

## MUSIC TECHNOLOGY CLUB CONSTITUTION

Article I Music Technology Club

Article II The aim of Brookdale's Music Technology Club is foster an artistically supportive environment for music producers, composers, engineers and songwriters to share and collaborate on original musical projects. This club will explore how technology is incorporated into music making and ways it can improve our creations.

Article III Membership:

Full membership in this organization shall only be available to students of Brookdale Community College regardless of race, color, gender, sexual orientation, or political, ethnic or religious affiliation. This organization shall not limit any member in the enjoyment of 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 organizations, but have none of the rights and responsibilities of membership. An organization must keep accurate official rosters that are submitted, when requested, to the Office of Student Life. The provision for initiation fees and/or dues is helpful to the organization in identifying those members who are active members.

Article IV Executive Board

### Section 1

The executive board includes President, Vice President, Secretary, and Treasurer. 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 Board. 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. Nomination may be re-opened by majority vote.

## Section 3

Under the usual form of government, the President presides over meetings, acts as the spokesperson for the organization, calls meetings, and acts as the overall official for the organization, in addition to other requirements which the organization might have. The Vice President usually heads special committees and acts in place of the President in their absence. The Secretary keeps the records of the meetings and formal business, as well as writes letters for the organization. The Treasurer keeps the financial records of the organization, keeps the officers' roster up to date, and prepares the budget. Only members of the club (who meet the eligibility requirements as set forth in Article IV, Section 1, are permitted to be an officer of the organization.

## Section 4

If president is unable to attend a meeting, the vice president will take charge and perform both duties. Generally in the case of a vacancy in the office of secretary or treasurer, these offices are usually combined. The organization should ensure that there are at least two officers at any given time.

Article V Meetings are held every Thursday 12-1pm.

Article VI The size of the quorum for all regular meetings: 10 members.

- Article VII Questions of parliamentary procedure shall be decided by the organization and/or forms laid down in Robert's Rules of Order, latest edition.
- Article VIII All monies of the organization shall be kept in a special account assigned by the ASBCC 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 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 advisor may participate in all activities of the organization. Advisor's roles begin July 1, and conclude June 30, of the following year.
- Article X This organization shall abide by all applicable rules and regulations of the College and under the privileges as granted by the ASBCC. 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, the State of New Jersey, and the Federal Government.
- Article XI Amendments
- The usual amendment procedure is stated as follows: "This 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 & Activities, following procedure for recognition.