

Business Club

Constitution
Fall 2024

Article I. Organization

A. **Name:** Business Club

B. **Purpose**

Mission Statement: To promote personal growth and financial literacy.

Vision Statement: To promote the personal growth for the business administration department students of LAVC and provide opportunities for other LAVC students, faculty, and the community to improve their business acumen.

C. **Dues:** Dues cannot exceed the \$10 required ASU fee per member per semester.

To be in good standing all members must have paid the \$10 required ASU fee prior to becoming a member.

Any further dues must be voted by a two-thirds majority of club members.

D. **Meetings:** Time: 1:00-2:30pm, every 1st and 3rd Monday and Tuesday of the month in BJ and via Zoom.

All other meeting times must be approved in advance by the club advisor.

Meetings will take place in Room BJ-110 or another room approved by the club advisor.

All meetings, events, and gatherings on and off campus must abide by LAVC rules.

The last meeting of the semester will generally be held 2-3 weeks prior to finals.

Article II. Membership

A. **Eligibility**

Membership is open to all currently enrolled part time and full time LAVC students who are members of the ASU.

Membership is not limited on the basis of age, gender, national origin, race, or religion.

All members, including officers, are required to abide by the campus rules and code of conduct at all times.

Article III. Officers & Elections

A. **Officers**

Officers are responsible for promoting the mission, vision, and the well-being of the club. The officers will form the "Executive Committee".

The Executive Committee meets at times and dates as required by the President.

A majority of the members of the Executive Committee meeting shall constitute a quorum.

President:

The President shall oversee all association meetings as well as educational events.

The President shall keep permanent records of membership.

The President shall create agendas prior to all club meetings.

Vice-President:

The Vice-President shall coordinate all fundraising activities.

The Vice-President shall assume the office of President in the absence of resignation of the President.

The Vice-President shall assist the President in all activities proposed for the semester.

Secretary:

The Secretary shall take minutes of club meetings.

The Secretary shall be in charge of sign-up sheets and maintain permanent records.

Treasurer:

The Treasurer shall be responsible for all allocated funds.

The Treasurer shall maintain records of allocated funds.

The Treasurer shall keep a log of financial transactions and report to the Club at each meeting.

ICC Representative:

The ICC Representative shall attend all ICC meetings and inform the club about each meeting.

The ICC Representative shall let the officers know if they cannot attend the ICC meeting so a substitute representative can be appointed.

ICC Representative – Alternate:

The ICC Representative – Alternate shall attend all ICC meetings and inform the club about each meeting, in the event the ICC Representative is unable to attend scheduled ICC meetings.

The ICC Representative – Alternate shall let the officers know if they cannot attend the ICC meeting so a substitute representative can be appointed.

Social Media Representative**B. *Elections***

The purpose of each election is to elect the President, Vice President, Treasurer, Secretary, Social Media Representative, ICC Representative and ICC Representative – Alternate.

Each candidate needs a minimum two-thirds majority vote of voting club members to be elected.

The voting population must be a minimum of ten people, excluding current officers.

Each candidate is allowed to give a one minute speech prior to voting.

C. *Election Schedule*

Every election is held once a year at the last meeting prior to finals week of the spring semester.

D. *Special Elections*

For replacements due to vacancies or delinquent removals, a special election will be held during the next meeting.

The process of the special election will be the same as for the regular elections.

E. *Term of Office*

Every officer shall be elected for two semesters.

Every officer must be a currently enrolled, part time or full time LAVC student.

Every officer must be in good standing with a "C" average when elected and throughout their term.

F. *Removal of an Officer*

An officer may be removed for cause upon the unanimous recommendation of the remaining Executive Committee members and the approval of the club sponsor.

Upon vote of the Executive Committee a 2/3 majority of the voting members at the next regularly scheduled club meeting is required to remove the officer.

Article IV. Amendment Process

A. *Method*

Every club member has the right propose an amendment to this constitution by preparing a written amendment and submitting it to the club sponsor.

Upon approval of the club sponsor a vote will be taken at the next meeting.

The constitution can be amended with a two-thirds majority vote from the club members in attendance at that meeting.

Article V. Parliamentary Procedure

A. *Process*

All meetings will follow Robert's Rules of Order.

LOS ANGELES VALLEY COLLEGE
BUSINESS CLUB

Points of Contact:

Kendrick Kim, MBA
Assistant Professor of Real Estate & Business
Business Administration Department
Los Angeles Valley College (LAVC)
714-402-7363
kimkk@lavc.ed

Brandi Payne, DBA
Assistant Professor
Department of Business Administration
Los Angeles Valley College
paynebn@laccd.edu