

Germania Culture Club – Constitution’s

Article III

Powers and Responsibilities

Section 1

Board of Officers

Clause 1: The Board of Officers shall be responsible for the following:

- (A) Delegation of club funds; and
- (B) Planning and carrying out the business of regular club meetings, elections, and events; and
- (C) Representation of the club membership to all necessary entities.

Section 2

Powers of Positions

Clause 1: **Advisors** of the club must act in the spirit and intent of the Pasadena City College Code of Conduct, PCC District Policies and Procedures, ASPCC governing regulations and law, the California Education Code, this Constitution, and all other applicable laws and regulations. All club paperwork shall require the signature of the Primary Advisor.

Clause 2: **The President** shall be responsible for presiding over the Board of Officer meetings.

Clause 3: **The Vice President** shall be responsible for fulfilling the duties of the President in the event of his / her absence.

Clause 4: **The Secretary** shall be responsible for keeping records of each club meeting and Board of Officers meeting.

Clause 5: **The Treasurer** shall be responsible for keeping records of and following through with transactions approved by the Board of Officers.

Clause 6: **The Inter-Club Council Representative** shall be responsible for attending every Inter-Club Council meeting or duly notify the Alternate and / or the President to do so. They shall be the primary liaison between the club and ASPCC.

Clause 7: **The Inter-Club Council Alternate** shall be responsible for attending Inter-Club Council meetings in the absence of the primary representative.

Clause 8: **The Webmaster** shall be responsible for maintaining the club web presence.

