9. All officers must have a minimum 2.5 grade point average to be eligible to run for office. If no college GPA is available, high school transcript will be suffice.

SECTION II Committees

1. Membership of committees shall be determined by the availability of active club members.
2. Committees shall be created at the beginning and throughout the year.

SECTION III Vacancy

1. If the duties of the officers are not being fulfilled, the officer in question can be removed by the Executive Board. This quorum shall have the power to remove an officer by a majority vote
2. Should an officer position become vacant the executive board can decide how to fill the position whether by appointment or by election.

ARTICLE V MEETINGS

SECTION I Club Meeting

1. Club meetings shall be held weekly on Monday or Wednesday after English class, unless otherwise informed by the President.

SECTION II Executive Meetings

1. Executive meetings shall be held every week on Monday or Wednesday afternoon unless officers unanimously decide to hold it on a different day.

**ARTICLE VI
ADVISOR**

SECTION I Club Advisors

1. The Puente Club Advisor(s) shall be the Puente Project Counselor and/or English instructor or other Puente faculty.

2. The Puente Club Advisor (s) shall provide the club with guidance, direction, and focus to ensure the organization has a productive year.