

Constitution of the Digital Arts & Media,

Preamble

We, the officers and members of the College of the Redwoods Digital Arts & Media Club, hereby establish this constitution to serve as the ruling document over all affairs concerning the College of the Redwoods Digital Arts & Media Club.

Article I

The name of this organization shall be "College of the Redwoods Digital Art & Media Club," and may hereby be referred to in this document as "The D.A.M. Club".

Article II- Purpose

The purpose of the D.A.M. Club is to:

Provide opportunities for increasing artistic and technical skills by linking students from various creative disciplines to work on and support student projects.

Establish connections to local art and media companies/organizations.

Further appreciation of various media arts through group participation and individual excellence.

Create events and develop networking and community involvement in Digital Arts and Media.

Article III- Affiliations

The D.A.M. Club is affiliated with the College of the Redwoods campus, College of the Redwoods Digital Media Department, Access Humboldt, and the College of the Redwoods Alumni Association.

Article IV- Membership

Section I- Qualifications and Eligibility

Membership is open to all students, faculty, administrators, alumni, staff, and employees of College of the Redwoods. Membership in this organization will not be based on race, handicap, age, gender, color, creed, political persuasion, religion, sexual orientation, or national origin. All present members attending meetings have the right to debate and vote on issues concerning the D.A.M. Club.

Club members must be enrolled in at least one (1) unit at College of the Redwoods, maintain a minimum GPA of 2.0, must attend one (1) monthly meeting and/or participate in the virtual environment or ongoing projects, and must abide by the guidelines for clubs set forth by College of the Redwoods.

Section II- How to Become a Member

There are four (4) steps to become a D.A.M. Club Member:

1. Attend a meeting of the D.A.M. Club.
2. Join D.A.M. Club Google Group and Drive.
3. Pay the Student Activity fee.
4. Comply with all of the Membership Qualifications specifically required by College of the Redwoods.

Section III- Maintaining a Good Club Standing

In order to remain in good standing within the D.A.M. Club, it is necessary to follow the guidelines previously set forward and agreed upon at time of induction into the D.A.M. Club. Active participation in at least one meeting per month is mandatory and/or participate in the virtual environment or ongoing projects.

Note: The Club Advisor will monitor the individual memberships and will alert club leadership should a problem arise.

Article V- Officers

Section I- Overview

This organization shall consist of five (5) officers: President, Vice-President, Scribe, Treasurer, and ICC Representative/Liaison, whose appointments shall be determined by a vote of club members.

In order to hold an officer position, you must be enrolled in at least six (6) units at College of the Redwoods.

Elections shall be held within the first three weeks of the Fall or Spring semester.

Section II- Executive Positions and Duties

The duties of the D.A.M. Club President shall include:

- a. Attend all D.A.M. Club meetings and schedule additional meetings as necessary.
- b. Preside over all D.A.M. Club meetings
- c. Enforce and abide by all provisions of this constitution

- d. Serve as official spokesperson for the D.A.M. Club
- e. Delegate the work and labor among D.A.M. Club members/officers
- f. Motivate, promote, and delegate D.A.M. Club functions (E.G. public relations, recruitment, approval and use of funds)
- g. Provide State of the Organization report to the general members of the club on a monthly basis
- h. Take an active role in the activities of the D.A.M. Club

The duties of the D.A.M. Club Vice-President shall include:

- a. Execute the duties of D.A.M. Club President in his/her absence
- b. Attend all D.A.M. Club meetings
- c. Appoint committees for the D.A.M. Club
- d. Enforce and delegate the President's decisions
- e. Perform the duties of any other officers during any absence
- f. Provide assistance to other officers as necessary
- g. Must be planning to attend the following semester, and willing to assume the role of President.

The duties of the D.A.M. CLUB Scribe shall include:

- a. Attend all D.A.M. CLUB meetings
- b. Keep and maintain accurate minutes of all D.A.M. CLUB meetings
- c. Post and communicate dates for D.A.M. CLUB meetings
- d. Organize and maintain files for all D.A.M. CLUB committees
- e. Maintain accurate attendance and membership records for voting purposes
- f. Maintain all D.A.M. CLUB files and records

The duties of the D.A.M. CLUB Treasurer shall include:

- a. Attend all D.A.M. CLUB meetings
- b. Responsible for all D.A.M. CLUB financial matters
- c. Responsible for all funds located in D.A.M. CLUB trust account at College of the Redwoods Business Office

- d. Review and sign all trust fund requisitions, with the Advisor, for the withdrawal of any funds from the D.A.M. CLUB trust account
- e. Prepare and record all financial reports at the end of each club meeting
- f. Disseminate funds after approval from the President and Advisor
- g. Prepare budgets for the upcoming semester and present said budgets to the President and Advisor no less than 14 days before the end of each semester

The duties of the D.A.M. CLUB ICC Representative/Liaison shall include:

- a. Attend all D.A.M. CLUB meetings
- b. Represent the D.A.M. Club at ICC meetings
- c. Represent the D.A.M. Club in dealings with off-campus and community organizations.
- d. Handle public relation/event promotions for D.A.M. Club events and functions.

Section III- Executive Position Terms

Each Executive Officer will serve for one (1) semester, not counting summer or winter sessions. There will be no term limits governing how long a single person may hold the same officer position, as long as the D.A.M. Club continues to support and re-elect said member.

Article VI- Impeachments and Replacements

Section I- Impeachments

Having good and sufficient cause and a majority vote of the D.A.M. CLUB members, the D.A.M. Club has the power to file articles of impeachment against any Officer of the Executive Board provided that the following steps have preceded the vote to file articles of impeachment:

- a. The Executive Board or a designated spokesperson has directly addressed the accused concerning his/her behavior.
- b. The accused has been given a written invitation to resign his/her position. The decision of whether or not to disclose the reasons for resignation will be made by the Club Advisor.

Good and Sufficient Cause shall be defined as and may include any number or combinations of the following:

- a. Acts of dishonesty

- b. Lack of integrity
- c. Repeated failure to fulfill his/her Executive Board duties
- d. Actions deemed inappropriate or unbecoming an Officer of the D.A.M. CLUB by either the College of the Redwoods, the D.A.M. Club Advisor, D.A.M. CLUB Executive Board, or D.A.M. CLUB general membership.

Section II- Replacement of Vacant Positions due to Impeachments or Otherwise

The Vice-President shall fill presidential vacancies. Should both the D.A.M. CLUB President and Vice-President positions become vacant, the order of continuity shall be as follows:

- a. Scribe
- b. ICC Representative/Liaison
- c. Treasurer
- d. Longest serving general member present at time/location of vacancy

In the event the Club Advisor feels this would cause too much disruption in the ability of the Executive Board to properly function efficiently, the Advisor may appoint someone to the position of D.A.M. CLUB President until another election can be held.

The vacancies of the Vice-President, Scribe, Treasurer, or ICC Representative/Liaison positions will be filled by appointment from the D.A.M. CLUB President until another election can be held.

- e. In the event of an appointment, a meeting of the D.A.M. CLUB shall be convened at the earliest possible time in order to hold election(s).

Article VII- Meetings

Section I- Frequency

1. Business meetings of this organization shall be held monthly.
2. Work meetings will be held as needed for social/D.A.M. CLUB activities.
3. Officers of the Executive Board can request a meeting of the Executive Board as necessary to occur before Business meetings.
4. If a need arises for additional Business meetings, the D.A.M. CLUB President may dictate a date and time, and it will be annotated to the club calendar of events by the club Scribe.

Article VIII- Parliamentary Authority

Section I- Robert’s Rules of Order will be followed during conduct of all D.A.M. CLUB meetings.

Section II- Quorum: A Quorum shall consist of more than 50% of active members attending a business meeting. No executive actions will be taken without a Quorum being present.

Article IX- Amending the D.A.M. CLUB Constitution

Section I- Amendments

The Constitution of the College of the Redwoods D.A.M. Club may be amended with a majority vote by the club, to include the general members and Officers.

Section II- Signatures

In order to acknowledge understanding of powers, limitations, and procedures, this constitution must be signed by the Club Advisor and all current serving Executive Board Officers.

“I have read and understand the contents of this document. I hereby promise to adhere to and enforce the bylaws of the College of the Redwoods D.A.M. Club.”

Print, sign, and date accordingly:

Club advisor:	Montel VanderHorck III	
	Strother Benson	Date:
President:	Timothy Dalporto	Date:
Vice-President:	Lori Metheny	Date:
Scribe:	Alexandria Wizes	Date:
Treasurer:	Paul Balassa	Date:

ICC Representative: Anthony Calico La Shawn Williams

Date: