

Arts Club of Mendocino College

BYLAWS

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ARTICLE I: PURPOSE

These Bylaws contain the operating procedures and rules of the Arts Club of Mendocino College (ACMC). The purpose shall be:

1. To serve as the procedures and regulations for all ACMC Members.
2. To serve as an official interpretation of the ACMC Constitution.

ARTICLE II: ACMC MEETINGS

Section 1. ACMC Executive Meeting

The ACMC Executive Meeting shall be held a minimum of four (4) times per academic year. All ACMC Executive Meetings shall be open to any students, faculty, staff and the public, and will be held in accordance with the Brown Act.

Section 2. ACMC General Meeting

The ACMC General Meeting shall be held a minimum of one (1) time per semester. All ACMC General Meetings shall be open to any students, faculty, staff and the public, and will be held in accordance with the Brown Act.

Section 3. ACMC Special Meeting

The ACMC Special Meeting may be called by the President, or may be called by a written request of the majority of the ACMC Members and/or Executive Officers. All ACMC Special Meetings shall be open to any students, faculty, staff and the public, and will be held in accordance with the Brown Act.

ARTICLE III: ATTENDANCE

- a. Any ACMC Member that is not present at roll call shall be considered absent until arrival, at which the time of arrival shall be recorded. The President or appropriate designee shall call the roll at all ACMC meetings. Roll call shall be taken at the beginning of each meeting.
- b. Any ACMC Executive Officer who accumulates two (2) or more absences may face removal by a two-thirds (2/3) vote of ACMC Members in attendance.

ARTICLE IV: RESPONSIBILITIES/REQUIREMENTS OF ACMC OFFICERS

A. PRESIDENT

1. Presides over all meetings of the ACMC in accordance with the most current edition of the Brown Act.
2. Shall coordinate meetings as needed.
3. Shall be responsible for communicating to the members of ACMC and the local community.
4. Shall serve as the official spokesperson for the ACMC to the Mendocino-Lake Community College District, Associated Students of Mendocino College, local associated students, and other clubs and organizations unless otherwise delegated or noted.

5. The President shall have the authority to call for special meeting as deemed appropriate in consultation with the ACMC and in accordance with the Brown Act.
6. Shall organize art related events on Mendocino Community College Campus and delegate tasks as necessary.
7. Shall propose potential events to the Club.

B. VICE PRESIDENT

1. Shall assume the duties of the President in his/her absence.
2. Shall execute additional duties as assigned by the President.
3. Shall review the ACMC Constitution problems and propose amendments to the ACMC Constitution as needed.
4. Shall work with the President to draft ACMC Board/Executive/Special meeting agendas.
5. Shall be in charge of creating incentives at meetings.

C. SECRETARY

1. Shall be responsible for transcribing accurate minutes of ACMC proceedings within seven (7) calendar days or one (1) week of the adjournment of the meeting, and shall maintain a complete and accurate file of all such records including agendas.
2. Shall record volunteer hours of members who are waiving membership fees, clearly and accurately.
3. Shall conduct roll call and maintain an accurate attendance record for official ACMC meetings.

D. TREASURER

1. Shall be responsible for working with the President to maintain a clear record of ACMC funds.
2. Shall be informed of procedures regarding Purchase Orders and how funds should be withdrawn and deposited.
3. Shall collect any fees that are mandated by ACMC.
4. Shall work with any other entity regarding ACMC funds.
5. Shall be responsible for advising ACMC about financial decisions made by ACMC.

E. PUBLICITY OFFICER

1. Shall be responsible for arranging publicity options for ACMC events.
2. Shall be responsible for working with the President to ensure that event advertisements are carried out; i.e. fliers posted in areas as delegated, radio advertisements, newspaper advertisements, web advertisements, and etc.
3. Shall maintain an updated directory of the ACMC Membership and other appointed student representatives.
4. Shall perform other communications functions, as deemed necessary, by the President.
5. Shall help in the promotion of any type of event that is organized by the ACMC or events in collaboration with any other entities on campus.

F. REQUIREMENTS FOR HOLDING OFFICE

1. All officers must be students of the Mendocino Community College, and must be in good standing at the institution.

2. It is highly recommended that they are at least a part-time student at Mendocino Community College at time of election.

ARTICLE V: ACMC MEMBERS/ADVISOR

- a. ACMC members must be students of the Mendocino-Lake Community College District or are associated to the Mendocino-Lake Community College District (i.e. employment). Club members will also pay a small membership fee as dictated by the Club, or be exempt by sweat equity also dictated by the Club.
- b. Ex-club members are eligible for continued membership and participation for up to four (4) semesters, two (2) years starting from their absence, status as a non-registered student, or leaving the college. They will submit an application to the Club for approval for the year. The Club reserves the right to deny any application as a Club decision. The approved ex-club member will also be required to pay an additional fee as an alumnus status.
- c. The ACMC Advisor should be an instructor at Mendocino Community College and has knowledge of the arts. He/she should be active in participating with the ACMC and key in guiding ACMC officers and members with College procedures, inter-club relations, and advice as needed by the Executive officers of ACMC.

ARTICLE VI: OFFICER ELECTIONS

- a. Officers shall be elected at the last meeting for the academic year (end of the Spring semester).
- b. Officer terms start on June 1st of the year.
- c. Candidates for office must announce their intent at the two months before the last meeting. They must write a letter of intent and turn it in to the President.
- d. The election will be held in the last meeting by ballot. Extra meeting time should be set aside for the election.
- e. All current ACMC members are entitled to one vote. In case of a tie, the President shall vote.

ARTICLE VII: VOTING RIGHTS

- a. In all matters of ACMC voting, each ACMC Member shall be entitled to one vote only. Voting shall not be accumulative and there shall not be any voting by proxy or absentee ballot.
- b. Motions shall be carried by majority ruling. For amendments of the constitution and bylaws, a two-thirds (2/3) vote is necessary.
- c. The President shall vote only in case of a tie.
- d. The public shall not have the right to vote on ACMC issues.

ARTICLE VIII: REMOVAL OF ACMC EXECUTIVE OFFICERS

Section 1. Definition of Improper Conduct of Position Responsibilities

- a. An ACMC Executive Officer who willfully or excessively violates the ACMC Constitution, Bylaws, and/or Election Procedures.

- b. An ACMC Executive Officer who violates California's Educational Code Standards of Student Conduct.
- c. An ACMC Executive Officer who willfully or excessively violates the ACMC policies and procedures.

Section 2. Procedures for Removal of ACMC Executive Officers

An ACMC Executive Officer charged with improper conduct or mismanagement of position responsibilities as defined by Article VII, Section 1 of these Bylaws shall be subject to removal through the following procedure:

- a. The ACMC Executive Officer shall receive written notification by the Vice President of Executive Affairs or an alternative Executive Officer at least fourteen (14) calendar days prior to the next ACMC General Meeting.
- b. The ACMC Executive Officer in question shall be granted the opportunity to speak on behalf of his/her defense.
- c. The ACMC Members shall vote by ballot to determine whether the ACMC Executive Officer shall be removed.
- d. An ACMC Executive Officer shall be removed by a two-thirds (2/3) vote of ACMC Members in attendance.
- e. The Club Advisor shall make an advisory vote by ballot.

ARTICLE IX: QUORUM

Quorum shall consist of at least seven (7) students, three (3) executive officers and four (4) student artist members.

ARTICLE X: Amendments

- a. Proposed amendments to the Bylaws must be signed by 2 members of the executive offices and presented to the ACMC as a discussion item.
- b. The proposed Bylaw amendments shall be voted on the next regular meeting, and will require two-thirds (2/3) votes of all ACMC members present to pass.

Drafted by ACMC: November 16, 2008

Revised: January 29, 2009

Adopted: April 21, 2009