

# CONSTITUTION

## College of the Sequoias College Republicans

### Preamble

As young college Republicans, we seek to promote equality through opportunity and freedom within a strong and just society. We dedicate ourselves to consolidate the Republican views here at College of the Sequoias. We call for action based on principles and for those principles to be backed by action. We pledge ourselves to continue the traditions of our Party, to reshape the ideology of our Community College and to bring forth new ideas.

Our mission as citizens of today and leaders of the future, calls for *full participation without regard to race, color, national origin, sex, handicap or disability, or age* in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975.

Understanding the importance of participation in the Republican Party to the preservation of our values and principles, we pledge to organize and fully participate and support activities on our campus in conjunction with the COS Associated Student Body.

For these ends upon these principles, we do hereby associate ourselves and adopt this Constitution and By-Laws of the College of the Sequoias College Republicans as of August 30, 2016.

### Article I

#### Name of Organization

**Section I:** The name of this organization shall be the College of the Sequoias College Republicans, herein after referred to in the document as College Republicans.

**College of the Sequoias**  
**College Republicans**

**Article II**  
**Purposes**

**Section I:** Promote and make known the principles of the Republican Party among members of the school campus and community.

**Section II:** Aid in the election of Republican candidates at all levels of government

**Section III:** Encourage and assist in the organization and active functioning of the Republican Party at local, state, and national levels, which may include the following:

- Campus political activities
- Conventions
- Campaigns
- Political Offices

**Section IV:** Develop political skills and leadership abilities among Republicans students as preparation for future service by them to the party and the community

**Article III**  
**Advisor**

**Section I:** Shall be an employee of college of the sequoias.

**Section II:** Shall provide knowledge, guidance, and direction as members carry on activities, traditions, and services of the group.

**Section III:** Shall be responsible for proper supervision by attending any and all meetings and/or activity staged by the club, which he/she is advising.

**Section IV:** Shall supervise all financial transactions, the handling of club funds, opening the club account in the Accounts Receivable Office and the maintenance of financial records. Expenditures will not be processed without the approval of the advisor.

**Section V:** Shall have an active role in helping students set up a meaningful program

that is consistent with the club's Constitution/By-Laws purposes and with the aim of higher education.

**Section VI:** Shall encourage the development of initiative, responsibility, and leadership to the student members.

**Section VII:** Shall be a registered member of the Republican Party.

**Section VIII:** Shall have the privilege to request a co-advisor should the workload/schedule change without resignation notice to the club. If a resignation is submitted, it shall be delivered to the members of the Republicans Club to find a new advisor.

## **Article IV**

### **Membership**

**Section I:** Shall be open to all eligible students enrolled at the College of the Sequoias.

**Section II:** Shall be registered as a voter/member of the Republican Party, with the exception of those students who are not yet eighteen, but interested and intends to register as a Republican when qualified in the College Republicans while enrolled as a student at College of the Sequoias.

**Section III:** Shall carry five or more semester units, and possess a minimum of a 2.0 grade point average.

**Section IV:** Shall pay dues consisting of \$5 per semester, or \$10 per academic year for inactive

members. Any individual desiring to be an inactive participant may remain on the club roster as a member as long as their membership dues have been paid or they shall be removed from the Republicans Club roster. An active participant is known as a member who has attended at least fifty percent (50%) of the activities. Dues shall be collected within three weeks of signing up for membership.

**Section V:** Only active or paying members in good standing may vote or hold office.

**Section VI:** Membership shall be revoked for good cause by a simple majority of the Membership, subject to confirmation of removal by two-thirds ( $\frac{2}{3}$ ) vote of the

Executive Committee under the following conditions

- a. Charges shall be brought forth in writing, dated and signed by the Executive Committee, initialed by the Advisor and sent to the member in question.
- b. A member in question shall have fourteen calendar days in which to defend himself/herself before the Executive Committee during their regular scheduled meeting.
- c. The general membership shall vote upon the Executive Committee's recommendation, Which shall require a two-thirds vote.

**Section VII:** Voting members shall attend a minimum of four regular meetings per semester. If

he/she fails to do so, the Executive Board may revoke his/her voting status.

## **Article V**

### **Elections**

**Section I:** Officers are elected at the end of of an academic year, no later than the last scheduled meeting of the Republican Club. If not all positions are filled and/or vacancies become available elections will take place at the beginning of of an academic year, no later than three week of the Fall semester.

**Section II:** At least seven days notice shall be given for any meeting in which an election is to be held.

**Section III:** All members in good standing shall be eligible for nomination. Members, which have accepted nomination, shall be removed from the floor for that particular election, being escorted back once the result has been determined.

**Section IV:** Voting shall take place by a secret ballot that shall be counted by the President and

the Secretary, or Vice-President in the case of the President is being selected. A majority of votes by those members present at the meeting shall be necessary to conclude the results. Run-offs may be necessary.

**Section V:** The President is elected first. Upon a result being determined, the incoming President (Acting as chair of the membership as a whole) shall immediately preside over the regular meeting. Remaining elections to be held, appointments and any other business may be transacted at this point.

**Section VI:** If for any reason, the President cannot discharge their duties for the remainder of

the semester, then the Vice President shall ascend to the office of President. A special election shall be held to fill the Vice President vacancy. In the event of a double vacancy, the Secretary may call the meeting to order until a new Chair has been selected.

**Section VII:** Any position other than that of President and Vice President becoming vacant, the President shall appoint an interim for fourteen calendar days, confirmed by a simple majority of the Executive Committee, allowing the membership to gather candidates for an election at the next meeting.

**Section VIII:** Members may run as slates, however a slate is not mandatory and members may run for offices individually should they so choose to.

## **Article VI:** **Meetings**

**Section I:** Regular meetings shall be held at least twice a month during a calendar semester at a time and place convenient for all members and the advisor. Special meetings may be called by the President.

**Section II:** Executive Committee shall meet weekly with two executive meetings per month alternating with the full membership.

**Section III:** Meetings may be cancelled during holiday or vacation periods or at the discretion of the President or the Advisor. No meetings shall be held on a fifth week of the month.

**Section IV:** President shall provide an Agenda to the membership at each and every meeting with an agenda to the advisor twenty four hours in advance.

**Section V:** Meetings shall consist of a quorum of at least ten members.

## **Article VII** **Officers**

**Section I:** Elected officers shall be chosen from the voting members of the College

Republicans.

**Section II:** The elected officers of the College Republicans shall be President, Internal Vice President/Membership Director, External Vice President, Secretary, Treasurer, Inter-Club Council (ICC) Representative, and Publicity Director.

**Section III:** If there is difficulty attending the required ICC Representative meetings, Then the membership may be asked to elect an *Alternate ICC Representative* so That participation may be achieved for the reporting out to the membership of the Whole, according to the rules and regulations of the Associated Student Body.

**Section IV:** The elected officers of this organization shall be known as the Executive Committee.

**Section V:** Any member seeking nomination must carry at least nine units, and not be in bad Academic standing. They must also be a current, paid card-carrying member of the Associated Student Body. Appointed Chairs must be paid members of the Associated Student Body as well.

**Section VI:** At all times, Officers are required to maintain a minimum of 2.0 Grade Point average.

**Section VII:** The term of Officers shall be for two academic semesters and may be re-elected for a total of two terms per position.

## **Article VIII**

### **Amendments**

**Section I:** This Constitution and By-Laws may be amended by a two-thirds vote in the following manner:

- a. A voting member of the Executive Board shall submit the proposed amendment(s), in writing, at a meeting of the Executive Board.
- b. The proposed amendment(s) shall be presented at a regular general meeting by the Executive Board after being posted and placed on the agenda for discussion within a fourteen calendar day period.

## **Article IX**

## **Ratification**

**Section I:** This Constitution and By-Laws shall be ratified and become effective by an affirmative vote of two thirds of those qualified to vote by the members in good standing at the next general meeting.

## **Article X**

### **Parliamentary Authority**

**Section I:** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the meetings in all cases to which they are applicable and in which they are not inconsistent with the constitution.

## **By- Laws**

### **Article I**

#### **General Meetings and Activities**

**Section I:** General meetings shall be held at least twice a month on Tuesdays.

**Section II:** No business shall be conducted unless a quorum is present. Quorum is at least ten members.

**Section III:** Only members in good standing may vote on any business in general meetings.

**Section IV:** The President may call extra meetings as needed.

### **Article II**

#### **Executive Board Meeting**

**Section I:** Executive Board Officers, also known as the Executive Committee shall meet weekly with two executive meetings per month alternating with the full general membership, preferably on the 1st and 3rd weeks of the month. The President

may call extra meetings as needed.

**Section II:** All Executive Board Officers shall have one vote.

**Section III:** A quorum for the Executive Committee shall be two-thirds of the Executive Board.

**Section IV:** The Executive Committee shall determine the direction and goals, taking into account input from the general membership of the College Republicans.

**Section V:** A vacancy shall be declared when a member of the Executive Committee resigns or is removed from office. If the vacancy is the Vice President or one of the other officers, a general election shall be held. If the vacancy is the President, the Vice President is the automatic replacement.

## **Article III**

### **Duties of Officers**

**Section I:** The *President* shall chair and preside over all meetings of the Executive Committee And General Membership of College Republicans.

- Shall have the approval to appoint standing committees as needed, in addition to their chairs.
- Shall have the authority to appoint project coordinators, subject to the approval of the Executive Committee.
- Shall have the supervision over the development of the College Republicans program
- Shall act as the representative and have capacity to coordinate, subject to the approval of the Executive Committee, with other campus College Republicans.

**Section II:** The *Internal Vice President/Membership Director* shall assume the duties of President in his/her absence and shall assume the office upon his/her resignation.

- Shall be in charge of the membership and of planning and implementing the membership recruitment and retention programs.
- Shall perform additional duties as assigned by the President, subject to the approval of the Executive Committee

**Section III:** The *External Vice President* shall assist the President and help coordinate with activities outside of the campus

- Shall act as a representative to other College Republican Chapters and other organizations
- Shall perform additional duties as assigned by the President, subject to the approval of the Executive Committee

**Section IV:** The Secretary shall keep the official records of the College Republicans and shall record the business of all Executive Committee meetings, General meetings, and the annual election.

- Shall distribute the minutes of all official College Republican meetings to the members of the Executive Committee within a reasonable time, which shall be within seven days.
- Shall be responsible for receiving and sending all official correspondences of the College Republicans as directed by the President.
- Shall make sure the Advisor has copies of all records, minutes, correspondence and membership roster.
- Shall submit minutes with finances requests to Account Receivable Office as requested.
- Shall obtain Activity Date Requests (A.D.R.) form when needed for activities not on master calendar.

**Section V:** The Treasurer shall keep official monetary records of College Republicans and submit an accurate written report of records to the President, The Executive Committee and the Advisor.

- Shall submit to each meeting a detailed statement of expenses and income with current balance to be included in the minutes of the secretary.
- Shall make sure all funds are supervised by the Advisor.
- Shall make sure all events with money being exchanged shall have two people present at all times with the cash box, which needs to be picked up at least two days prior to an event.
- Shall make sure all cash/checks deposited for the club will have the Advisor signature prior to deposit
- Shall make sure all copies of receipts are given to the Advisor.
- Shall make sure financial records shall be maintained by the Treasurer for the paying of dues, which will be duplicated for the Advisor on a monthly basis.
- If using a vender, a Purchase Order (PO) needs to be processed before check request is mailed.

**Section VI:** The ICC Representative shall attend the required ICC meetings by the Associated Student Body, exchange information with other club representatives and report out to out College Republicans meetings every two weeks.

- If the ICC Representative is unable to attend or is late to three meetings, the President shall call an election at a general meeting for an Alternate ICC Representative.

- If the *Alternative ICC Representative* is elected, that person shall have one vote in Executive Board meetings when the regular ICC Representative is absent.

**Section VII:** The *Publicity Director* Shall advocate Social Media efforts and be in charge of promoting the Republican Club’s online and campus presence

- Shall create/manage/maintain all social media accounts as well as lead promotion programs and/or promotional outreach efforts.

## **Article IV**

### **Standing Committees**

**Section I:** The President may appoint the following COmmittee with their respective *Chairs* as needed with the approval of the Executive Committee:

- Fund-Raising Committee
- Publicity/Media Committee
- Advisory Committee

**Section II:** The appointed *Chairs* may meet with the Executive Committee for the purpose of Sharing activity reports with recommendations. The *Chairs* shall not have voting Privileges in the Executive Committee.

**Section III:** The dissolution of a Standing Committee shall come at the request of the Committee Chair, the President or an absolute majority vote of the Executive Committee.

## **Article V**

### **Duties of Standing Committees**

**Section I:** *Fund-Raising Committee:* Plan fund-raisers and explore methods of raising Money for the College Republicans

**Section II:** *Publicity/Media Commitee:* Provide the source of communication and public relations with local, state, and national media.

- Responsible to submit articles to the area newspapers and the campus newspaper to advertise special events.

- Submit to radio and television spots for public events.
- develop/maintain a website
- Produce flyers describing our purpose, officers, and activities for our campus as well as in community calendars.
- Maintain bulletin board.
- All information needs to have advisor approval BEFORE anything is released to the public.
- Write evaluation of event for club file.
- Acquire bulletin form for advertisement or announce event by 4 p.m. Thursday- signed by Advisor

**Section III:** Advisory Committee: A Committee Consisting of Republicans from the Community who wish to assist College Republicans with networking, Fund-raising and planning.

- Shall consist of a maximum of fifteen members. No more than five of those members shall be from the College Republicans (President, Vice-President, Fund-Raising Chair, Publicity/Media Chair and the Advisor). From the community, no more than two may be currently seated on the city council, and two from the Board of Supervisors. One may be a local legislator for the assembly, senate, congress, or an employee of a local legislator.
- With the exception of local legislators, only one of the eleven members may be from outside of tulare county.
- No term limits. However member of the advisory committee, who were seated while occupying a city council seat, board of supervisors seat, or local legislative office/employee shall vacate that position upon leaving such office. They may reapply with a three-fourths vote of the Executive Committee, counting the President's vote.
- In the event of a vacant position, the position shall be posted as vacant with every Republican Auxiliary Organization operating within Tulare County for no less than thirty days.
- Applicants will be kept on file for one full year. At all times, there shall be an odd number of representatives on the Advisory Committee.
- The Secretary shall attend the Advisory Committee meetings and record minutes
- The College Republicans President shall Chair the Advisory Committee.
- The meeting shall have a written agenda for each meeting as called by the President.

## **Article VI**

### **Affiliates, Adjudication, Authority**

**Section I:** This organization is voluntarily affiliated with the California College Republicans

and chartered by the California College Republicans.

- Members of the College of the Sequoias College Republicans may be affiliated independently with other Republican organizations.
- Examples such as participation at the California College Republican Convention, The National Republican Party, The Tulare County Central Committee, etc.
- At no time may the club name be used for representation for an event without a simple majority vote from the general membership and Advisor approval

**Section II:** In the true spirit of politics, there may be disputes involving members of the College Republicans.

- No one shall work outside the parameters of the College of the Sequoias College Republicans Club Charter
- All members shall conform to the rules and regulations of the Associate Student Body and policies of the College of the Sequoias Board of Trustees.
- All decisions, paperwork and activities shall be under the advisement of the club Advisor, or the club is in violation of approved procedures and could be declared illegal with the possibility of becoming defunct.

**Section III:** This constitution/By-Laws upon Approval as stated in the Preamble supersedes all previous Constitutions of this organization and takes precedence over any subsequent By-Laws.

**Section IV:** No student shall be barred from participation on the basis of *race, national origin, sex, handicap or disability, or age.*

## **Article VII**

### **Endorsement**

**Section I:** An endorsement of a candidate for office by the College Republican shall require a two-thirds vote of the present members in good standing.

## **Article VIII**

### **Duration**

**Section I:** This club has been in existence since it was chartered in 1993.

**Section II:** The College Republicans shall exist so long as it continues to function in

Accordance with the provisions of this Constitution and By-Laws or until  
It is defunct. Upon termination of this club, all rights and privileges relating to the  
Republican Party shall be relinquished by the Club and its Members.