

## **Cooking Club Constitution**

1. **Name of Organization:** The official name of this organization shall be the Cooking Club.
2. **Mission Statement:** The mission of the Cooking Club is to bring food lovers together to celebrate the art of cooking, increase our knowledge of skills, techniques, and recipes, and cook delicious meals from all countries and cultures.
3. **Membership Composition:** This organization shall be comprised of Aims Community College students, faculty, and staff. Faculty and staff shall be required to pay membership dues.
4. **Officers:**
  - a. **President:** The President's duties shall be as follows:
    - i. Preside over all executive and membership meetings.
    - ii. Represent the Cooking Club and its members at all times.
    - iii. Oversee the actions and duties of all other officers.
    - iv. Meet with club advisor on a bi-weekly basis at minimum.
  - b. **Vice President:** The Vice President's duties shall be as follows:
    - i. Handle internal functions of the organization, including recruitment activities.
    - ii. Assist President in fulfilling the goals of the organization.
    - iii. Assume duties of the President if office becomes absent.
  - c. **Treasurer:** The Treasurer's duties shall be as follows:
    - i. Keep financial records updated and accurate.
    - ii. Serve as liaison between Cooking Club and the Student Government Association (SGA).
  - d. **Secretary:** The Secretary's duties will be as follows:
    - i. Keep accurate history and records of Cooking Club's activities and meetings.
    - ii. Write and distribute meeting minutes for each meeting.
    - iii. Keep records of communications and correspondences.
    - iv. Maintain inventory of Cooking Club-owned ingredients and cooking tools and utensils.
5. **Decision-Making Model:** The Cooking Club shall use a 51% majority vote to make its decisions. Only student members are eligible to vote on business items related to spending club funds. Members not present at the time of voting shall relinquish their right to vote.
6. **Meetings:** Meetings will be held bi-weekly and are open to all officers, members, and anyone interested in learning more about the club. 3 of 4 officers and 1/3 of the active membership will constitute a quorum.

7. **Advisors:** The Cooking Club will aim to have two advisors at all times. Advisors can be Aims faculty or staff who are interested in cooking. Advisor duties include mentoring students, assisting officers in learning how to execute their duties, and attending all club meetings and activities (only one advisor must be present at each meeting and activity).
  
8. **Funding:** Cooking Club shall receive funding in three ways:
  - a. **Student Government Association:** Cooking Club shall receive money from the SGA in exchange for compliance with policy and attendance at all required trainings and GASO meetings. Additionally, Cooking Club may request additional funds if necessary.
  - b. **Membership Dues:** Faculty and staff members will be required to pay membership dues of \$20 per semester.
  - c. **Fund-Raiser:** Cooking Club will hold at least one fund-raiser each year.
  
9. **Constitutional Amendments:** This constitution may be amended by a 2/3 majority vote of the student membership. Proposed amendments must be presented at two consecutive meetings for discussion prior to the vote (can take place at the second meeting).
  
10. **Enabling Clause:** This constitution was voted on and put into effect on Monday, September 19, 2016.

**Signed by:**

<b>President:</b> _____	_____
(name)	(date)
<b>Vice President:</b> _____	_____
(name)	(date)
<b>Treasurer:</b> _____	_____
(name)	(date)
<b>Secretary:</b> _____	_____
(name)	(date)