

Puente
CONSTITUTION
Los Angeles Valley College

Puente Club
Wednesday 16, October 2024

The Puente Club was established to provide equal opportunities for members with the purpose to aid students to transfer to higher education and to create an environment for members to develop their leadership qualities.

ARTICLE I
NAME OF ORGANIZATION

Puente Club

ARTICLE II
PURPOSE OF ORGANIZATION

The purpose of the Puente Club is to aid students to transfer and advance to higher education by providing them with a personal counselor who will grant them knowledge about their field of study, universities, IGETC requirements, etc. This club aims to create an environment for ambitious students who will discuss, organize and plan school events that may be advantageous for students enrolled in Los Angeles Valley College. Qualified members will have the opportunity to visit and tour prestigious schools such as, UC Santa Cruz, UC Davis and UC Berkeley.

ARTICLE III
MEMBERSHIP PRACTICE

Active membership of this student club shall be chosen without discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status.

A. Eligibility for membership

All students at LAVC shall be eligible for membership; there shall be no discrimination on the bases of race, creed, or sex in acceptance of any individual.

B. Criteria or qualification for membership

Puente connection members must be students at LAVC to be considered active or inactive members. Members must believe and show a positive perspective towards the Puente Club and Program. Also members must be willing to donate time to the community, for community service involvement will be a requirement.

C. Categories of membership

Active members

The members who assume the role of active membership will also be required to attend 80% of the meetings and commit to do at least fifteen hours of community service a quarter.

Inactive members

Those members who assume the role of inactive membership will not be granted the right to vote in elections. Inactive members will be required to attend at least two events per quarter

Honorary Members

Alums will have a place in the club if they wish to mentor the current Puente Class by offering Guidance to improvise any needed predicament. Each member will contribute to the club, regardless of position (if applicable). Voting will take place once a year, during the winter quarter there will be an evaluation for each held position to see if a change is necessary.

D. Withdrawal or removal of members

Withdrawal of a member

All members have a right to request withdrawal from the club. Members who wish to withdrawal must notify the president for official withdrawal from the official Puente Club.

Removal from a member

A member may be eligible for removal from the club if he/she fails to comply with the community service hours or constitution.

All active members of the club have to be present at the meeting for the official removal of a member.

The process for the removal of a member is as follows:

1. Charges or complains brought against the member. Any member has a right to complain regarding another member for any reasons that seem unjustified.
2. Evidence to support complaint is presented.
3. Member is given an opportunity to appeal and argue a defense plus offer counter evidence.
4. Vote is taken from all active members present at a meeting where quorum subsists need to vote in favor of removal in order to take effect.
5. If the removed member wishes to petition the decision, a simple majority vote of the entire membership of Puente Club will be plenty to reinstate the member.

ARTICLE IV OFFICERS

A. List of officers

The officers shall be:

- | | | |
|-------------------|--------------|-------------------|
| 1. President | 3. Secretary | 5. ICC Rep |
| 2. Vice President | 4. Treasurer | 6. Club Historian |

B. General duties and responsibilities of officers

President

Responsible for conducting all meetings, being able to organize new events, create connections among other clubs on campus, to be regularly consulting with the advisor, participating in the Puente events, and promoting Puente membership. Besides all this he/she must focus on two main goals: making sure to prepare at least two active members in the club who will be able to take his/her place the upcoming year, and to expand the Puente connection organization.

Vice President

The Vice President is responsible for assisting the president with organization meetings, events and directing meetings in the president's absence. The Vice President is responsible for activities and executing special presentations regarding the foundation of the Puente to new and/or prospective members. Besides these responsibilities the Vice-President must be acquainted with other clubs on campus so as to be able to expand Puente.

Secretary

The Secretary is accountable of taking detailed notes of all meetings and keeping track of minutes. The Secretary is responsible for putting all events/activities in the Puente schedule and must work with the President to remind him/her of important deadlines or events coming up.

Treasurer

The treasure will be in charge of collecting fees and monitoring the club account. He/she will co-ordinate the ordering of t-shirts, sweaters and responsible of all monetary matters.

ICC Rep

The ICC Rep is responsible for attending ICC events and passing on the information learned there to the other club officers. The ICC rep is also a voice for Puente at the ICC meetings.

Club Historian

It is the duty of the historian to keep a record or history of the club's activities and achievements during the year. This person should take pictures at projects, socials, and special events. Duties should be clearly outlined and the historian should be at all meetings, including Officers meetings, in a nonvoting capacity. The Club Historian also serves as Newsletter Coordinator. How often and what format a newsletter is put out will be the decision of this officer, the president and the advisors.

C. Qualifications for becoming an officer

Eligible candidates for office who meet all of the following requirements:

1. Must be an active member of the Puente Club at LAVC
2. Must be a full-time student, enrolled in at least ten units at LAVC (exceptions from case to case basis)
3. Must have a current G.P.A of at least 2.0.
If the position of any space in office is desired, the individual must willingly show proof of his/her current GPA; in this manner FERPA is not violated. Quarterly revisions of GPA must be willingly submitted amongst officers who wish to keep their positions, failure to submit GPA requisite will result in evaluation of individual's performance in the club and his continuation will depend on the votes of current officers in the organization.
4. If no member that meets these requirements is interested in a position, the membership may permit another member to run by a simple popular vote of those members present at a meeting where quorum exists.

Officers will be elected by a majority vote at a meeting where quorum exists, and that has been advertised for at least one week.

D. Terms of office

Officers are elected for their corresponding positions within the first two weeks of each semester. The president of the previous Spring Semester will remain President into the following Fall semester, so there will be an overlap in duties where the current member mentors the newly voted members for most of the Fall Semester quarter.

New elections will be held in the Spring semester. The old board members can and should advise the new members with any questions that may arise throughout the Spring quarter.

E. Procedure for filling vacated offices

In the event that an office other than the President is vacated, special elections will be held in which the qualifications, as stated in Article IV-C will apply for candidates to be considered for eligible officers. In case of the President absence, the Vice- President will assume the duties and responsibilities of the President. If the Presidency is vacated, the Vice President will succeed the President, and special elections will be held to fill in for the position of the Vice-Presidency.

Newly elected officers will be determined on the foundation of a majority vote of the Puente Connection Club.

F. Procedure for removal of officers

A petition should be signed by at least 50% of the Club is required for the contemplation of the removal of an officer.

A major vote of active Puente Connection members present at a meeting where quorum is present must be passed to officially remove an officer from position. This will be conducted by anonymous poll.

G. Appeal policy

The appeal process for removal of an officer will follow the same process outlined in the Article III-D, moreover a member removed from their officer position will not be removed as an actual member without a separate process.

ARTICLE V ELECTIONS

A. Times and period when elections occur

Elections will be held during the first two weeks of the Spring Semester.

B. Nominations

Nominations will be held at least one week before the elections. Any member may nominate any other active member, members may also nominate themselves to a desired position.

D. Election procedures

All active members of the Puente Club are eligible to vote in officer elections. Elections will be performed by secret poll at a meeting where quorum exists. If a quorum cannot be reached by the second attempt at elections, then a majority vote of those present will be sufficient to validate elections.

A majority vote will consist of rating the runner ups in a one through five measures. The measures will consist of being, poor, fair, good, great and excellent. The qualities being voted for are the following:

- Involvement & Commitment to the organization.
- Leadership Qualities
- Accountability & Resourcefulness.

These three qualities will be voted for all present members, the individual who is given the best average score is considered the winner of that specific position. This procedure shall be applicable to all positions within the club.

E. In case of a tie

In case there is a tie in any position after the average has been presented. The President and the Co-President or Vice-President must choose who they think is more apt for the position based on the individual's action throughout the quarter.

ARTICLE VI MEETINGS

A. Types of meetings

There will be General meetings held monthly. All active and inactive members are invited. All members are encouraged to attend and share ideas as well as to interact with each other. These will include share ideas about future activities, fundraisers, elections. Supervisory meetings will be held five times per quarter. There will also be Officer meetings held, as needed, over the semester so that the officers may plan for the future of the club.

1. General Meetings

General Meetings includes Officers, and all active and inactive members. Attending general meetings is mandatory for Officers and Active members, and failure to attend these may result in relegation of ones membership group. Discussion about ongoing and planned projects will be informed at the general meetings. Moreover sub-committees will share and plan additional activities as well share their own opinion about previous events to the club. These will be held every week.

2. Officer Meetings

Officer meetings are for those who are in charge for the Puente Club's direction and activities over the semester. Approximately three Officer meetings will be stated per school year. Officers are required to attend these meetings for they need to be informed about specific history and purpose of the club.

B. Time and occurrence of meetings

Meeting times and locations will be announced by club advisors at the start of the semester.

General meetings will be held at least once every month.

Officer meetings will be held approximately at least three times per school year, however these may be subject to change.

C. Meeting minutes and records

It is the secretary's responsibility to take meeting minutes and keep record of all these as well the special meetings. Minutes will be announced at the beginning of the meetings that follows the meeting from which the minutes were taken. Additions and corrections are to be made at this time and a final approval of the minutes must be made at this time.

Meeting minutes and other records are vital for an organization's success. Elections results, impeachment of an officer, removal of a member, approval of a budget or expense and confirmation of amendment approval are just a few of the important items that meeting minutes are used to validate/verify. If extra minuets are needed, he or she shall be the one calling for the minutes.

ARTICLE VII

A. Dues/membership fees

There are no membership dues for the Puente Club, however the yearly payment to ASU must be paid for membership eligibility. ASU Fees are due no later than 2 weeks after the agreement of membership. .

B. Budget expenditures

The treasurer is in charge of having a record of the money and how to use it. Members of the club and officers must know how the money will be invested in activities, events, etc. The final decision will be in hands of the President. To spend money, the general members should meet and discuss where the money is going, the advisor shall be there.

C. Governance and Finances

The treasurer and President and Club Advisors will have financial responsibility for the Puente Club.

ARTICLE VIII

A. Selection of Advisors

The advisors to Puente Club will be the faculty/staff members on campus designated as the coordinators of Puente Program. Currently, the advisors are the Coordinators of the Puente Program from the Counseling Office and the English Department.

B. Qualifications

The advisor should be someone who works with and has a great interest in services for Puente students.

C. Roles and duties of an advisor

The advisor will provide guidance, support and friendship to the officers as well as mentoring and to all the members of the Puente Club. While the advisor will not plan precise details of events and activities, the advisor's role is to help and assist in the process. The Puente advisor will request information from LAVC to facilitate the students' membership and help out in the process.