

# **T.R.I.O. CLUB**

(Transferring Really Is an Option)

## **Constitution and Bylaws**

TRIO Club of Modesto Junior College

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Constitution and Bylaws- 2/16/2012

## **TRIO CLUB OF MODESTO JUNIOR COLLEGE**

### **Mission Statement**

The TRIO Club is committed to meeting the diverse needs of the college community in achieving academic excellence, community services and the furtherance of student welfare. The TRIO Club is a place for students with similar but very different life styles and backgrounds to come together in support of achieving our goals as a group. It is our intent to encourage a sense of determination among students to transfer out of the community college system within a reasonable time period. The club is committed to giving students a strong foundation by helping them explore their options.

## **CONSTITUTION**

### ***Preamble***

We, the students of Modesto Junior College, establish and present our organization, the TRIO Club as a representation, purposeful and significant body of students, do establish and ordain this constitution which will take effect in the Spring semester of 2012.

### ***Article 1 – Name and Purpose***

**Section 1 -** The name of this organization shall be the “T.R.I.O. Club”  
(Transferring Really is an Option).

**Section 2 -** The purpose of this organization is to meet the diverse needs and challenges of our students. Enabling them to be a productive force in spreading the doctrine of education and implementing new thought processes. Achieving this by holding social and cultural experience activities on college campus and in the community.

**Section 3 -** Motto: Transferring Really is an Option.

***Article 2 – Place of Business***

The TRIO Club shall conduct all official business through the Associated Students of MJC.

***Article 3 – Membership and Privileges***

**Section 1 -** Members shall comply with the requirements of the constitution and the by-laws of the organization, hereafter known as the TRIO Club. Members shall be currently enrolled in Modesto Junior College and pay a minimum of five dollars per semester.

**Section 2 -** All TRIO Club members shall be permitted to vote in official TRIO Club elections and be involved in club membership.

***Article 4 – Officers***

**Section 1 -** The elected officers of the TRIO Club, its Advisors, and any other position required in the Constitution and Bylaws shall serve as the Executive Board.

**Section 2 -** The officers of the TRIO Club shall be the President, Vice President, the Inter Club-Council representative, Treasurer, Secretary, and the staff Advisors.

**Section 3 -** The officers shall be elected through a general election by TRIO Club members at the end of each semester.

**Section 4 -** The officers are voting members. The presiding officer for the meeting will not vote in order to remain unbiased in the issues that come forward. In cases where there is a tie in the voting process, the presiding officer will be the deciding vote.

***Article 5 – Terms of Office***

**Section 1 -** Term of Office for officers shall be for the period of one semester.

**Section 2 -** No officer shall serve office for more than two consecutive terms.

### ***Article 6 – Qualifications for Office***

To hold office a candidate must have been an active member of the TRIO Club for at least one semester and maintain a 2.5 GPA. In emergencies, this eligibility requirement may be waived by the Executive Board to fill crucial officer positions.

### ***Article 7 – Meetings***

**Section 1 -** All meetings of the TRIO Club shall be open to the general public. Meeting times are the 1<sup>st</sup> and 3<sup>rd</sup> Friday of each month at 12:00 p.m. If deemed necessary, alternate meetings will be conducted by the Vice President and are not a subsequent meeting but are only to serve as a recap of the regularly scheduled meeting. Elected officials are expected to attend all regularly scheduled meetings or to notify the president or advisor of the absence. Mandatory attendance of elected officials for special elections, voting meetings and amendments to the constitution is required.

**Section 2 -** The ASMJC Inter-Club Council holds regular meetings on the first and third Tuesday (from 2:15 p.m. until the completion of the agenda) of each month while school is in session.

**Section 3 -** The Executive Board shall hold regular meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday (from 4:00 p.m. until the completion of the agenda) of each month while school is in session.

**Section 4 -** Special meetings may be called by any of the Executive Board members or club Advisor.

**Section 5 -** No regular meeting shall be held during the week of finals.

## **Article 8 – Elections**

- Section 1 -** Nominations for executive officers and other positions shall be held two meetings prior to the official elections. Equal time shall be allowed to each candidate to make a campaign speech during the second to the last club meeting. Candidates should make every effort to campaign during both day and night meetings.
- Section 2 -** The officers shall be nominated from the floor and elected by ballot or hand count.
- Section 3 -**
- a)** For elections- ballots shall be distributed at the meeting immediately following the nomination meeting. After voting, members shall drop ballots into a sealed ballot box upon leaving.
  - b)** Advisors shall keep the ballot box and see that this procedure is followed in all meetings.
  - c)** The advisors and the executive board shall then count the ballots and determine the new officers by majority vote.
  - d)** Newly elected officers shall be announced at the last meeting. A transition meeting will be scheduled to prepare the new officers for their duties.
  - e)** Any position not filled or vacated will be filled by election open to all members as soon as possible.
- Section 4 -** Elections shall be held on the last regularly scheduled meeting of the election semester. Officers being elected at this time are required to complete the acceptance and confirmation process. New officers are responsible for paying their five-dollar assessment by the first meeting of the following semester, shall be replaced at the second regular meeting of that semester by a regular election.

**Section 5 -** During special elections, a simple majority vote of all those present shall be necessary to elect a candidate. Any elected official missing two mandatory meetings will be replaced in a special election.

**Section 6 -** If the Vice President is unable to fulfill the duties of the President, the floor will be opened for nominations. The president's position will be filled by majority vote of the Executive Board and active members.

**Section 7 -** When there is only one nominee for an office, the person will be elected by a majority voice vote. All nominees must be present during the election process. Only in cases of emergency or urgency can this eligibility requirement be suspended in order to have officer positions filled and only by decision of the existing executive board.

### ***Article 9 – Definitions and Qualifications of Membership***

A person may attain initial membership if:

- a. The person is an active student at MJC.
- b. Completed a student contact sheet.
- c. The person has paid a five-dollar membership fee.
- d. Demonstrates a willingness to further their education.
- e. 2.0 GPA

### ***Article 10 – Active Membership***

A person may obtain active membership by:

- a. Remaining an active participant in the TRIO Club.
- b. Remaining in good standing with the TRIO Club.
- c. Paying renewal assessment of five dollars.
- d. Attending a minimum of (1) meeting a month, (Possible 8).
- e. Attending or participating in a minimum of (5) events, functions, fundraiser, community service or club events per semester.

### ***Article 11- Permanent Membership***

A member may qualify and apply for permanent membership by:

- a. Completing TRIO Club permanent application
- b. Continuously pay five dollar membership
- c. Attending (1) meeting per month.
- d. Contributing (10) volunteer hours to club activities or verifiable community service projects.
- e. Maintaining active status in TRIO Club for (4) semesters.

**All permanent members shall be granted alumni status.**

### ***Article 12 – Suspension from Club***

A member may be suspended from the club for:

- a. Violation of the TRIO Club Constitution & Bylaws
- b. Violation of the Student Code Of Conduct
- c. Due to the crucial and imperative fact that ASMJC guidelines require that all clubs must have a representative attend ICC meetings, or face losing its charter. Failure to attend ICC meetings without sufficiently attempting to find appropriate replacement such as the President or Vice President, Treasurer or Secretary, will result in suspension of the ICC representative.
- d. In the event that any executive officer is unable to attend two consecutive meetings without a valid excuse, he/she will be removed from office and a special session may be held to elect or fill the apparent vacant position.

### ***Article 13 – Amendments***

#### **Section 1 -**

This Constitution and Bylaws may be amended by a 2/3 vote of the members at a general meeting.



**Section 2 -**

All proposed amendments shall originate with or shall be presented in writing to the Executive Board. Any changes shall be presented by the Executive Board to the members for a vote. Proposed amendments shall be announced at least (1) week before the general meeting. Amendments shall receive a 1<sup>st</sup> and 2<sup>nd</sup> reading before a vote is entered.

***Article 14 – Bylaws***

Detailed and or any information not stated and or addressed herein from this constitution is to be located in the Bylaws.

***BYLAWS***

I. ***Legislative***

1. General supervision over all the TRIO Club activities shall rest with the Advisor of the Club
2. All Club purchase from Club funds shall be voted upon and approved by a majority vote of Club members
3. All agenda items must be submitted in typing to the presiding office no later than 3:00 on the Thursday preceding the regularly schedule Executive meetings.
4. Completed agendas will be placed in Executive Board members' mailboxes and posted in a public place in accordance with the Brown Act (California Government Code section 54954.2) (a) or according to any law passed by the Legislature, which supersedes or replaces the aforementioned section.

II. ***Duties of the Executive Board***

5. All officers shall uphold the constitution at all times. Elected officials are expected to attend all regularly scheduled meetings or to notify the president or advisor of the absence. Mandatory attendance of elected officials for special elections, voting meeting and amendments to the constitution is required.
6. The Executive Board shall be composed of the President, Vice President, Secretary, Treasurer, Inter-Club Council Representative and the Club Advisors.
7. The Executive Board shall be responsible for planning, budgeting, implementing, coordination, and evaluating all aspects of the TRIO Club.
8. The Executive Board shall ensure the progress towards the completion of the organizational goals for the year.
9. The Executive Board holds the authority to execute emergency meeting(s) to address urgent matters, which threaten the integrity, stability, and missions of the Club.

III. ***Duties of the Elected Officers***

10. **President**
11. The President shall take a presidential oath to serve and uphold the TRIO constitution, Bylaws, and Mission
12. The President will serve as the Presiding Officer of the Executive Board at all regular and special meeting and shall prepare the agenda for

meetings at which he or she presides. The President reserves the authority to call to order special or emergency meetings in the interests of the club as he or she seems necessary.

- 13.** The President reserves the authority to appoint committee Chairperson(s) as deemed necessary to conduct club business.
- 14.** The President shall represent TRIO Club members at times and places where such representation is required, requested, and agreed upon.
- 15.** The President shall assume the duties of the Vice-President, Treasurer, Secretary, Inter-Club Council Representative during their absence.
- 16.** The President shall enforce and maintain the TRIO Club Constitution and Bylaws.
- 17.** The President shall appoint all Officers and student members to committees when necessary and shall be responsible for ensuring the full participation of those appointed.
- 18.** All TRIO Club officer vacancies shall be filled by appointment of the president after a vote by the Executive Board.
- 19.** The President shall have the right to veto legislation by submitting a written statement of his or her objection to the Executive Board by the next regular meeting following passage of the legislation
- 20.** The President shall be a signature on all expenditures of TRIO Club Funds.
- 21.** The President shall prepare an end of the semester report on the activities of the TRIO Club.
- 22.** The President shall be available to any Executive Board member or

club member within reasonable hours and times.

**23.** The President shall be ultimately responsible for the maintenance of all records and paper pertaining of the dealings of the club.

**24.** The President shall take to the Executive Board and sign off on all documents going public that bare the TRIO Club name.

**25.** The President shall review all documents that are to be mailed, emailed, faxed, posted or otherwise viewed by others that are or can be interpreted as representative of the TRIO Club.

**26.** The President shall prepare an informational binder by the end of the term for the incoming President.

**27. Vice President**

**28.** The Vice President shall take a Vice Presidential oath to serve and uphold TRIO Club constitution, Bylaws, and mission.

**29.** The Vice President shall serve as the Presiding Officer of all regular and special meetings and shall prepare the agenda for meetings at which he or she preside in the absence of the President.

**30.** The Vice President shall perform all of the duties of the President in his or her absence or at the request of the President, to act as Inter-Club Council Representative should the Inter-Club Council Representative be unable to attend Inter-Club Council meetings Representative be unable to attend Inter-Club Council meetings.

**31.** The Vice President shall hold alternate club meeting and refer to regularly scheduled meeting minutes. Holding the meeting only as an informational meeting, not to replace or be in addition to the regularly scheduled meetings. Therefore, there should be no new business brought to the table or new votes or new agendas. Any new business

request, suggestions, or comments should be noted and brought before the Executive Board.

- 32.** In the alternate meeting(s) the Vice President shall keep his or her own minutes of the meeting. The agenda for the meeting(s) shall be to go over what we discussed in the regularly scheduled meeting. Anything new brought to the table shall be documented in the Vice President's minutes and forwarded to procedure in **Section 3 article 1.34**
- 33.** The Vice President shall preside over meetings and assume all responsibilities and authority of the President in his or her absence and may become President should the President resign or is unable to remain in office.
- 34.** The Vice President shall prepare and present reports.
- 35.** The Vice President shall be responsible for overseeing the TRIO Club constitution and Bylaws and to see that they meet the needs of the organization.
- 36.** The Vice President is responsible for creating and maintaining ALL master documents used by the club.
- 37.** The Vice President is responsible for creating and maintaining a master executive folder that is to include: The TRIO Club Policies and Procedures and The TRIO Club Constitution and Bylaws, and New Member Packet.
- 38.** The Vice President is responsible for reviewing all TRIO Permanent Member Applications for completeness and eligibility requirements before forwarding to the President.
- 39.** The Vice President is responsible for ensuring every new member receives a new member packet.

40. The Vice President is responsible for maintaining detailed and thorough club files, documents and reports.
41. **Treasurer**
42. The Treasurer shall take an oath to serve and uphold the TRIO Club constitution, Bylaws, and mission.
43. The Treasurer shall serve as the Presiding Officer and any Finance Committees that the President or Executive Board creates. The Treasurer shall prepare the agenda for the meetings at which he or she presides.
44. The Treasurer shall represent the club in financial matters and shall make books available to any officer or advisor upon reasonable request.
45. The Treasurer shall prepare a financial statement of club financial activity at the end of each month to be due to the President by the third day of the following month.
46. The Treasurer shall be a signature on all expenditures of the TRIO Club funds. All transactions shall have the signature of the President, Treasurer and an advisor. All bills and receipts must be kept.
47. **Secretary**
48. The Secretary shall take an oath to serve and uphold the TRIO Club constitution, Bylaws and mission.
49. The Secretary shall record the minutes of all regularly scheduled meetings in addition to special meetings, this does not include alternate scheduled meetings, which are representative of the regularly scheduled meetings.

50. The Secretary shall distribute minutes to Executive Board members, post minutes within 24 hours of meetings and hold copies for those who request copies.
51. The Secretary shall check the Club mailbox located in Student Development, a minimum of two times per week. If unable to do so, the Secretary must notify the President.
52. The Secretary shall work closely with the Vice President to ensure all documents pertaining to the TRIO Club are up to date and in stock.
53. The Secretary shall upon reasonable notice prepare documents, statements, letters requested by the President and shall handle all correspondence including letters of solicitation, invitations, thanks and any other letter required by any member of the Executive Board.
54. The Secretary shall be responsible for sending notification of upcoming meetings and events. The President shall review all documents that are to be mailed, emailed, faxed, posted or otherwise viewed by other that are or can be interpreted as representatives of the TRIO Club. This includes documents that are sent internally or externally on behalf of the TRIO Club.
55. **Inter-Club Council Representative**
56. The Inter Club Representative shall take an oath to serve and uphold the TRIO Club Constitution, Bylaws and Mission.
57. The Inter Club Representative shall attend ALL meetings of the Inter-Club Council of the Associated Students of Modesto Junior College. Act on behalf of the membership of the TRIO Club involving decisions and or activities before the Inter- Club Council. Inform the Executive Board for business which has transpired or will affect the membership or dealing of the TRIO Club.

**58. Advisors**

**59.** An Advisor shall attend or have representation at all Executive Board and club meetings.

**60.** An Advisor shall sign all financial transactions and all contracts dealing with the TRIO Club.

**61.** The Advisors shall have the power to call special meetings under extraordinary circumstances.

**62.** An Advisor shall attend all TRIO Club sponsored events.

**63.** An Advisor shall have the power to dismiss from office any individual not meeting eligibility requirements in the absence of the Executive Board.

**64. Event Planning**

**1.65-** The Chair of the planning committee shall take an oath to serve and uphold the TRIO constitution, Bylaws and mission.

**1.66-** The Chair of the planning committee shall be responsible for preparing a calendar of events each month subject to the approval of the Executive Board.

**1.67-** The Chair of the planning committee shall represent the TRIO club at times and places where such representation is required.

**1.68-** The Chair planning committee shall be required to submit budget proposal breakdowns and reports on **all** TRIO Club events.

**1.69- Public Relations Committee**



- 1.70-** Shall take an oath to serve and uphold the TRIO Club Constitution, Bylaws, and mission. Shall also serve the public relations person for campus and community communications.
- 1.71-** Keep informed of all the meetings and events and communicate such activities to all TRIO Club members.
- 1.72-** Shall as necessary be the primary person to send information via e-mail communication subject to the approval of the Executive Board and or President. The Public Relation chairperson officer shall make the Club aware of upcoming events, fundraisers, activities, pleadings, request for help, assistance, and general information. With the exception of the Secretary with the meeting reminders, the Public Relations officer shall be the bridge of communication to keep all members informed of any and all club activities.
- 1.73-** The Public Relations Chair shall send the President first drafts of any and all correspondence. E-mail to the club members should be restricted to Club related material and information only. Unless otherwise authorized by the President and Adviser.
- 1.74-** The public Relations Committee shall provide the President the opportunity to review all documents that are mailed, e-mailed, faxed, posted or otherwise viewed by others that are or can be intended to be interpreted as representative of the TRIO Club, or sent internally or externally on behalf of the TRIO Club.

#### IV. ***Initiative, Referendum, and Recall***

- 1.75-** The TRIO Club shall have the power to initiate legislation by means of a petition signed by a majority of the membership. Said petition shall be presented to the President who shall call a special election no later than fifteen school days after such a petition has been filled. A 2/3 vote of those voting shall be sufficient to pass legislation.

**1.76-** To recall any TRIO Club officer, the signatures of a majority of the members shall be required. A 2/3 vote of the ballots cast by the members of the TRIO Club shall be required to remove an officer.

**V. *Discipline and Expulsion***

**1.77-** The TRIO Club shall have the right to censure or remove from office an officer, or any committee member of the organization for valid cause. Officers and committee members can be removed by the same authority that selected them.

**1.78-** An Officer or committee member can be censured or removed from office because his/her violation of duty of the organization, a breach of a fundamental rule or principle of the organization, or for any violation stated in the Constitution and Bylaws as a ground for censure or removal.

**1.79-** Grounds for censure or removal of an officer or committee member shall be a failure to fulfill the duties of his/her office as outlined in this constitution and Bylaws. Absence from two meetings of the Executive Council or ICC meeting without notifying the President of TRIO Club or Vice President beforehand, not fulfilling requirements of job duties.

**1.80-** The TRIO Club shall have the inherent power to expel an Officer or committee chair if he/she does not meet and maintain the minimum requirements as described in the TRIO Constitution and Bylaws.

**1.81-** A proceeding to censure or remove from office must not violate any rule of the organization or any of the Officer's or Committee Chair's rights under the law. The essential steps for imposing censuring or removal from office shall be:

***Charges:*** An affidavit stating the alleged violations and preliminary proof filled with the President of TRIO. The affidavit shall be filled

with the Vice President should be the President of TRIO be accused

**Investigation:** The Executive Board shall investigate the alleged violations to determine if there are grounds for censure. Should there be any grounds for censure, the Executive Board shall create a hearing committee, set a date for the hearing and notify the Advisors.

**Notification:** An Advisor shall send the accused a registered letter at least fifteen days before the day of the hearing, containing a copy of the charges, the time and place of the hearing, and a statement of the accuser's rights to be present at the hearing, and to receive a copy of any transcript of minutes of all TRIO meetings.

**Hearing:** In conducting the hearing, the hearing committee shall preserve decorum and fair play, restrict evidence and testimony to the written charges and uphold the right to due process.

**Decision:** The hearing committee should, within reasonable time, make findings of facts on the essential points at issue, return a verdict and send a copy of the verdict and the findings of fact to the accused and to the Advisors. Should an officer, or committee chair be found guilty of the charges, the hearing committee shall recommend a penalty to the Executive Board at the Board meeting.

**1.82-** The Executive Board shall have the power to initiate penalty actions. The recommendation of the committee shall be accepted by 2/3 votes of the Executive Board.

#### I. **Policies**

**1.83-** The TRIO Club Policies and Procedures Manual shall be maintained by the TRIO officers and reviewed by the authorized Advisors.

### **VII. Revisions and Amendments**

Proposed: February 16, 2012