

Architecture and Design Club: Constitution

- The goal of the club is to establish and maintain a community of peers with a common interest in Architecture and Design.
- We wish to make the fields of Architecture and Design accessible.
- We would like to generate interest for the fields of Architecture and Design.

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.

Executive Committee:

The committee will be voted upon every Fall term, and the position will continue through the Spring term. If someone cannot fulfill his or her responsibilities an emergency vote to replace the position will be held. The committee consists of a president, vice president, treasurer, secretary, social media manager, and the faculty advisor(s).

Executive Committee Responsibilities:

President: acts as the club spokesperson, presides over meetings, calls meetings, and acts as the overall official for the club, in addition to fulfilling any other duties the club may require.

Vice President: heads special club meetings, acts in place of the President, when the need arises, and assists the President in fulfilling duties to the club and to Brookdale Community College.

Secretary: keeps records of meetings and formal business, as well as writing letters and designing informative flyers.

Treasurer: keeps the financial records, prepares the budget, and keeps the club roster up to date.

Social Media Manager: is responsible for creating, scheduling, and managing the club's social media content, engaging members, and promote events.

In case of position vacancies the positions of President and Vice President become combined, and the positions of Secretary and Treasurer become combined. When appropriate an

emergency vote can be called to fill vacant executive positions. There can never be less than two active officers at a time.

Meetings take place weekly on Tuesdays during College hour in the Center for the Visual Arts. This time and place is subject to change as per organizational needs and / or the needs or guidance from the Student Life and Activities Office. The meeting times if ever changed should be to accommodate the majority of the club member's availability.

Regular meeting quorum will be no less than 60% of the official regularly attendant roster. Official business may not be voted upon unless at least that amount of members is present. Official business consists of anything from voting new officers into their positions to decisions regarding club fund expenditures. If an emergency situation calls for an immediate vote and the quorum cannot be met, the vote may be decided by the President, Vice President, Secretary, Treasurer, and Faculty Advisor. In such an emergency the emergency must be justified by submitting a photocopy of that day's attendance sheet in order to verify that the required quorum was not fulfilled.

The club will follow Robert's Rules of order when it comes to parliamentary procedure. All monies of the organization shall be kept in a special account assigned by the Associated Students of Brookdale Community College and the Office of Student Life and 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.

The club advisor shall 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 the organization. The office of Student Life and Activities will appoint an advisor each April. Appointments begin July 1, and conclude June 30, of the following year.

This organization shall abide by all applicable rules and regulations of the college and under the privileges as granted by the Associated Student 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.

Amendments to the constitution may be voted upon and implemented with a two-thirds majority vote from the members. The amendment must have been submitted in writing at least a period of seven days prior to voting on it. Before becoming effective all amendments must be approved by the Student Life Board and Director of Student Life and Activities following procedure for recognition.