

**MONROE COMMUNITY COLLEGE
AIR CONDITIONING CONTRACTORS OF AMERICA
CONSTITUTION**

Article I Name

The name of this organization shall be the Monroe Community College Air Conditioning Contractors of America (ACCA) Student Chapter.

Article II Purpose

The purpose of this organization is to expose MCC HVAC students to an array of HVAC topics, local businesses, and the local chapter of ACCA. Our goal is to educate our members, prepare them for the workplace, and provide them with an opportunity to network with potential employers while adhering to the national ACCA code of ethics.

Article III Membership

Section 1: Membership shall be open to all interested HVAC students, faculty, and staff.

Section 2: Requirements of membership shall be:

- A. Active Members- shall be those who attend meetings regularly and pay membership dues.

Section 3: Rights of Members

Active Members shall:

- Have the right to vote in elections
- Have the right to run for office
- Have the right to voice their opinions
- Have the right to attend ACCA to attend ACCA student chapter sponsored events

Section 4: Dues

There are no fees to join the club, however students are welcome to join the National Chapter of ACCA, by paying a \$ 25 student membership fee.

Article IV Members of the Office

A. President:

The primary duty of the President is to act as leader of the ACCA MCCSC, organize club meetings with governing officers, and act as a liaison in matters dealing with the Student Programs office. The President will submit appropriate paperwork and accurate information for expenditures to the Student Programs. The President will also serve and act as a representative for the student body which elected him/her and approve all expenditures made by the Treasurer for the

benefit of ACCA MCCSC. The President will bring ideas to the table for discussion and will vote where necessary act as tie breaker.

B. Vice- President:

The primary duty of the Vice President is to assist the President with his or her tasks and act on the Presidents behalf in the case of the Presidents absence.

The Vice President can be frequently assigned to a special area of responsibly, such as membership, media, annual dinner, facility, or personnel.

In the even that the President leaves office or is unable to continue as President, the Vice President will act as President until an official student vote determines the new President.

C. Secretary:

The duties of the Secretary will be to record meeting minutes and action items for meetings of the officers and other steering committees. The Secretary will be reasonable for distribution and maintenance of said records and will also organize the scheduling of meetings.

D. Treasurer:

The duties of the Treasurer will be to collect dues, record paid members and maintain active member data base, mange the club bank account, and disperse funds as needed. The President and Vice President shall also have authority to disperse funds in the event that the Treasurer is not available.

D. Steering Committee Officer:

The duties of the Steering Committee Officer will be to act as an interface between the ACCA governing body and student/faculty members. He or she will also be responsible for establishing, organizing, and overseeing other committees that are brought forth by the club.

It is the duty of all officers to communicate their inability or unwillingness to meet assigned responsibilities by reporting the President/ Vice President. All officers are expected to work together as a team to forward the goal of the organization.

All officers will attend all general and officer meetings to plan events and remain informed. All officers shall act in a manner that models appropriate behavior and promotes greater student involvement.

Any members running for office:

- Must be in satisfactory standing according to the college's policy.
- Must have a grade point average of 2.25 or better.
- Cannot hold an officers position in another organization, however can be a member of another club or organization.

Article V Faculty Advisor

Section 1: Shall be a member of the faculty or staff and shall serve in an advisory capacity to the club.

Section 2: Shall assist in the organization in the planning of programs.

Section 3: Shall be involved in the formulation of the club budget.

Article VI Quorum, Meetings, and Voting

Section 1: All members must be notified at least 24 hours in advance of all emergency meetings.

Section 2: No official business shall be conducted unless a quorum is present. A quorum shall consist of at least one officer and 20% of the active membership.

Section 3: Emergency meetings will be called when deemed necessary by a majority of the officers.

Section 4: A simple majority of those present and voting are required to pass a proposal.

Article VII Financial Structure

Section 1: Yearly dues in the amount of \$50 will be collected upon induction into the chapter

Section 2: A student account will be set up for the managing of membership dues through the Student Association.

Article VIII Impeachment

An officer may be removed from his/ her position due to the negligence of duty, inefficiency in office, or any other action which is considered detrimental to the name or purpose of the organization. An officer may be removed from office by a two-thirds vote of an active membership present and voting, at the meeting of the organization of which all voting members have been notified.

