Relay for Life Club
Constitution

Article I. NAME
Section 1. Name

This organization shall be known as the Relay for Life Club.

Article II. PURPOSE
Section 1. Mission

“The American Cancer Society is the nationwide, community-based, voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives, and diminishing suffering from cancer, through research, education, advocacy, and service.” Our club's purpose is to raise funds, continue awareness, community service, educate the BC community, and participate in the annual Relay for Life and other cancer related events.

Article III. MEMBERSHIP
Section 1. Membership

Membership of the Relay for Life Club shall be open to all current students duly considered by Bakersfield College in good standing with the Admissions and Records office and fulfilling the membership requirements of the organization may be a member.

A. In addition, there will be a guarantee of equal human rights for the student body of Bakersfield College; equal opportunities shall be afforded to all students without regard to citizenship, nationality, veteran status, or physical disability. No person will be denied membership based on race, color, ethnic origin, or physical/mental handicaps.

B. Relay for Life Club privileges shall be restricted to club members.

Article IV. EXECUTIVE BOARD
Section 1. Officers

The officers of the Relay for Life Club shall be President, Vice President, Secretary, Treasurer, and Club Representative.

Section 2. Duties of Office

A. President
   1. Enforce the constitution of the Relay for Life Club.
2. Preside over all Relay for Life Club meetings with an impartial demeanor.
3. Represent Relay for Life Club in all public relations and official functions.
4. Authorize, with the assistance of the Treasurer, the use of all Relay for Life Club funds.

B. Vice-President
1. Will preside over Relay for Life Club meetings in the absence of the President.
2. Assume any responsibilities of the President when necessary.
3. Responsible for assigning duties for events.

C. Secretary
1. Will preside over Relay for Life Club meetings in the absence of the President and Vice President.
2. Prepare and post agenda and minutes of each meeting.
3. Email updated minutes to listserv following each meeting.
4. Maintain accurate attendance and activity/event records, including all Club correspondence (Email, Voice Mail, and Mail Box).

D. Treasurer
1. Receive, record, and deposit all Relay for Life Club funds.
2. Be responsible for retaining all Club receipts.
3. Have financial report available at all Club meetings.
4. Maintain accurate fiscal records.
5. Aid in the authorization, with the President, of all Relay for Life Club funds.
6. Responsible for the requisitioning of all funds from the Student Government Association.
7. Responsible for attending Student Government Association Officers training, if any.

E. Relay for Life Club ICC Representative
1. Act as a liaison between Relay for Life Club and all other campus oriented organizations.

Section 3. Terms of Office

Executive Board officer positions are limited to students of Bakersfield College. One term of office for each executive board member shall be two (2) semesters. There shall be no limit imposed upon the number of terms any member may serve.

Section 4. Vacancies of Office

If there is a vacancy open for any position, then a special election shall be held for the vacant position. In the interim, the succession of office will be used to fill the position until elections are to be held for that position. Succession of office is as follows: President, Vice-President, Secretary, Treasurer, and ICC Representative.
Section 5. **Impeachment**

Impeachment charges may be initiated against any officer by any member of the club in writing stating the charges:

1. Violation of the Student Government Association Constitution
2. Violation of the Relay for Life Club Constitution
3. Abuse of Powers
4. Neglect of duties

A. The charges shall be read by the presiding officer at the next meeting, which shall be held within seven school days following submission of the charges.

B. During the process of impeachment, the officer will be removed from office if two-thirds (2/3) of the current membership votes for removal of said officer.

**Article V. MEETINGS**

Section 1. **Quorum**

A meeting shall be declared to have a quorum if a simple majority of the Club membership is present.

Section 2. **Executive Board**

The executive board shall meet at least bi-monthly during the regular school year.

Section 3. **Club Meetings**

Regular meetings shall be held once a month; additional meetings may be scheduled before events starting in August during the regular school year OR as determined by a simple majority of Club members. To remain in good standing, a member is expected to assist with at least two events/ activities the Club hosts per year.

**Article VI. ELECTIONS**

Section 1. **Voting**

A. Votes shall be taken during a meeting that has been declared a quorum.
B. Only club members may vote on Club issues.

Section 2. **Officer Elections**
A. The officers shall be elected by a ballot at the meeting prior to spring break in the spring semester (starting with the 2014/2015 school year).

B. The person with a simple majority of the vote will be declared the winner.

C. All officers shall be elected by a majority vote of the eligible voting members of Relay for Life Club.

D. The President will take nominations from the floor; the nomination process must be closed and the movement seconded.

E. The nominated parties will be allowed to vote.

F. All voting shall be done by ballot to be collected and tabulated by the Secretary, Treasurer, and one voting member of the Relay for Life Club appointed by the outgoing President.

Section 3. New Officers

Newly elected officers shall work with outgoing officers to learn the skills needed to take over the office. New officers shall assume full duties at the last official meeting of the school year.

Article VII. SAFETY AND LIABILITY

The Relay for Life Club and any member of the Club acting on behalf of the club, disclaim any liability whatsoever for any loss, damage, personal injury or death suffered or caused during a Club activity or while in transit as part of a Club trip.

Article VIII. AMENDMENTS

Amendments to the Constitution of the Relay for Life Club must be tabled for discussion for a minimum of one school week, and then votes shall be taken on all new amendments. Amendments will be ratified by the approval of the membership by two-thirds (2/3) of members present in a meeting that has declared a quorum.

Article XIV. RATIFICATION

This Constitution of the Relay for Life Club is hereby unanimously ratified by the membership on this 27th day of September, in the year 2014.