

Constitution

Article I - Organization Name

- CSAW: Cerritos Student Association of Woodworkers (the Association)

Article II - Purpose

- To promote the advancement of woodworking technology and craftsmanship.
- To supplement the Woodworking Manufacturing Technologies (WMT) Program with pertinent tours, lectures, and workshops
- To assist in providing tools and materials in support of the WMT Program.
- To provide a vehicle for the fundraising in support of the WMT Program.
- To promote the WMT Program for the purpose of recruiting students.
- To promote safety in all aspects of woodworking.
- To organize and orchestrate the annual end of year celebration.

Article III - Membership Eligibility

- Any Cerritos College WMT Student enrolled in one unit or more having at least a 2.0 GPA is a member of the Association.

Article IV - Officers

Section 1 - Titles and Duties

President

- Prepares meeting agendas in cooperation with the Faculty Advisor
- Chairs Association meetings.
- Represents the Association to the Cerritos College and outside interests.
- Conducts monthly review of Association accounting processes.

Vice President

- Responsible for promoting club meetings and special events through advertisements, flyers, the campus newsletter and website, the WMT website, and other means
- Coordinates lectures, tours, and workshops.
- Performs the duties of the President in the President's absence.
- Works with Communications Director to coordinate promotion efforts.

- Is responsible for attending Inter-club Council meetings each month and reporting back to the board on opportunities in line with CSAW's Mission
- Represents the Association in the Associated Students of Cerritos College meetings.

Treasurer

- Performs Association financial accounting and maintains financial records.
- Prepares monthly and annual financial statements.
- Handles Association banking.
- Prepares requisitions and purchase orders.
- Pays Association bills.
- Prepares and releases annual budgets.
- Works with Operations Manager to coordinate stocking of candy machine and soda machine.
- [Link for more information on duties.](#)

Secretary

- Prepares and publishes minutes of all meetings in which club business is discussed.
- Coordinates group mailings and emailings with Communications Director.
- Creates election notices and ballots for elections.
- Composes copy/talking points of announcements disseminated to WMT Faculty/Classroom Representatives about club happenings.

Sergeant-at-Arms

- Makes arrangements for facilities and equipment for all meetings.
- Provides refreshments for Association meetings and special events as needed.
- Acquires door prizes and gifts for Association meetings and special events as needed.
- Aides Treasurer in the procurement of items club sells (candy, hardware, soda, t-shirts and other swag, etc.).
- Coordinates the raffle at meetings and events.
- Coordinates and acquires donations to club.
- Prepares "Thank You" notes for donations for signing by Association Officers.

Inventory/Operations Manager

- Stocks candy machine, soda machine and sandpaper
- Informs Treasurer and/or Sergeant-at-Arms, or appropriate staff of low inventory of items to be stocked.
- Aides Treasurer and/or Sergeant-at-Arms with the procurement of new stock including preparing orders of items.
- Informs those in charge of packaging new stock for sale in vending machine.
- Notify CSAW board of any machine problems or repairs.
- Sets up vending machine item pricing per CSAW guidelines.

Communication Director

- Manages social media presence (Instagram, Facebook, others as they become relevant).
 - Weekly posts on social media on the happenings of the WMT Department is the minimum expectation.
- Designs posters, postcards, and any other advertising media.

- Orchestrates the production of any media the club is producing (posters, postcards, pamphlets, video, etc.).
- Helps generate media plan/schedule with the help of president for club events.

Alternates

- Non voting board member.
- May be used as a deciding vote if a voting board member is not present and a tie vote has occurred.
- May be raised to another position if a board member resigns or is removed from office.

Section 2 - Terms of Office

- The term of office for all officers will be 2 academic years.
- There are no term limits.

Section 3 - Eligibility for Office

- Association members in good standing enrolled in a minimum of 5 units at the beginning of each semester they are an officer.

Article V - Elections

- Nomination and election notices will be posted in the WMT classrooms and labs at least one month prior to the nomination meeting.
- Nominations for officers will be made at the next to last meeting of the Fall semester.
- Voting will occur during the week of classes two weeks prior to the last Association meeting of the semester.
 - Ballots, including candidate statements, will be distributed in each class by the faculty, then collected and deposited in a place designated by the Faculty Advisor.
 - Once the Ballots have been collected, the Faculty Advisor and their designated assistants will count the ballots.
- Nominees with the highest number of votes for each office will win the election .
 - Winners will be announced at the meeting following the election.

Article VI - Meetings

Section 1 - Purpose of General Meetings

- General Association meetings will be held in order to disseminate Association information to students, generate interest in the WMT Program, and provide lectures and demonstrations on woodworking related topics.

Section 2 - Frequency of Meetings

- General Association meetings will be scheduled by the officers.
- Officer meetings will be held monthly at a day and time agreed upon by the officers.

Section 3 - Fees

- Voluntary donations will be collected at General Meetings at the discretion of the Association officers.
- Fees may be charged for special events such as seminars or workshops.
 - The officers will determine the amounts and how the fees will be collected.

Section 4 - Quorum Requirements

- Officer meetings require the presence of at least four officers.
- All meetings require the presence of the Faculty Advisor or a substitute Faculty Member

Article VII - Dues

- There will be no dues for Association membership.

Article VIII - Amendments

Section 1 - Proposal of Amendments

- Amendments to this Constitution may be proposed in writing by any Association member in good standing and submitted to the Secretary of the Association.

Section 2 - Ratification of Amendments

- Amendment Proposals will be reviewed by the Association officers who prepare a recommendation for acceptance or rejection, and with the approval of the Faculty Advisor, submit that recommendation on ballots distributed to the Association members who will vote on the proposal.
- Ratification may be done at a general meeting, a digital voting method decided upon by the Officer of the Association or during a general officer election.
- Completed ballots will be submitted to the Association Secretary who, with the Faculty Advisor, will count them and announce the ratification or rejection of the Proposal.
- A two-thirds majority of the votes received will be required to ratify an Amendment.

Article IX - Faculty Advisor

- Is a faculty member appointed by the WMT Department Head and represents the Department Head to the Association.
- Acts as the liaison between the Association and the WMT Department.
- Provides guidance to the Association Officers and assures compliance with the Cerritos College policies.
- Ensures that the Association Officers work within the guidelines of the Constitution and the Cerritos College policies.
- Attends the Associated Students of Cerritos College Award Banquet.

Article X - Special Controls

- The Treasurer, one other Association officer, and the Faculty Advisor must sign all requisitions and purchase orders prior to their release.
- Personal gifts from the association, regardless of the amount, require prior approval by the majority of the officers.
- Other club expenses are allowed if, and only if, the club account balance, consisting of the checking account and lumber room inventory, is at least \$10,000.
- Purchasing of WMT Department needs (tools, hardware, etc), in excess of the amount set by this Constitution, require approval by a majority of the officers.
- A majority of Association Officers' approval is needed for any expenditures in excess of \$250 outside of normal Association operations.

Article XI - Removal and Replacement of Officers

Section 1 - Removal Proceedings

- All elected officers may be subjected to impeachment and removal by a two-thirds majority vote of Association Officers, subject to approval of Advisor.
- Grounds for impeachment are negligence and any form of misconduct, which is damaging to the club.
- An officer may be impeached/removed only under the following conditions: all officers, aside from officer in question, and the advisor must be present during impeachment/removal vote.
- Replacement of officer(s) shall be filled in the following manner: President, Vice President, Secretary, Treasurer, Inventory/Operations Manager, Communications Director, and Sergeant at Arms

Section 2 - Replacement Proceedings

- Option A: The position remains vacant until it can be filled by an election that occurs every fall semester.
- Option B: Any officer vacancies shall be filled by appointment of the club Advisor.