

## **Brookdale Asia Society Constitution**

### **Article I Name**

The name of this organization shall be BROOKDALE ASIA SOCIETY.

### **Article II Purpose**

The purpose of Brookdale Asia Society is for members to learn and gain knowledge on the great cultural legacy of Asia, as well to foster a solid foundation of ethnic understanding, mutual respect, and ethical behavior. Society members will broaden their cultural perspective by regularly attending scheduled meetings, films, special events, presentations and/or lectures. Hosting various programs on campus can also enrich the community with diverse cultures.

### **Article III Membership**

Full membership in Brookdale Asia Society shall only be available to students of Brookdale Community College regardless of race, color, gender, sexual orientation, or political, ethnic, or religious affiliation. Brookdale Asia Society shall not limit any member in the enjoyment or any right or privilege, advantage or opportunity. Brookdale Community College cannot aid any agency or organization which discriminates on the basis of any of the above. Non-students may be guests of Brookdale Asia Society but have none of the rights and responsibilities of membership. An accurate, official roster should be taken each meeting and may be submitted to the Office of Student Life upon request.

### **Article IV Executive Committee**

**Section 1:** The Executive Committee shall consist of a President, Vice President, Secretary, Treasurer and Public Relations Officer. Students who serve in these leadership positions must be currently enrolled for a minimum of six college credits (active – not audit status) and must have an acceptable ratio of credits attempted to credits earned (as defined by the college catalog).

**Section 2:** Elections must be held once a year. The general active membership elects the members of the executive committee. Nominations should be made at the meeting prior to the election, with notification of those nominations being sent to all members prior to the election meeting. The term for all executive roles will last one year, or two semesters at Brookdale. Nomination may be re-opened by majority vote.

**Section 3:** Under the usual form of government, the President presides over meetings, acts as the spokesman for the Brookdale Asia Society, calls meetings, and acts as the overall official for the Brookdale Asia Society, in addition to other requirements which Brookdale Asia Society might have. The Vice President usually heads special committees and acts in the place of the President in his/her absence. The Secretary keeps the records of the meetings and formal business. The Secretary also keeps the members' roster up to date each semester. The Treasurer keeps the financial records of the Brookdale Asia Society, submits forms for any financial gain throughout the year and prepares the budget. The Public Relations Officer designs flyers for various activities and informs community of upcoming events on the campus.

**Section 4:** In the case of the vacancy in the office of President, the Vice President assumes his/her duties. In the case of a vacancy in the office of Secretary, Treasurer or Public Relation Officer, these offices are usually combined. Brookdale Asia Society ensures that there are at least two officers at any given time.

#### **Article V                    Meetings**

Brookdale Asia Society must meet at least three times a semester during the college hour. Special meetings will be provided if necessary.

#### **Article VI                    Quorum**

The quorum of Brookdale Asia Society is the average number of active members that usually attend meetings including formal business meetings. Such formal business includes the election of new officers or the decision of expend the funds of this organization.

#### **Article VII                    Procedure**

Questions of parliamentary procedure shall be followed in *Robert's Rules of Order*, latest edition.

#### **Article VIII                    Funds**

04/17/18

All monies of Brookdale Asia Society shall be kept in a special account assigned by the Associated Students of Brookdale Community College and the Office of Student Life & Activities. Use of allocated funds and earned income are governed by the ASBCC Finance Committee Guidelines. Authorized signatures for check disbursements will be kept on file with the ASBCC Treasurer and updated as needed.

**Article IX**                    **Advisor**

The advisor should be a regular employee of the College. The duties of the faculty/staff advisor will be as defined in the Role of the Brookdale Club & Organization Advisor. The faculty advisor may participate in all activities of Brookdale Asia Society. The Office of Student Life and Activities will appoint an advisor each April. Advisor's role begins July 1, and conclude June 30 of the following year.

**Article X**                    **Rules and Regulations**

Brookdale Asia Society shall abide by all applicable rules and regulations of the college and under the privileges as granted by the Associated Students Brookdale Community College. The rules and regulations are found in such documents as the Brookdale Community College Catalog, the Student Handbook, as well as the general regulations of the College as provided by the Board of Trustees, by the State of New Jersey, and the Federal Government.

**Article XI**                    **Amendments**

The constitution may be amended by a two-thirds vote of the membership, provided the amendment was submitted in writing at a previous regular meeting, and notice of the proposed amendment was given to all members at least one week before the meeting on the constitutional amendment. Before becoming effective, all amendments must be approved by the Student Life Board and Director of Student Life and Activities following procedure for recognition.

Revised April 17, 2018