

# LOS ANGELES VALLEY COLLEGE FRENCH CLUB

## CONSTITUTION AND BYLAWS

### ARTICLE I: NAME

The name of this organization shall be the Los Angeles Valley College French Club (Le Club Français de LAVC), herein referred to as the French Club.

### ARTICLE II: PURPOSE

The purpose of this organization shall be:

1. To promote fellowship and group effort among those interested in the French language and French & Francophone cultures, with a spirit of friendship between races, cultures and individuals.
2. To give members a relaxed environment in which to practice speaking French, as well as provide the opportunity for members to participate in cultural events.
3. To promote the understanding, study and appreciation of the French language and francophone culture.
4. To give back to the community via fundraising, donations etc.

### ARTICLE III: FIELD OF MEMBERSHIP

#### Section 1.

Voting membership is limited to currently registered Los Angeles Valley College students.

#### Section 2.

Associate membership is open to anyone (students, faculty, and community individuals) who subscribes to the purpose and the spirit of the French Club. Members are those who have paid their ASU fees and attended at least one event in the French Club (events include club meetings). Associate members may participate in all French Club meetings and events, but do not vote or hold office.

#### Section 3.

The French Club will not discriminate on the basis of race, creed, color, sex, age, national origin, disability, or sexual orientation.

#### Section 4.

Any committees deemed necessary in order to carry out the planning and execution of French Club activities may be appointed by the Board. All members, voting and associate, are eligible to serve on committees.

Section 5.

No dues must exceed \$2 per semester. Any other assessment must be voted by the entire membership and be voluntary.

#### ARTICLE IV: CLUB RULES

Section 1.

The French Club is a member club of the Associated Student Union. The President and Advisor(s) will review ASU club rules as set up by the Los Angeles Community College Board of Trustees with the membership at a meeting of the French Club early in each semester.

Section 2.

The French Club must submit a completed Club Registration Form to the ASU at the beginning of each academic year. The President of the French Club will oversee this process.

Section 3.

The French Club may be discontinued by lack of interest or disciplinary measures on the recommendation of the ASU Senate, with the approval of the Vice President of Student Affairs.

#### ARTICLE V: OFFICERS

Section 1.

The French Club shall have an elected Board. The Board shall be composed of three elective officers: The President, the Vice-President/Treasurer, and the Secretary.

Section 2.

Officers must be a registered LAVC student and enrolled in or officially auditing a French course at Los Angeles Valley College throughout the academic year of service. In accordance with LAVC rules, all officers must have a C average at the time of election and maintain a C average during their term of office.

Section 3.

The Board shall determine the direction and the calendar of the French Club, decide on the events to be organized, and have the authority over the expenditure of such funds as may come into the treasury of the French Club. Under the general direction of the President, the Board shall have the responsibility for carrying out the programs of the French Club and encouraging the expansion of membership.

Section 4.

The President shall be the executive officer of the French Club under the advice of the Board. The President is ultimately in charge of all activities within the French Club. When necessary, he/she will monitor the progress of and offer assistance to all executive members to ensure efficiency. He/she shall preside over general meetings and Board meetings, and act as a signing authority. She/he will foster a working relationship with the Department of Foreign Languages and faculty advisor(s). He/she shall be responsible for overseeing the election of officers, for the expansion of membership and for encouraging mutual respect between members.

Section 5.

The Vice-President/Treasurer, who shall serve in the absence of the President, shall assist the President with all activity planning tasks. The Vice-President/Treasurer shall receive and disburse as needed the funds of the French Club, including any monies received from the ASU, keep records of all transactions, and submit a written summary thereof to the Board at its meetings and to the faculty advisors. Should a French Club account be opened, the Vice-President/Treasurer is responsible for making all deposits. Only the President, Vice-President/Treasurer, and Faculty Advisor(s) may withdraw monies from any French Club accounts.

#### Section 6.

The Secretary shall maintain the minutes of all meetings of the Board, maintain a register of all members, and produce at the direction of the Board, the year's Directory of Membership. All updates to the Directory shall be given to the President and faculty advisor(s). The Secretary shall contact members regarding upcoming events or changes to the French Club's schedule of events. The Secretary shall research and inform the membership of events being held in the area for francophones and Francophiles. She/he will be in charge of creating any publications promoting the French Club, its activities and events.

#### Section 7.

The Public Relations shall be appointed by a consensus of the Board and faculty advisor(s) based upon the candidate's ability to perform the necessary duties. The Public Relations shall issue calls for submissions to the French Club's newsletter, *Quoi de Neuf*. The Public Relations under advice of the Board, shall determine the calendar of newsletter publication. She/he shall set submission due dates and collect all submissions. The Public Relations, with the approval of the Board, may select a Newsletter Committee to aid with the editing, layout, publication and distribution of the newsletter. Newsletter entries must be submitted to the faculty advisors for final corrections and approval at least three weeks prior to the publication date.

#### Section 8.

The Inter-Club Council (ICC) shall be an appointed position, according to LAVC, the ICC is governing body made-up of one representative from each chartered Los Angeles Valley College club. It is the voice of clubs on campus. ICC provides a forum for discussion and information exchange about upcoming events and creates an opportunity for the clubs to collaborate and work together.

#### Section 9.

The French Club shall have a minimum of one and a maximum of two faculty advisors. Any faculty advisor to the French Club shall be an instructor of French in the LAVC faculty. Appointed faculty advisors shall serve as consultants to the Board of Directors and the association in general. In addition, they shall serve as a liaison between the French Club and the administration. The Board must request faculty advisor ship at the start of the academic year. Upon acceptance, the name(s) of the faculty advisor(s) shall be submitted to the ASU. Should a faculty advisor resign during the academic year, the ASU and Business Office must be informed immediately. A replacement advisor must be appointed if the resigning advisor was the sole advisor to the French Club.

#### Section 10.

The Board shall select one voting member to represent the French Club on the Associated Student Union (ASU). The Board shall also select one voting member to serve as an Alternate

representative to the ASU. The ASU Representative or he Alternate must attend all ASU meetings to maintain the French Club's standing in the Union.

## ARTICLE VI: ELECTION AND TERMS OF THE OFFICERS

### Section 1.

Nominations from voting members shall be presented to the Board during the month prior to the final Election Meeting in May.

### Section 2.

Officer terms shall be for one academic year (May to May). The officers shall be elected for the following year by the Voting Membership at the Election Meeting in May. There shall be no proxy voting. Terms shall commence at the close of said meeting. Officers may serve multiple terms.

### Section 3.

In the event that there is only one nominee for a given position, the Board shall make an appointment. The Voting Membership at the Election Meeting will ratify said appointment in May. There shall be no proxy voting.

### Section 4.

The eligibility to be an officer shall be any voting member who demonstrates a successful participation in the organization of French Club activities and has attended at least 50% of French Club meetings and events.

### Section 5.

Officers may be removed for non-fulfillment of French Club duties, excessive absences at meetings and events, or any behavior deemed detrimental to the French Club. The elective members of the Board shall have the authority to make a new appointment effective immediately, if in their view any appointed members of the committee are unable to carry out the responsibilities of their office, or because of a resignation.

### Section 6.

Any officer may submit a proposal to the Board for the creation of a new position should the need arise. The Board may appoint a voting member to the newly created position for the remainder of the academic year. The position will then be added to Article IV, Section I.

## ARTICLE VII: MEETINGS

### Section 1.

The Board shall hold at least two meetings each academic year, which shall be known as the Opening Meeting in September, and the Election Meeting in May. The Board shall meet as necessary to direct the French Club.

### Section 2.

All offices of the Board must attend Board meetings. Any officer unable to attend must inform the President in advance and relinquishes his/her vote for items on the meeting agenda.

Section 3.

The Board shall meet on call of the President or the request of any two of its members. Three members of the Board and one faculty advisor shall constitute a quorum for any meeting, which quorum must include the President or Vice-President.

Section 4.

General French Club meetings shall be held once a month. Officers may call special meetings as they see fit. Special events, such as French Club outings or film showings, may be scheduled in between the meetings. All meetings and events shall be announced through the French Club listserv and/or flyers.

Section 5.

The officers of the French Club may call meetings with each other to plan for events as they see fit. They may also communicate through e-mail or telephone.

#### ARTICLE VIII: AMENDMENTS

Section 1.

Any voting member may propose an amendment to the constitution.

Section 2.

This constitution may be amended at any general or called meeting by two-thirds of voting members present and in the presence of two-thirds of the Board. Any proposed amendments, before being voted upon, must have been previously considered by the Board and sent by letter or email to the voting members one month before the vote.

Section 3.

Upon approval of an amendment, the Secretary shall update the official copy of the Constitution and Bylaws and submit an amended copy to the ASU.

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