

Constitution of Asian Pacific American Students for Leadership

1. The name of this club shall be Asian Pacific American Students for Leadership (APASL).
2. The purpose of the club is to promote leadership skills through service to the Asian Pacific American community.
3. Any DASB cardholder who carries a minimum of 4 unit is eligible to join the club.
4. **Qualification & Election of Officers**
 - I. Club officers must be currently enrolled, have at least a 2.0 cumulative GPA, must maintained four units, have a current DASB card, and must not be on academic or social probation.
 - II. Officers will be Chair, Vice-Chair, Secretary, and Treasure/ICC Rep. Club elections will be held no later than the 6th week in Spring Quarter, and will be done by secret ballot by club members.
5. **Duties of the Officers**
 - I. Chair shall preside over all meetings, call special meetings, carry out the provisions of the constitution, appoint committees and chairpersons, and oversee all committee activities.
 - II. Vice-chair shall assume the duties of the chair in his/her absence, perform any duties delegated to her/him by the chair.
 - III. Secretary shall keep accurate minutes of all meetings, act as correspondence clerk, print and distribute agenda for all meetings.
 - IV. Treasurer/ICC Rep shall handle funds and finances for club, keep financial records and collect dues, pay bills and release funds as voted by the general membership, make financial reports at least once a month at the meeting, attend all ICC meetings, and report the results of ICC meetings at club meetings.
6. **Executive Council**
 - I. The Executive Council consists of the Chair, Vice Chair, Secretary, and Treasurer/ICC Rep who shall meet as often as necessary.
 - II. Duties of the Executive Council: to formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership; to executive policies determined by the general membership, to govern activities of the club; to compile agenda for general meetings.
7. **Impeachment/Removal & Replacement of Officer and Members -**
 - I. All elected officers can be subjected to impeachment and removal by a two-thirds majority vote of the total membership.
 - II. Grounds for impeachment are negligence and any form of misconduct which is damaging to the club. An officer/member may be impeached/removed only under the following conditions: there must be a quorum present during impeachment/removal; two thirds of the membership must vote; prior to impeachment/removal there must be one week's notice of intent publicized.
 - III. Replacement of officer(s) shall be in the following manner: in absence of Chair, Vice Chair, Secretary, Treasure/ICC Rep.
8. **Meetings**
 - I. There must be public notice on the club board at least three school days in advance.
 - II. There must be a meeting at least once a month.
 - III. There needs to be a quorum present in order to take care of financial action.
 - IV. Minutes must be kept of all financial action with the club secretary.
 - V. The treasurer will need to make a written and oral report at least once a month at the meeting.
9. **Advisor**
 - I. The role of the advisor is to: serve as the official staff representative of the college, work closely with the club to insure a cooperative relationship between the advisor, and the club membership, help each officer of the organization understand their duties, give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay, help students to understand and apply democratic principles within their own organizations, and in working with others, be present for all official club/organization meetings and activities, and to advise students of the policies and procedures which they must follow as a club, be familiar with the ICC Code, ICC Financial Code, ICC Concessions Code and club financial process, and to sign all club requisitions for the club.
10. **Responsibilities** – This club accepts full financial responsibility for all activities which bear its name as official sponsor, and will adhere to college regulations. All publicity for an event must bear the name of the sponsoring club.
11. **Amendments to Constitution** – Any amendment change requires a two-thirds vote at a general meeting, copies distributed to all clubs and Advisor, and must then be approved by a majority vote by the ICC.