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Respondent

25

Anonymous

1926:42

Time to complete

Name and Purpose

1. Student Organization Name *

Please enter full name AND any acronyms.

Computer Science Club(CSC)

2. Organization Purpose *

The purpose of the CS Club is to create a vibrant and inclusive community where students connect, collaborate, and grow through shared learning experiences in computer science. The club aims to provide opportunities for members to enhance their coding skills, work on real-world projects, and participate in workshops that promote technical and professional development. By fostering curiosity, collaboration, and career growth, the CS Club supports students of all majors who are interested in exploring, contributing to, and advancing within the computer science field.

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 but not limited to the Civil Rights Act of 1964, Title IX Education Amendments of 1972, and the Rehabilitation Act of 1973.

Membership in the CS Club is open to all students who have an interest in computer science, technology, or related fields, regardless of major or prior experience. Members are encouraged to actively participate in club meetings, events, and projects to contribute to the collaborative learning environment. There are no prerequisites for joining; however, members should demonstrate a willingness to learn, share knowledge, and uphold the club's values of curiosity, collaboration, and inclusivity.

Duties of Club President and Club Financial Officer

4. Duties of Student Organization President *

The duties of the Computer Science Club President are to oversee all of the officers in the club, handle updates and communications with the advisor (which may include providing monthly updates), manage all club-related forms, and address any needs or responsibilities that the club or other officers are unable to fulfill.

5. Duties of Financial Officer *

The duties of the Financial Officer are to handle all spreadsheets related to the fundraising amounts received and to attend all ICC meetings.

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 *

Gideon Tong

8. Title of Officer #1 *

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

Vice President

9. Duties of Officer #1 *

To oversee the projects of the club, keep track of the inventory for our keychains, and handle all logistics when the president is unavailable.

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 *

Dorian Kelly

12. Title of Officer #2 *

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

Project Lead

13. Duties of Officer #2 *

To create and manage club projects for our members

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 *

Zhiya (Aaliyah) Xiao

16. Title of Officer #3 *

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

Project Lead

17. Duties of Additional Officer #3 *

To create and manage club projects for our members

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 *

Miguel Gonzales

20. Title of Officer #4 *

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

Social Media

21. Duties of Officer #4 *

To manage the club's social media accounts (e.g., Instagram and Discord), including posting announcements, event recaps, and other updates.

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 *

Elisha Chavez

24. Title of Officer #5 *

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

Digital Designer

25. Duties of Officer #5 *

To handle all of the club's design needs, which may include creating flyers, slides, and other materials.

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.

The process of Officer Selection begins with filling out an interest form, where we ask for basic information about you as well as additional questions about your background and any relevant experience. Next, we conduct an interview to assess behavior and suitability. The main part of officer selection is to evaluate availability to ensure it aligns with the schedules of the President and Vice President.

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.

Eligibility for an officer position requires an interest in Computer Science, enrollment as a student at Chabot College, openness to feedback, strong communication skills with the team, and a welcoming attitude toward students.

29. Officer Term *

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

The officer term is per semester. Officers may choose to continue, step down, or change their role at the end of the semester.

30. Officer Removal Process *

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

The officer removal process involves the advisor, president, and vice president assessing whether an officer should remain in their position. If the issue is related to behavior or another concern, a warning will be issued. Notification of the removal or warning will be sent via email.

Amendments

31. Process for Amending Student Organization Constitution *

The process for amending the constitution involves the agreement of the President, Vice President, and Advisor. Officers and the Advisor may propose changes, and members may encourage officers to suggest amendments. A team meeting will be held to discuss the proposed changes and determine whether to proceed. The changes will then be put to a vote and communicated to all members by the next general meeting. Amendments are approved if they receive a majority vote.

32. Notification of Amendments to Constitution *

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

Students will be notified at the first meeting of the semester, and any approved changes will be implemented and updated at the next general meeting.