

Constitution of the Art Society for Brookdale Community College

Article I:

The name of this club shall be The Art Society

Article II: The purposes of the Art Society are:

- Teaching college students how to express themselves with the arts (including painting, drawing, collage, photography, etc.)
- Teaching college students how to use art as an outlet for stress
- Provide opportunities for students to learn and interact with professionals in the field

Article III: Membership

- Full membership to this club shall only be available to students and faculty of Brookdale Community College, regardless of race, color, gender, ethnicity, sexual orientation, political affiliation, or religious affiliation.
- Former members may be guests (or limited access club members), but do not have the rights and responsibilities of full membership

Article IV: Executive Committee

Section I: The executive committee shall consist of a president, vice president, secretary, treasurer, and social media chair (if necessary). Students who wish to serve in one of these leadership positions must be enrolled in a minimum of 6 college credits (not audit status) and have an acceptable ratio of credits attempted to credits earned as defined by the college catalog.

Section II: Elections will be held on the last meeting of the Spring semester each year (in exception to the Fall 2025 semester, in which the club founders will be the President and Vice President, and other board positions will be decided by the second club meeting). Voting will be completed through Microsoft Forms after candidates have made their remarks to club members at the election meeting. The majority vote wins. Nominations will be made prior to the election meeting, with notification being made to the current executive board.

Section III: The duties, authority, and responsibilities of the officers are as follows:

- The president will preside over meetings, act as the spokesperson for the Art Society, call meetings, and contact suspected special guests to attend meetings
- The vice president will assist the president, taking control of presidential duties when the president is unavailable, and serving as an interim president if the president has left Brookdale Community College
- The secretary will ensure proper contact with club members by notifying members and prospected members about meetings via email and/or social media

posts (including but not limited to: Instagram and GroupMe), and keep track of the membership roster.

- The treasurer will serve as the financial supervisor of the club. They will be responsible for keeping track of the club budget, any fees the club incurs, and filling out the club order forms

Section IV: The procedures for filling executive vacancies are as follows:

- If the President resigns or no longer attends Brookdale Community College, the role will be filled by the Vice President
- If the Vice President resigns from their position, or no longer attends Brookdale Community College, the role will be filled by the Secretary
- If the secretary resigns from their position or no longer attends Brookdale Community College, the role will be filled by the Treasurer or an active club member who wishes to have a board position through an election at the following meeting
- If active club members are not interested in having board positions, the President and Vice President will share the responsibilities that the Secretary and Treasurer would have
- There must always be 2 board members at all times

Article V: Meetings

- The Art Society will meet on alternating Tuesdays each month during the Fall and Spring semesters during college hours (11:30 AM-1:15 PM)
- The executive board will meet privately as often
- During executive meetings, the committee will discuss the objectives of future club meetings and lessons, suspecting special guests to contact, budget, and membership

Article VI: Quorum

- To transact formal business, 51% of current members must attend meetings. Formal business can include elections and fund expenditures

Article VII: Parliamentary Procedure

- Decisions of parliamentary procedure shall be decided on the organization and will follow the latest edition of *Robert's Rules of Order*

Article VIII: Finances

- All club funds must 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 income will be governed by the ASBCC Finance Committee Guidelines

- Authorized signatures for check disbursement will be kept on file with the ASBCC Treasurer and updated as needed

Article IX: Club Advisor

- The advisor shall be a regular employee of Brookdale Community College with duties defined in the Role of the Brookdale Club & Organization Advisor. Advisors can participate in all organization activities, with their roles beginning on July 1 and ending on June 30 of the following year.

Article X: Compliance

- The organization must abide by all applicable College rules and regulations, as found in the Brookdale Community College Catalog, The Student Handbook, and the general regulations provided by the Board of Trustees, the State of New Jersey, and the Federal Government.

Article XI: Amendments

- 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. All amendments must be approved by the Student Life Board and the Director of Student Life & Activities, following the recognition procedure, before becoming effective