

Japanese Culture Club Constitution Form

Membership

1. Any Foothill College Student with a current Owl Card (Student ID) is eligible to be a member. A voting member must have officially joined the club and must be either a founding member or a regular attender as determined by other voting members, and be a student enrolled in a full course load at Foothill. Non-Foothill members are allowed to join.

2. Qualification and Election of Officers

*Officers must have a minimum of a 2.5 cumulative Grade Point Average (GPA).

*Officers are President, Vice President, ICC Representative, Treasurer, Secretary, and other roles may be added to suit club needs.

*Elections and votes are held in official meetings and must be democratic. Each voting member, including the officers, submits an electronic response as a casting of their vote.

*All officers for the initial startup of the club in year 2021 will be selected by the founder of the club. All subsequent officer selections will be by popular vote, and only by voting members.

3. Duties of the Officers

*President

- (a) Preside over all meetings.
- (b) Call special meetings.
- (c) Carry out the provisions of the constitution.
- (d) Appoint committees and chairs.
- (e) Oversee all committee activities.
- (f) Execute the policies and procedures determined by the group.

*ICC Representative

- (a) Attend and vote at all ICC meetings
- (b) Prepare and submit all paperwork to ICC
- (c) Report results of ICC meetings to the club as the public information officer for the other club.
- (d) Facilitate the maintenance of records of all ICC minutes, announcements and petitions.

*Vice President

- (a) Assume the duties of the president in case of an absence.
- (b) Perform duties delegated by the president.

*Secretary

- (a) Keep and distribute accurate minutes and agendas of all official meetings.
- (b) Act as a correspondence clerk.

*Treasurer

- (a) Handle funds and finances for club.
- (b) Work as the signatory on club account with the Office of Student Accounts

- (c) Keep financial records and collect dues.
- (d) Pay bills and release funds as voted by the general membership.
- (e) Make financial reports when called upon to do so.

*Marketing

- (a) Managing and developing marketing campaigns.
- (b) Researching and analyzing data to identify and define audiences.
- (c) Conducting promotional activities.
- (d) Organizing and distributing financial and statistical information.
- (e) Overseeing campaigns on social media.
- (f) Evaluating the effectiveness of campaigns.
- (g) Reporting on trends and statistics across all digital media platforms.