

# Geospatial Technology Club Constitution

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## **Article I. Name of Club**

### **Section 1.01**

The name of this club shall be “Geospatial Technology Club”, henceforth referred to as “the club”.

## **Article II. Purpose of Club**

### **Section 2.01**

We aim to create an inclusive space for students to engage with geography and geospatial technology through volunteer projects and opportunities for professional development. We hope to foster a sense of community within the Foothill GIST program and provide support for each other in our individual academic and career goals.

## **Article III. Membership**

### **Section 3.01**

In order to be a member of the club, an individual must be enrolled in at least one course at Foothill or De Anza College and must either attend at least one club meeting per quarter or be an active participant in online messaging platforms for the club (Discord server, Pronto, Facebook Messenger, etc.). It should be noted that interacting with the club’s public social media accounts does not fulfill the latter membership requirement.

## **Article IV. Qualification and Election of Officers**

### **Section 4.01**

In order to run for and hold an officer position, one must have at least a 2.0 cumulative GPA and must be a current member of the club. Officers must also be able to fulfill their duties as listed in [Article V](#).

Amendment as per [Article X Section 10.02](#):

In order to run for and hold an officer position, one must have completed a course in the Geography (GEOG) or Geospatial Technology (GIST) department, or be currently enrolled in a course in these departments. This requirement can be waived by a  $\frac{2}{3}$  majority vote by at least 3 club members.

**Section 4.02**

The following is a list of all officer positions:

- President/Co-Presidents
- Vice President
- Secretary
- Treasurer
- ICC Representative
- Community Manager
- Activities Coordinator

**Section 4.03 Election Proceedings**

Officer positions will be filled by open election during the first 4 weeks of the Fall quarter. In the case of more than one candidate per officer position, candidates must present a platform to all club members present during the election. Candidates will be elected by a  $\frac{2}{3}$  majority vote by at least 3 club members.

In the case of a position vacancy after an election has been held during a quarter, a special election will be held during the first four weeks of the quarter following. The special election will follow the same procedure as an annual election.

Until the special election is held, the position may be filled by a Presidential/Co-Presidential or Vice-Presidential nomination, ratified with a  $\frac{2}{3}$  majority vote by at least 3 club members. If there is still a vacancy in a position, the President/Co-Presidents will delegate the duties, or the President/Co-Presidents or Vice President will fulfill the duties of the role until a special election can be held.

Amendment as per [Article X Section 10.03](#):

All officer terms conclude at the end of the Summer quarter, regardless of when the officer's term began. Officer positions may be filled on an interim basis by volunteers until the regular election is held during the first 4 weeks of the Fall term. These volunteers must meet the same qualifications as elected officers and must be approved by the faculty advisor. Priority is given to prior officers intending to continue in any position.

## **Article V. Duties of Officers**

### **Section 5.01** Duties of the President/Co-Presidents

The President/Co-Presidents will set each club agenda, lead meetings, and serve as the point of contact for related matters outside of Foothill College. The President/Co-President will be in charge of fulfilling or delegating duties of unfilled officer positions until the position is filled. The President/Co-Presidents must be able to attend at least 80% of club meetings per quarter. There may be up to 2 Co-Presidents.

### **Section 5.02** Duties of the Vice President

The Vice President will take the place of the President/Co-Presidents when the President/Co-presidents are unavailable and will serve as the point of contact for related matters within Foothill College. The Vice President will also fulfill any additional roles as assigned by the President/Co-Presidents. The Vice President will fill in for any other officer if needed when an officer is absent during a meeting. In the case of resignation by or impeachment of the President/Co-Presidents, the Vice President will act as an interim President until a special election is held. The Vice President should collaborate and consult other officers before making any decisions related to their duties. The Vice President must be able to attend at least 80% of club meetings per quarter.

### **Section 5.03** Duties of the Secretary

The Secretary will prepare agendas and minutes for all meetings and distribute them amongst club members. The Secretary should collaborate and consult other officers before making any decisions related to their duties. The Secretary must be able to attend at least 80% of club meetings per quarter.

### **Section 5.04** Duties of the Treasurer

The Treasurer will be in charge of all matters related to club finances, including but not limited to processing all club fund requests and maintaining the club account balance. The Treasurer should collaborate and consult other officers before making any decisions related to their duties. The Treasurer must be able to attend at least 3 or 30% of club meetings per quarter, whichever is greater.

### **Section 5.05** Duties of the Inter Club Council (ICC) Representative

The ICC Representative will attend all ICC meetings and relay presented information to the club and officers. If the ICC Representative cannot attend an ICC meeting, they must contact another club officer to take their place. The ICC Representative must be able to attend at least 3 meetings or 30% of club meetings per quarter, whichever is greater.

**Section 5.06** Duties of the Community Manager

The Community Manager will be the primary administrator of all online club messaging platforms (Discord server, Pronto, Facebook Messenger, etc.), all club social media accounts, the club email, and will act as the liaison for club members. The Community Manager should collaborate and consult other officers before making any decisions related to their duties. The Community Manager must be able to attend at least 3 or 30% of club meetings per quarter, whichever is greater.

**Section 5.07** Duties of the Activities Coordinator

The Activities Coordinator will be the primary facilitator of logistics for club events, including but not limited to planning services to be included at the event, filling out necessary forms, contacting participants, and coordinating promotion for the event with the Community Manager. The Activities Coordinator should collaborate and consult other officers before making any decisions related to their duties. The Activities Coordinator must be able to attend at least 3 or 30% of meetings per quarter, whichever is greater.

**Article VI. Impeachment and Replacement of Officers**

**Section 6.01**

If an officer fails to consistently perform their duties as stated in [Article V](#), they may be impeached by a  $\frac{2}{3}$  majority vote by at least 3 club members. If an officer does not attend a club meeting for an entire quarter and does not contact other club officers, they may be impeached by a  $\frac{2}{3}$  majority vote by at least 3 club members.

**Article VII. Faculty/Staff Advisor**

**Section 7.01**

The Faculty/Staff Advisor will be present for all off-campus events and at meetings where a budget request exceeding \$100 is proposed.

**Section 7.02**

The Faculty/Staff Advisor will retain administrator login information for all online club messaging platforms (Discord server, Pronto, Facebook Messenger, etc.), all club social media accounts, and the club email in order to facilitate the transition between club officers.

## **Article VIII. Dues**

### **Section 8.01 Potential Membership Dues**

No dues are required for membership.

## **Article IX. Meetings**

### **Section 9.01 Motions**

Any officer may bring a motion to the floor for a club vote, and any club member may second it. All motions must be passed with a  $\frac{2}{3}$  majority vote of at least 3 club members.

### **Section 9.02**

The President/Co-Presidents will be in charge of the majority of each meeting. Other officers will be in charge of presenting any agenda items that pertain to their duties as specified in [Article V](#).

## **Article X. Amendments**

### **Section 10.01**

Any future amendments to this constitution must be listed in this article under a new section. The section will either reference or include a brief description of the original text to be amended with an optional explanation of why the amendment was proposed.

### **Section 10.02** Amendment to [Article IV Section 4.01](#)

In order to run for and hold an officer position, one must have completed a course in the Geography (GEOG) or Geospatial Technology (GIST) department, or be currently enrolled in a course in these departments. This requirement can be waived by a  $\frac{2}{3}$  majority vote by at least 3 club members.

### **Section 10.03** Amendment to [Article IV Section 4.03](#)

All officer terms conclude at the end of the Summer term, regardless of when the officer's term began. Officer positions may be filled on an interim basis by volunteers until the regular election is held during the first 4 weeks of the Fall term. These volunteers must meet the same qualifications as elected officers and must be approved by the faculty advisor. Priority is given to prior officers intending to continue in any position.