

View results

Respondent

4

Anonymous

00:16

Time to complete

Name and Purpose

1. Student Organization Name *

Please enter full name AND any acronyms.

Codeward at Chabot

2. Organization Purpose *

Codeward at Chabot is a student club that motivates the members to help partake in the growth and outreach of Codeward. The club is a branch of Codeward, an independent student-led organization that teaches kids to how code.

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.

- Entry is open to everyone
- No coding experience required.
- Vote on club activities/projects.
- Access learning materials and mentorship.
- Respect peers, mentors, and equipment.
- Participate in at least 60% of meetings.

Duties of Club President and Club Financial Officer

4. Duties of Student Organization President *

- Lead and facilitate all meetings, ensuring that all officers and general members are fully engaged in activities and events
- Represent the entire organization of Codeward and Codeward at Chabot.
- Oversee the planning and execution of club activities.
- Work with the Financial Officer/Treasurer to ensure that activities that require cost are within budget.
- Manage and delegate tasks to officers, ensuring accountability is taken.
- Ensure Codeward at Chabot complies with club policies at Chabot College.

5. Duties of Financial Officer *

- Research and calculate costs of club activities and events.
- Ensure that the budget can suffice the cost of each respective activity or event.
- Oversee all fundraising efforts.
- Manage club finances, keeping all records of expenses.
- Work with the President to ensure cost of all events and activities are in budget.

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 Office #1 *

Vice-President

8. Title of Officer #1 *

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

Vice-President

9. Duties of Officer #1 *

- Assist in the oversight along with the President over activity and event planning.
- Lead meetings and events in the event the President is absent.
- Assist the President in ensuring accountability for officers completing task on time.
- Assume duties assigned 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 *

Lead Coordinator

12. Title of Officer #2 *

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

Lead Coordinator

13. Duties of Officer #2 *

- Responsible to planning and executing activities and events, setting the time, place, and resources needed.
- Ensures that the executions of activities and events are run smoothly.

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 *

Secretary

16. Title of Officer #3 *

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

Secretary

17. Duties of Additional Officer #3 *

- Recording meeting minutes and taking notes of important details told during the meeting.
- Safe-keeping of important documents.
- Keep track of all general members' attendance in general meetings and events.
- Distribute meeting agendas.
- Act as a correspondent for officers.

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

Additional Officer #4

19. Name of Office #4 *

Lead Marketer #1

20. Title of Officer #4 *

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

Lead Marketer

21. Duties of Officer #4 *

- Manage outreach throughout the Chabot campus.
- Handle communication with other student organizations.
- Design and distribute marketing material (Flyers, posters, social media post)
- Oversee the social media account on Instagram & Facebook.

22. 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 #5

23. Name of Officer #5 *

Lead Marketer #2

24. Title of Officer #5 *

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

Lead Marketer

25. Duties of Officer #5 *

- Collaborate with other Lead Marketer on promotional material.
- Develop strategies for recruitment.
- Assist with the other Lead Marketer in distribution of material.
- Share the same oversight responsibilities on social media accounts.

26. 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

27. Officer Selection Procedures *

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

Potential officers are selected with an interview process of all applicants that have submitted an application. Then the currently existing officers will discuss amongst themselves on who will be the next officers by evaluating the application and interview responses.

The officers will take into account of the schedule the applicants' have and the level of commitment and involvement they have shown during club activities. The time availability is also taken into account as we require all potential officers to be available for general meetings and officer meetings.

28. 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.

For a member to be eligible for an officer position, the member must:

- Be in the club for one semester.
- Must attend 60% of the general meetings.
- Show commitment and be involved in most club activities and events.
- Submit an application.

29. Officer Term *

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

The term of officers last until the day that officer graduates or decides to relinquish their position.

30. Officer Removal Process *

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

All officers except the one in question will meet whether in-person or online. All officers will discuss the performance, behavior, or both about the officer in question to help all officers make a informed decision.

Then a vote will be casted whether to remove the officer from the position, it will require a 2/3 majority vote for the officer to be removed. If the vote receives a 2/3 majority, the officer will be removed and their position will be open to all eligible members.

Amendments

31. Process for Amending Student Organization Constitution *

Officers will discuss amending the Constitution during the officer meeting. All officers will be given a opportunity to give their perspective on any amendments. It will require a 2/3 majority vote to amend the Student Organization Constitution.

32. Notification of Amendments to Constitution *

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

Any amendments to the Constitution will be announced during the first 10 minutes of the meeting and will be announced in the Discord server.

The announcement will be said on the next upcoming meeting.