

# THE CONSTITUTION OF THE EARLY ENTRANCE PROGRAM CLUB

This document governs the Early Entrance Program Club (EEP Club) of the California State University, Los Angeles (CSULA). EEP Club provides assistance to the students of the Early Entrance Program (EEP) through the provision of academic services and coordination of extracurricular activities. When appropriate, EEP Club may also provide assistance for Program operations, and provide informal feedback to the Program regarding issues of student affairs. The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of California State University, Los Angeles.

## 1 Membership

Regular membership is open to all currently enrolled and continuing students of California State University, Los Angeles, but is designed for EEP students. This organization may not discriminate on the basis of race, religion, color, sex, gender, sexual orientation, political orientation, fashion sense, disability, national or regional origin, age, or marital status.

### 1.1 Regular Membership

Regular members are currently-enrolled CSULA students who have requested membership in EEP Club, and who are in good standing as determined by the EEP Office. The privileges and duties of each regular member are defined by their classification within each of the two categories defined below.

**Seniority within EEP Club** Elder membership in EEP Club is held by the subset of regular members who have held regular membership for  $\geq 3$  years. All other regular members are classified as non-Elders. At their discretion, the board may extend special privileges to Elders.

**Dues-Paying Status** Regular members who have paid all membership dues required of their level of seniority are considered full (dues-paying) members.

Regular members who have not paid all required dues are considered basic (non-paying) members. All regular members may vote and hold elected & appointed office, but only full members may use services and attend events sponsored by EEP Club.

### 1.2 Honorary Membership

The board may extend honorary membership to friends of EEP who are not currently-enrolled students at CSULA. Honorary members are exempt from dues, and are ineligible to vote or hold elected office.

## 2 The Board

The EEP Club board is the main administrative, deliberative, and decision-making body of this organization. All EEP Club officers and advisors are members of the board.

### 2.1 Officers

Officers of EEP Club fulfill special duties as enumerated below.

#### 2.1.1 Positions and Duties

**President** The President *a)* attends, participates and supervises all club activities; *b)* supervises appointed officers; *c)* presides over all club meetings; *d)* chairs the Executive Council and casts the deciding vote in the case of a tie; *e)* signs or co-signs all official documents; and *f)* maintains relations with CSULA students, faculty & administration.

**Vice President** The Vice President *a)* assumes the responsibilities of the President should the President be unable or unwilling to do so; *b)* hold voting membership on the Executive Council; and *c)* assists the President with administrative and supervisory duties.

**Treasurer** The Treasurer *a)* creates and maintains the annual budget; *b)* advises the board on financial issues; *c)* collects and processes club dues or fees; *d)* disburses payments; *e)* maintains official EEP Club financial records; and *f)* conducts internal audits.

**Secretary** The Secretary *a)* schedules and prepares agendas for club meetings; *b)* keeps the official record of meeting transactions; *c)* serves as the accountability officer (maintains a copy of all official EEP Club documents and collects reports of weekly activities from officers); and *d)* serves as Elections Commissioner.

**Cohort Presidents and Elder Representative** The Cohort Presidents (one per cohort in years 1–3) and the Elder Representative *a)* hold voting membership on the Executive Council; and *b)* serve as liaisons between the EEP Club board and the EEP student body.

**Other Officers** Other officer positions may be created and removed by the board. The duties of these other positions are defined by the board as needed.

### 2.1.2 Selection of Officers

**President and Vice President** The President and Vice President are elected annually in the general elections (as described in §4.1). Candidates for President and Vice President run on the same ticket. In the event of a vacancy in the position of President, the Vice President assumes the presidency. If the vice presidency is vacated, a replacement is nominated by the President and confirmed by the Executive Council.

**Cohort Presidents** Each cohort initially elects a Cohort President in the fall quarter of their first year. In each general election thereafter, up to and including the general election in the spring of a cohort's third year, a retainment vote is held (in which a cohort is given the option of retaining or recalling their Cohort President). If a majority of the votes cast by a cohort favors recalling its Cohort President, the incumbent vacates the position immediately. In the event of a vacancy for this or any other reason, a replacement is elected from within the cohort at the earliest convenience.

**Elder Representative** Upon receiving promotion to Elder membership at the beginning of the fourth year, the incumbent Cohort President (or their replacement, in the event of an end-of-third-year recall)

automatically assumes the role of Elder Representative. The Elder Representative serves a term of one year, without possibility of renewal. In the event of a vacancy in the position of Elder Representative, a replacement is elected from within the Elder membership at the earliest convenience. All Elders may vote and run for Elder Representative.

**Treasurer and Secretary** The Treasurer and Secretary are appointed by the President, in consultation with the Vice President and the club advisors.

**Other Officers** Candidates for other positions are nominated by the President and confirmed by a majority vote of the Executive Council.

### 2.1.3 Removal of Officers

**Elected Officers** The recall process for elected officers is described in §4.2.1.

**Treasurer and Secretary** The Treasurer and Secretary may be dismissed by the President, in consultation with the Vice President and the club advisors.

**Other Officers** Other appointed officers may be removed by a majority vote of the Executive Council.

### 2.1.4 Multiple Appointments

Multiple appointments may be made to a position if approved by the Executive Council.

### 2.1.5 Term of Office

The term of office for all officers is one year, the beginning and ends of which coincide with the first day of the summer academic term.

## 2.2 Advisors

EEP Club officers are advised by the EEP Director and a CSULA faculty member.

**Program Director** The EEP Director serves *ex officio* on and provides general advice to the board. The Director may also informally solicit the opinion of the board on matters of student affairs. The Director may designate another EEP Staff member to serve in his/her stead should the Director be unable or unwilling to serve.

**Faculty Advisor** The faculty advisor oversees all board actions to ensure compliance with campus policies and certifies official club documents. The faculty advisor is appointed by the board, and serves indefinitely unless removed by the board.

### 2.3 The Executive Council

Because the EEP Club board serves as the major deliberative body of the organization, decisions should be made by consensus of the board at general meetings whenever possible. However, in the event that a clear consensus cannot be reached during extended deliberation on an issue before the board, the issue is referred by the President to the Executive Council for resolution. The Executive Council will report their verdict to the board at their earliest convenience.

The Executive Council consists of the directly-elected officers (President, Vice President, Cohort Presidents, and Elder Representative), and is chaired by the President. Each member of the Executive Council holds one vote (regardless of number of positions held), and decisions are made by simple majority of the Council's total voting membership. The President is not counted in the voting membership, but casts the deciding vote should a tie occur.

The Executive Council has final authority on all issues before the EEP Club board, unless their decision is superseded by campus policy.

## 3 Meetings

All meetings are open to all members of EEP Club. The Secretary keeps the official records of meeting transactions, and is responsible for making them publicly available.

Emergency meetings may be called by the President if needed. The board must be notified  $\geq 24$  hours prior to the meeting.

## 4 Elections

The Elections Commissioner supervises all elections. The Secretary normally assumes the role of Elections Commissioner. If there is a conflict of interest for the Secretary, then the EEP Club board will appoint the Elections Commissioner.

Instant-runoff voting shall be used in all elections.

### 4.1 General Elections

General elections are held annually near the end of the spring term. Notice of elections are provided at

least one week prior to the beginning of voting, and ballots may be cast for one week after the beginning of voting.

### 4.2 Special Elections

Special elections may be called by a petition from the affected constituency. Notice of elections are provided at least one week prior to the beginning of voting, and ballots may be cast for one week after the beginning of voting.

#### 4.2.1 Recall

A recall vote for any elected office (President, Vice President, Cohort Presidents, or Elder Representative) may be initiated at any time by a petition containing the names and signatures of at least one-fourth of the members of its respective constituency. Should the majority of votes cast favor recall, the position is vacated immediately, and the established process for filling a vacancy of the position is initiated.

#### 4.2.2 Constitutional Amendments

The amendment process is described in §5.

## 5 Amendments

Any member of EEP Club may propose an amendment to the constitution via a written document presented to the board.

If approved by the Executive Council by a  $\geq 2/3$  vote, the amendment is publicly posted, and the EEP Club constituency is given two weeks to submit an objection to the proposed amendment to the board. The amendment is approved if no objection is submitted. If an objection (in the form of a petition containing the names and signatures of at least one-fourth of the regular members of EEP Club) is filed, a special election will be held, ending no later than two weeks after the filing of the objection. The amendment is rescinded if the EEP Club constituency does not pass the proposed amendment by a simple majority of the votes cast.

Alternatively, if the amendment is not adopted by the Executive Council, a special election may be called via a petition containing the names and signatures of at least one-fourth of the regular members of EEP Club. The proposed amendment is adopted if a simple majority of votes cast are in favor of the amendment.

## Revision History

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