

BROOKDALE CAR CLUB

Adopted 12/11/2023

Article I Brookdale Car Club

Article II The purpose of The Club shall be to

Bring together Community – Gather car enthusiasts of Brookdale together to forge bonds over their love of everything automotive.

Provide Experience – Focus on hosting and attending outside car events, speedways, and tracks.

Support Charity – Partner with local organizations to host on-campus fundraising events centered around cars.

Members can also propose and sponsor an event to raise money for a specific charity. Funds raised for a charity must be identified and accounted for by the Treasurer in The Club's financial ledger.

The Board of Directors must propose and approve all club events.

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. Ownership of a car is not necessary to be part of the car club. If the member does own a car and is utilizing that car in relation to the club, liability insurance is required to attend any club meetings or events. Active members will not be required to pay initial dues/fees, but must be enrolled in classes for credit at Brookdale. Active members must attend at least two non-consecutive meetings of the Club per semester.

Article IV Executive Board:

Section 1 - The Club shall elect from its members a Club President, Vice President, Recorder, Treasurer, and

Promoter. Each Officer is jointly designated a Director. The Officers constitute the Board of Directors of The Club unless otherwise appointed by The Officers. 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 - A nominating committee, comprised of Club members not seeking election, shall be appointed by the president by the

Saturday before the Annual Meeting. They shall present their slate of candidates at the November meeting. In addition, nominations from the floor will be accepted until the vote is taken. Election of the Club Officers shall be held at the annual meeting on the first Saturday in December. All officers shall be elected at this meeting by a majority vote of the members present where a quorum has been established. The elected officers shall assume their duties effective January 1st of the following year.

Section 3 - a. Duties of the President:

The President shall preside at all meetings of the members and the Board of Directors. The President shall perform all the duties of their office and may call special meetings of the Board of Directors and members under the provisions of Article III.

b. Duties of the Vice-President:

In the absence of the President or in the case of the President's resignation or inability or refusal to act, all the duties usually appertaining to that office shall be performed by the Vice President. During the meetings, the Vice President shall act as or appoint a member as the Master at Arms to keep the meeting organized and on track.

c. Duties of the Secretary:

The Secretary shall attend all meetings of the members and Directors and record all minutes and votes. The Secretary shall keep an up-to-date record of all Members and a roll call of Members attending meetings. The Secretary shall have custody of the Club's records. In the absence of the Secretary from any meetings, the presiding Officer shall choose a secretary pro tem.

On top of this, at events and gatherings, the Secretary will be responsible for taking pictures, taking attendance, monitoring behavior, and being in charge of the agenda.

d. Duties of the Treasurer:

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The Treasurer keeps the financial records of the organization, keeps the officers' roster up to date, and prepares the budget.

e. Duties of the Promoter:

The Promoter will predominantly oversee the club's public relations and marketing objectives. The Promoter will run all club social media, work with other organizations to promote events and handle graphic design-related objectives.

f. Co-President:

In case of a lack of willing candidates for the defined positions, the Club will be led by Co-President(s) who assist the President by taking on the duties that would otherwise fall to the Vice-President, Secretary, Treasurer, and Promoter.

Section 4 - Vacancies in the Officer positions shall be filled by appointment by the Board of Directors to finish the unexpired term or by appointing Co-President(s) to take on empty roles.

Article V The regular monthly meeting shall be held on the second Tuesday of each month. Meetings will consist of a gathering, with the vehicles, in an approved and reserved parking lot on a decided time and day. All additional meetings shall be proposed through the Office of Student Life and Activities.

Article VI At all monthly Club meetings, a quorum is defined as either (1) a majority of the total number of members or (2) a minimum of 10 members, whichever is less.

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

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:

1. This constitution may be amended by a two-thirds vote of the membership, provided the amendment was submitted in writing at a
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.
2. An officer may be impeached by a two-thirds vote of the membership, provided the motion was submitted in writing at a previous regular meeting and notice of the proposed impeachment was given to all members at least one week before the meeting on the impeachment. Before becoming effective, all impeachments must be approved by the Student Life Board and Director of Student Life & Activities, following procedure for recognition.