

# California State University Northridge Real Estate Club

## Preamble

The CSUN Real Estate Club's purpose is to advance the studies, job opportunities, exposure, and overall success of all students interested in any field related to Real Estate and its operation. By providing ample networking opportunities, information about the field, prospective job offers, field trips, and connecting undergraduates with other established CSUN alumni, we provide a much deeper understanding of the Real Estate community and its possibilities.

## Article 1: Official Name

The official name of the organization shall be the California State University Northridge (CSUN) Real Estate Club (REC).

## Article 2: Authority

### Section 1: Authority

This organization is a recognized student organization at California State University, Northridge and adheres to all campus policies as set forth in the Clubs and Organizations Manual.

## Article 3: Membership

### Section 1: Student Access

Any person currently enrolled as a student at CSUN and fulfilling the membership requirements of the organization may be a member. Membership in the organization shall be open to all those regularly-enrolled at California State University, Northridge students who are interested in membership.

### Section 2: Non-Discrimination Statement

In accordance with state law and the regulations of the California State University, no organization shall discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, and disability.

### Section 3: Eligibility

Eligibility for membership or appointed or elected officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

### Section 4: Membership Requirements

Active Member:

The active member is a currently enrolled CSUN student who has attended at least 60% or more of all regular meetings per semester and have paid all membership dues by the stated deadline.

Inactive Member:

An inactive member is a currently enrolled CSUN student who has failed to meet the requirements of active membership.

Alumni Member:

An alumni member is a graduated CSUN student who were formerly active or inactive members that have contributed to the betterment of the organization through the payment of dues.

### Section 5: Non-Student Members

Honorary Members:

Any individual who is not a currently enrolled CSUN student (faculty, staff, community members, students from junior colleges) that have been invited by the executive board for their contribution to the organization.

### Section 6: Privileges of Membership

- I. **Active Members-** Active members are entitled to all privileges that the Club offers. In addition active members are also entitled to a certificate of membership signed by both the current president and vice president of the Real Estate Club. Nomination, being a candidate for office, voting, and holding officer privileges shall be restricted to current CSUN students that are ACTIVE members.
- II. **Inactive Members-** Inactive members are entitled to all the privileges that the Club offers, however inactive members are NOT entitled to a certificate of membership and CANNOT nominate, be a candidate for office, vote of hold officer privileges.

- III. **Alumni-** Have the privilege to attend all regular meetings that the Real Estate Club offers. However Alumni CANNOT nominate, be a candidate for office, vote of hold officer privileges.
- IV. **Honorary-** Have the privilege to attend all regular meetings that the Real Estate Club offers. However Honorary members CANNOT nominate, be a candidate for office, vote of hold officer privileges.

## **Section 7: Hazing**

This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

## **Section 8: Code of Conduct**

This organization shall comply with Title 5, Section 41301, Standards for Student Conduct and this organization shall comply with the California State University, Northridge Code of Ethics for University Recognized Student Clubs and Organizations.

## **Article 4: Officers and Advisors**

### **Section 1: Official Positions**

The Organization's officers are as follows: President, Vice President, Treasurer, Secretary, Events Chairman, and Marketing Chairman.

### **Section 2: Powers and Duties of Officers**

President -

The President is a member of the Executive Board and will oversee membership, correspondence, and all public relations matters as they relate to the organization. The President shall also prepare an agenda in writing and distribute it to the members prior to the meeting, keep the meeting in order, and resolve any disputes within the club.

Vice-President -

The Vice President shall be a member of the Executive Board and will oversee the formation and management of committees. He also will assume the role of the President in his or her absence. Should there be a vacancy in any of the Executive Board positions, it is the responsibility of the Vice-President to assume the duties of the vacant position.

Treasurer -

The Treasurer shall be a member of the Executive Board. His/her role deals with all of the financial aspects of the organization. The Treasurer will collect dues from new and active members and make sure any expenses are recorded. The Treasurer will also manage a bank account with Associate Students, Inc., keep financial records, establish budgets, and sign the organization's checks.

Secretary -

The Secretary shall be a member of the Executive Board and oversee the records of all meetings. This person will keep a record of all active, inactive, alumni, and honorary members.

Events Chairman -

The Events Chairman will be a member of the Executive Board who plans, organizes, and manages the club's events. This includes any functions, guest speakers (including their parking arrangement), arranges field trips, and coordinates the organization's calendar.

Marketing Chairman -

The Marketing Chairman will be a member of the Executive Board and help with the recruitment of new members, and the propulsion of our club's name into the CSUN community. The Marketing chairman will work on establishing a system of making the club known and appreciated on campus. The Marketing chairman will also oversee relations with affiliate organizations in and outside of CSUN's campus.

### **Section 3: Officer Qualifications**

All officers must be enrolled CSUN students.

Pursuant to California State University Executive Order 1068, the executive board members are required to meet the following minimum requirements:

**Minimum Academic Qualifications**— The president, vice president and treasurer must be matriculated and enrolled at California State University, Northridge with a minimum overall 2.0 grade point average each term (term is defined as Fall and Spring semester). The student must be in good standing and must not be on probation of any kind.

**Incumbent Unit Load**—Undergraduate students in the role of president, vice president and treasurer are required to earn six (6) semester units per term while holding office. Graduate and credential students in the role of president and treasurer must earn three (3) semester units per term while holding office.

**Incumbent Maximum Allowable Units**—Undergraduate students in the role of president, vice president and treasurer are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree, whichever is greater. Graduate and credential students in the role of president and treasurer are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units, including students pursuing a double major, will no longer be eligible.

## **Section 4: Terms**

The term for each officer shall be one academic year. The maximum term limit per officer per position shall be a total of five (5) semesters. An active member or officer, who takes an office position mid-semester shall be considered to have held the office for the entire semester. In the case that an officer takes over another office, s/he shall have held both offices for a semester for the term of counting semesters.

## **Section 5: Advisor**

Pursuant to Executive Order 1068, a CSUN faculty or staff advisor will be chosen at the first meeting of each new semester (or academic year).

A. University Advisor Roles & Responsibilities: The University Advisor shall be an Ex Officio member without voting privileges. The University Advisor will be required to sign all campus documents. Furthermore, the University Advisor will oversee and guide all officers and Active members in order to achieve the Mission Statement, as well as, assist during Recall Elections.

B. University Advisor Method of Selection: The President and Vice President will select The University Advisor. The Advisor will be approached in person by the Vice President and asked if they would like to take on the responsibilities.

## **Article 5: Discipline of Members**

### **Section 1:**

All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1073 and/or 1074 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1073 and 1074 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1073 and 1074 to the campus Vice President for Student Affairs or other designee for investigation and resolution.

### **Section 2:**

Action can be taken against a recognized student club or organization that violates the California State University, Northridge Code of Ethics for University Recognized Student Clubs and Organizations. Complaints against organizations should be filed in writing with the Matador Involvement Center (MIC). All complaints will be investigated and responded to. Procedures describing the processes used to consider such complaints are available in the MIC. Organizations found in violation of this Code can receive a range of sanctions including warnings, probationary status, suspension of university recognition, or a withdrawal of university recognition.

## **Article 6: Elections**

### **Section 1: Time of Elections**

Elections will be held once an academic year at the time of the second to the last general body meeting of the spring semester.

## **Section 2: Election Procedures**

- I. Nominations will be accepted from the floor the meeting prior to the date of elections.
- II. Votes shall be cast by secret ballot. The secret ballots shall be counted by the Faculty Advisor.
- III. The candidate receiving a majority (50% + 1 of the present membership) will be declared the winner.
- IV. In the case of a tie, the winner will be chosen by the outgoing Executive Board during the meeting. All winners will be announced at the time of the last general body meeting of the spring semester.

## **Section 3: Special Election Procedures**

Should a vacancy in any office occur, other than the office of the president, it shall be filled by an interim active member, agreed upon and appointed by the President and Vice President. If no active member can be appointed, the Vice President shall assume and share the responsibilities of that office.

Should vacancy occur in the office of the President, the Vice President shall become a temporary President. A Special Meeting will be called by the temporary President within 30 days of the vacancy of the presidential office. During the Special Meeting regular election procedures will commence.

## **Section 4: Recall Election**

A petition of two-thirds (2/3) the total number of members shall be cause for a recall election. The offense must be in writing and submitted by a member to the faculty advisor. A recall election shall be held at the next regular general body meeting after presentation of the recall petition and a statement by the accused in his or her defense. Recall will require a favorable vote of two-thirds (2/3) of the total voting membership.

## **Section 5: Vacancy**

If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

## **Article 7: Meetings**

### **Section 1: Logistics**

The time, date, and place of regular meetings shall be determined by the Executive Board prior to the first general meeting of the term and is subject to change. No person under the influence of alcohol or drugs shall be permitted to attend regular or special meetings.

### **Section 2: Frequency**

Executive Board meetings will be held 30 minutes prior to the scheduled general body meetings, as needed. General body meetings will be held twice every month or as needed.

### **Section 3: Special Meetings**

Special meetings may be called by the President or by the written petition of one-third (1/3) of the active membership. The entire membership must be notified at least 48 hours prior to a special meeting by the Vice President via email.

### **Section 4: Quorum**

A majority, which is defined as 50% + 1 of the active members in good standing shall constitute quorum at any general or special meeting. Inactive, Alumni and Honorary members will not count as active voting members.

### **Section 5: Voting Requirement**

In order to vote a member must be in good standing.

Requirements of being in Good Standing:

1. Current on all dues payments.

2. Attendance of at least 60% of all required club meetings.
  - a. 3 excused absences are allowed. An excused absence is any absence that is cleared by any executive board member at least 24 hours in advance of the meeting.

## **Section 6: Rules of Procedure**

The rules of procedure for this organization shall be Robert's Rules of Order.

## **Article 8: Standing and Ad Hoc Committees**

### **Section 1: Standing Committees**

The organization shall have three committees: the Marketing Committee, the Events Committee, and finally the Executive Board.

### **Section 2: Duties**

The Executive Board shall have the following powers

- I. Set the dues of the Club
- II. Break ties during the election process
- III. Appoint temporary officers during office vacancies

The Marketing Committee shall have the following powers

- I. Control the social media, and other outreach procedures for the club
- II. Creative control over the branding of the club

The Events Committee shall have the following powers

- I. Control over the process of hosting any club oriented event
- II. Creative control over the venue, events, and other relative decisions need to be made during the event throwing process.

### **Section 3: Establishment**

The Vice President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

### **Section 4: Appointment**

The President and Vice President shall appoint the chairpersons and members of all committees.

## **Article IX: Finances**

### **Section 1: Account**

This organization, pursuant to its charter obligation, shall maintain an agency account with the Associated Students, Inc. for the official conducting of university business.

### **Section 2: Usage**

All monies of this organization that are deposited in and disbursed from this account must follow the procedures outlined by the Associate Students, Inc.

### **Section 3: Dispersal of Funds**

Should this organization become inactive, including the failure to apply for university recognition annually, the agency account will be handled in accordance with the procedures of the Associated Students, Inc.

### **Section 4: Fiscal Year**

The fiscal year of this organization shall be July 1- June 30.

### **Section 5: Dues**

Dues will be established by the Executive Board at the first meeting of the academic year.

### **Section 6: Assessment**

This organization has the ability to assess the membership for special purposes. Assessments shall be determined by a quorum of the membership at a regularly scheduled meeting.

## **Article 10: Amendments**

### **Section 1: Submission of Amendments**

Proposed constitutional amendments or changes can be presented by any Active member or officer of the Association in writing one meeting to both the President and the Faculty Advisor before it may be voted on.

### **Section 2: Approval of Amendments**

An amendment requires a majority vote of the Executive Board in either an Executive Board Meeting, Special Meeting or General Meeting. If the amendment passes, than it requires the majority vote of Active members in either a special Meeting or general meeting. The change shall be put into effect immediately unless otherwise stipulated in the amendment.

### **Section 3: Notification of Amendment**

Pursuant to Executive Order 1068 any substantive change or amendment must be submitted to the Matador Involvement Center within 90 days.

## **Article 11: Ratification**

### **Section 1: Procedure for Ratification**

Upon ratification by a  $\frac{2}{3}$  vote of the membership, and approval from the Matador Involvement Center and the Associated Students, Inc., this constitution shall become the official governing document of the organization.

This constitution was adopted on March 13, 2017 and most recently revised on May 1, 2017.

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