

**BYLAWS OF THE SADDLEBACK COLLEGE
ARCHITECTURE CLUB**

ARTICLE 1

SECTION 1, NAME

The name of this organization shall be The Saddleback College Architecture Club

SECTION 2, PURPOSE

The purpose of this organization is to provide a forum for students to communicate and exchange ideas about architecture with other students and professionals.

All activities shall emphasize and promote the professional and academic aspects of architecture as opposed to the social and fraternal aspects.

SECTION 3, AFFILIATION

This is a non-profit organization affiliated with Saddleback College.

ARTICLE 2

SECTION 1, GOVERNMENT

The **activities** of this organization shall be **administered by an executive committee consisting of the four officers and the committee chairmen, who shall carry out the policies** of the chapter as expressed at the meetings, and shall act on matters within its jurisdiction. All officers must be members in good standing, and no officer shall serve simultaneously in more than one position. The executive committee shall individually and collectively be held accountable to the chapter as a whole. A faculty advisor shall provide advice to the officers.

SECTION 2, OFFICERS AND THEIR DUTIES

The **President**, as chief executive of the organization, shall **preside over all meetings** and shall be a spokesperson for the organization. He/she shall strive to maintain communication with architecture and related organizations on campus. He/she shall **maintain the operations manual** to facilitate the operation of the organization in the future. He/she shall **provide all required information to the Office of Student Organizations**.

The **Vice President** shall be an associate to the President and shall follow the guidelines given with the office of President in the absence of the President. He will be **responsible for the supervision of all committees**.

The **Treasurer** shall keep all monetary funds of the Chapter and exercise general supervision of its financial affairs and **keep the records and books of account** thereof **according to the** uniform accounting system of Associated Student Government. He/she shall have **custody** of the papers involving finance and financial commitment, and shall conduct the correspondence relating to this office. He/she shall present a financial report to each meeting. He/she shall **coordinate all fundraising** activities.

The **Secretary** shall **keep all notes and information concerning meetings** of the chapter, committees, and any information concerning the Chapter as a whole. He shall keep available any information pertaining to the Chapter.

When a new officer takes over, the retiring officer shall turn over to his/her successor a" the records, books of accounts, and all monies and papers belonging to this Chapter that are in his/her possession.

Any officer who fails to perform his/her duties or to maintain membership eligibility shall be retired from office and a successor shall be elected at the next meeting.

SECTION 3, FACULTY ADVISORS

The Faculty Advisor shall be a member of the faculty of the college. The Advisor shall be selected through a discussion with the college. The Advisor shall act as a guide and a liaison between the students, the faculty and the administration.

SECTION 5, ELECTIONS AND TERMS

Elections shall be held as follows: President, Vice President, Treasurer, Secretary, at the end of Spring Quarter, or the semester equivalent, and shall assume duties at the beginning of the summer session. The interim period shall be used to facilitate an understudy of the duties by the new officers.

Voting for officers shall be open to all members in good standing. The nominee receiving the most votes in an election shall be appointed to the respective position on the Executive Committee.

ARTICLE 3, MEMBERSHIP

SECTION 1, ELIGIBILITY

All students, including graduate students, enrolled in the curriculum of Architecture, Interior Design, or Drafting at **Saddleback College** are **eligible for active** membership. Students (from other colleges) who claim Orange County as their permanent residence may also be eligible for membership. No otherwise qualified student may be excluded from membership on the basis of race, sex religion, handicap or national origin.

SECTION 2, ENROLLMENT

The **Secretary** shall keep a **list of** the students who are **members** of the organization. He/she shall **submit a copy of this at** the end of each school term to the officers. This list shall be the stated membership for that term. The students on this list are the only students eligible to vote in any election of the current term. The list shall be updated each term.

ARTICLE 4, COMMITTEES

A **committee** is defined as a group of active members committed to a **special project**. The **Executive Committee** shall **appoint a member of the committee chairman**. He/she shall **direct the committee and report its activities** to the officers. **The purpose, cost, and time limitations of these activities shall be defined at the time of activation.**

ARTICLE 5, MEETINGS

SECTION 1, MEETINGS

The Executive Committee may call meetings at any time either at its own discretion or at the request of members. Notice shall be given for meetings of the Chapter.

"Roberts Rules of Order" shall govern the conduct of all meetings unless those present at that meeting accept an abbreviated Form.

SECTION 2, QUORUM

Business may be conducted at any meeting so long as proper **notification** of members has occurred no less than **two days previously**.

SECTION 2, ASSESSMENTS

This chapter, by a majority vote of the officers, may levy an assessment on participating members of a specified sponsored event. Each participant shall be assessed a like amount.

SECTION 3, FUND-RAISING

All fund-raising activities shall emphasize architecture.

ARTICLE 7, GENERAL PROVISIONS

SECTION 1, LIMITATIONS OF COLLEGE ACTIONS

No action of the chapter, the Executive Committee, chapter committees, or any officer shall directly or indirectly nullify or contravene any act or policy of the sponsoring College.

ARTICLE 8, AMMENDMENTS

Amendments to these bylaws must be suggested to the Executive Committee by the members or by a Bylaws Committee, whose members shall be appointed by the club President with the approval of the Executive Committee.