

## View results

Respondent

6

Anonymous

**18:16**

Time to complete

### Name and Purpose

#### 1. Student Organization Name \*

Please enter full name AND any acronyms.

Biology club

#### 2. Organization Purpose \*

The purpose is to provide students with an organization, where they can expand their knowledge in Biology from beyond the classroom. We plan to create a supportive environment for students to collaborate and express their enthusiasm toward their career. This organization aims to create a strong sense of community through volunteering in which students will also gain experience in the working field of Biology.

#### 3. Membership Requirements (including any additional requirements for official voting members) \*

Membership requirements may not discriminate against any protected class as defined by local, state, or federal regulation including by not limited to the Civil Rights Act of 1964, Title IX Education Amendments of 1972, and the Rehabilitation Act of 1973.

All Chabot students are allowed to be the members of Biology club.

### Duties of Club President and Club Financial Officer

#### 4. Duties of Student Organization President \*

Preside over all meetings,  
Call general and special meetings,  
Delegate tasks and responsibilities to club officers.

#### 5. Duties of Financial Officer \*

Keep an accurate account of financial records,  
Handle funds and finances for club,  
Make financial reports when called upon to do so by any officer,  
Process all requests for disbursement.

6. Does your club and any other officer positions other than President and Financial Officer \*

- ☒ Yes, this student organization has additional officers
- ☐ No, these are the only officers for this student organization

### Additional Officer #1

7. Name of Officer #1 \*

Vincent Xiao

8. Title of Officer #1 \*

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Vice President

9. Duties of Officer #1 \*

Assume Presidential duties when necessary,  
Perform any duties delegated to them by the President.

10. Does your student organization have any additional officers? \*

- ☒ Yes, I will add another officer
- ☐ No, I have already entered information for all of my officers

### Additional Officer #2

11. Name of Officer #2 \*

Ashley

12. Title of Officer #2 \*

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Secretary

13. Duties of Officer #2 \*

Keep accurate minutes of all meetings,  
Keep accurate attendance of all meetings and events.

14. Does your student organization have any additional officers? \*

- ☒ Yes, I will add another officer
- ☐ No, I have already entered information for all of my officers

## Additional Officer #3

### 15. Name of Officer #3 \*

Aveleen Kaur

### 16. Title of Officer #3 \*

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Social media Manager

### 17. Duties of Additional Officer #3 \*

Promoting the club and events,  
managing social media accounts

### 18. Does your student organization have any additional officers? \*

- ☐ Yes, I will add another officer
- ☒ No, I have already entered information for all of my officers

## Officer Requirements

### 19. Officer Selection Procedures \*

Please give a detailed description of the procedure for selecting of officers for your organization.

A special meeting held around May of each year, where each candidate gives a short speech outlining why they are running for their respective position and why voting members should vote for them. Simple majority wins.

### 20. Office Eligibility Criteria \*

Please describe in detail, any criteria and/or requirements for being considered for an officer position in this student organization. Ex: member for one year, attended all meetings, nominated by a member, complete an application, etc.

Complete an application,

### 21. Officer Term \*

How long is the term for officers. Ex: end of semester, end of academic year, etc.

End of academic year

### 22. Officer Removal Process \*

Please give a detailed description of the process for removing an officer?

Holding an anonymous vote held through an online form coordinated by the club advisor, with fellow officers voting on the removal, where majority rules. In the even hat there is an even split, the vote will open to all available voting members.

## Amendments

## 23. Process for Amending Student Organization Constitution \*

Amendments to the constitution must be proposed by members, approved by a vote of the club, and submitted to the school for final approval.

## 24. Notification of Amendments to Constitution \*

Please state how and when members of this organization will be notified of amendments to this constitution.

Members will be notified of amendments via email and during the next general meeting after the changes are approved.