



Aims Multicultural Club By-Laws *(effective Fall 2017)*

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be the Aims Multicultural Club

Section B: National Affiliation – This club is not a member of a nation or state organization.

Section C: Purpose – The purpose of this club shall be:

- To celebrate the diversity of our student population and the community that Aims Community College serves;
- Increase awareness and understanding of a variety of world cultures (people, art, music, cuisine, literature, and history);
- To serve (through community volunteerism) the varied cultures of the Greeley/Weld/Northern Colorado region.
- To connect in meaningful ways through weekly/bi-weekly meetings, club field trips, campus-wide events, and community volunteerism with our Aims peers.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility – Membership shall be open to all Aims students who are currently enrolled in at least one credit (student fee paying).

- Members will demonstrate their commitment by attending weekly or bi-weekly/bi-weekly meetings, off-campus volunteering and/or campus-wide events/recruitment events.
- There is an exception for members that cannot participate in weekly/bi-weekly meetings due to class schedules or other personal commitments. Members who are unable to participate in the weekly/bi-weekly meetings shall email the Engagement officer of their circumstances, this email will serve as their commitment to the club.
- If it is determine that a once active club member is no longer active (is not communicating via email) then the Engagement officer may determine that a member is no longer active and the inactive member will be removed

from the club roster and all future club communication until they have indicated their intent to re-engage in club meetings/activities.

Section B: Dues – the club does not collect dues from its members to finance club activities or recognize membership through tangibles (meals, field trips, and apparel). However, in order to receive club apparel or participate in membership recognition events or off-campus activities, club members must follow a participation level-system (see below):

- **Level I Participation:** To receive a club t-shirt, members must attend at least two meetings or complete a minimum of two hours of documented community service (with or separate from the club).
- **Level II Participation:** A demonstrated long-term commitment to the club by attending at least 75% of weekly/bi-weekly meetings (or continued communication with the Engagement Officer of inability to participate in weekly/biweekly meetings), AND participate in the pre-planning and/or during a campus-wide club event, OR complete two or more documented hours of community service (with or separate from the club), OR volunteer at a club recruiting event (Fall-In, Student Involvement Fair – fall/Student Expo – spring). This level of participation will allow members to participate in any club funded social or multicultural field trips (ex: bowling, museums, recognition meals at regional restaurants, movies, etc...).

ARTICLE III: OFFICERS

Section A: Officers – The officers of this club shall be President, Vice-President, Secretary/GASO Rep, Treasure, and Engagement officer (see duties in Article IV, Section A-E). In order to maintain compliance the minimum following positions must be filled by fall semester each year – President, Vice-President, and Secretary/GASO Rep.

Section B: Eligibility – Officer roles shall be open to all Aims students who are currently enrolled in at least one credit (student fee paying).

Section C: Election – The officers shall be elected by ballot at the last meeting of the spring semester by majority vote cast for that office. If positions go unfilled in the spring semester, a second election will occur in the fall semester at the second official weekly/bi-weekly meeting to fill any open positions.

Section D: Term – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

Section E: Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

Section F: Removal - An officer can be removed from their role if there is reasonable proof that the officer is not fulfilling their duties. The executive board, club advisor(s), and Student Leadership & Development program coordinator must first meet with the officer to address concerns and determine if issue(s) can be resolved without dismial. The club advisor(s) and the program coordinator of Aims clubs/orgs will make the final determination if it is believed that removal of the officer is in the best interest of the club. If mediation is required it will be brought to the executive director of Student Leadership & Development.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – it shall be the duty of the President to:

- Preside at meetings
- Represent the club
- Only vote in the case of tie
- Perform such other duties as ordinarily pertain to the this office (develop and set weekly/bi-weekly agendas, communicate regularly with the club advisor(s), other officers, and club members)

Section B: Vice President – it shall be the duty of the Vice-President to:

- Preside in the absence of the President
- If the Engagement officer position goes unfilled the duties outlined for that role will be assumed by the Vice-President

Section C: Secretary/GASO Rep – it shall be the duty of the Secretary to:

- Record the minutes of all meeting and submit them to the executive board and club advisor(s) within one week of the meeting
- Attend all GASO meetings each semester, and take relevant notes to report back to club
- If the Treasurer position goes unfilled the duties outlined for that role will be assumed by the Secretary/GASO Rep

Section D: Treasurer – it shall be the duty of the Treasurer to:

- Receive all funds and process request for payment, deposit slip, and officer signature forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed

Section E: Engagement – it shall be the duty of the Engagement officer to:

- Track and maintain attendance at weekly/bi-weekly meetings each semester, participation in club recruitment events, campus-wide events, and off-campus volunteering

- Report to the executive board which members are and are not eligible to participate in the incentive outings and apparel (field trips, off-campus meals, t-shirts etc...).

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held weekly/bi-weekly during the regular school year. The club will vote on a tentative first meeting date and regular meeting time for the fall semester at the last meeting of the spring semester.

Section B: Special Meetings – Special meetings may be called by the President with the approval of the Executive Board.

Section C: Quorum – A quorum shall consist of 2/3 of the membership (the current roster of active participants).

Section D: Parliamentary Authority – Robert’s Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VI: EXECUTIVE BOARD

Section A: Responsibility – Management of this club shall be vested in an Executive Board responsible to the entire membership to uphold these by-laws.

Section B: Membership – This board shall consist of the officers as listed in Article III and the faculty/staff advisor(s).

Section C: Meetings – This board shall meet at the below times throughout the year (mandatory):

- A meeting with all current executive board members present must take place in the summer before Fall-In on the Greeley campus (the first recruiting event of the new academic year) to discuss the Fall-in recruiting table.
- A second meeting must take place with all current executive board members between the second official meeting of the fall semester (where voting of any vacant e-board positions will have taken place) and the third meeting. This meeting will serve to review the club by-laws, roles and expectations of the executive board, and initial brainstorming of weekly/bi-weekly meeting topics, club events, volunteer opportunities, and club incentives (field trips, end of semester celebrations, social outings, and apparel). The club will also discuss any fundraising goals and financial statements.

ARTICLE VII: ADVISOR(S)

Section A: Selection – there shall be a faculty/staff advisor(s) who shall be selected each year by the executive board, this selection should be finalized by the last meeting of the spring semester for the following year.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the President of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Student Leadership & Development office.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up to date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

ARTICLE VIII: COMMITTEES

Section A: Special Committees – The President shall have the authority to appoint any special committees, with the approval of the Executive Board, from time to time as need demands.

ARTICLE IX: AMENDMENTS

Section A: Selection – these bylaws may be amended by a two-thirds (2/3) majority vote of the club membership.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least five days before the next meeting via their Aims email account.