

# *A Helping Hand*

## *Constitution*

### Article I: Name

The name of this organization shall be A Helping Hand.

### Article II: Object

The object of A Helping Hand shall be to provide a means for responsible and effective student participation in the community. We will be helping the elderly, orphans, and the environment. This club will provide community service hours needed for college.

### Article III: Membership

**Section 1:** All students that attend Saddleback College and have interest in helping the community is welcome to join A Helping Hand.

**Section 2:** To become a member of A Helping Hand, the student must attend at least one meeting and one club event.

**Section 3:** All members must maintain a minimum 2.0 cumulative G.P.A. and 9 units of enrollment throughout their term in office, you may bypass this with permission from the president but will be expected to raise your grades/take the required units asap.

### Article IV: Officer structure and Finance

**Section 1:** President - The president will oversee all club meetings, events and other activities. The president will be the primary representative of the club in official business.

Vice President - Vice President will assist the president and oversee the activities of the other branches. The vice president will fill in for the president when needed.

Secretary – The Secretary will keep a record of all meetings, events, and activities as well as the club member list and any other paperwork deemed necessary by the president.

Treasurer – The Treasurer will keep a record of all the money earned and spent, and will be responsible for all the deposits and withdrawals.

Elderly Division Officers will be responsible for searching the location of events and attending a majority of the elderly events.

Orphan Division Officers will be responsible for searching the location of events and attending a majority of the orphanage events.

Environmental Division Officers will be responsible for searching the location of events and attending a majority of the environment events.

**Section 3:** A Helping Hand shall consist of three branches: the elderly division, orphan division, and environmental division.

- a. Elderly division- Will spend time in retirement homes, interacting with the elderly etc.
- b. Orphan division- Will reach out to orphans in our community bringing toys, food etc. by fundraisers.
- c. Environmental division- Will be responsible for cleaning up our community (beach, parks etc.)

**Section 4:** A Helping Hand shall finance its activities through fundraising.

### Article: V Elections

**Section 1:** There will be at least one officer for each division. To become an officer you will become appointed by the president after an election. (Must attend the first meeting of each semester) Each officer will serve for one semester and must be a Saddleback student. Each official may run for office as many times as he or she would like. If an officer is not available before an event, the president will be the temporary officer.

To become secretary or treasurer you must be an active member for one semester along with a majority vote at a club meeting.

To become president or vice president you must be secretary or treasurer for one semester along with a majority vote at a club meeting.

The **original** president and vice president have the option to accept their position (again) without a vote. (For up to 2 years)

The secretary and treasurer have the option to accept their position (again) without a vote.( for up to a year)

All members regardless of rank can be removed with good reason with majority vote at a club meeting.

### **Article VI: Meetings**

**Section 1:** There will be at least 1 meeting and event each month

**Section 2:** Meetings can be called by the president or vice president; officers may request meetings from the president as well.

### **Article VII: Amending the Constitution**

**Section 1:** All amendments will be presented and discussed at each meeting. President has the right to veto, can be overturned with a majority of the vote including the Vice Presidents approval.