

## **Latino Cultural Club Constitution**

Article I Latino Cultural Club

Article II *The Latino Cultural Club (LCC) deems it timely to expose the College community to and stimulate interest in Latin American culture, including but not limited to art, cuisine, history, literature, music, and politics.*

*The LCC shall provide the Brookdale college community educational and cultural programming with the goal of fostering a more nuanced understanding of and greater appreciation for Latin American culture and its contributions to US American life and culture.*

Article III 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 based on 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 Should state the make-up of the Executive Board. There are a variety of configurations for an Executive Board. The usual organization is a President, Vice President, Secretary, Treasurer, and Events Chair. 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. In the case that a student can no longer uphold an Executive position, nominations for that position will take places immediately to fill that position. Except in the case of President where the Vice President will step into the role of President and depending if they would like to stay in the President's role, a new Vice President will be voted on.

Section 3

### **President**

- The president of a Brookdale Community College club holds a position of responsibility in Brookdale Community College affairs. The president must be an

enthusiast and an optimist on Brookdale Community College matters and life in general and must be dedicated and determined to plan and carry through an ambitious program of regular Brookdale Community College activity.

- Provides leadership and direction to the club organization.
- Understands and adheres to the Brookdale Community College Club Operating Guidelines
- Presides at meetings of the club and oversees the activities of the executive committee and board of directors.
- Coordinates club activities through the executive committee and board of directors.
- Establishes short--- and long---range objectives and goals in conjunction with the board of directors.
- Structures the organization to ensure continuity of leadership by providing opportunities for new leaders to develop and to be mentored.
- Represents Brookdale Community College and its alumni in the region by planning programs and publicity campaigns that support the College and build pride among alumni.
- Involves Brookdale Community College constituents in the region by planning activities that appeal to a wide spectrum of interests.
- Has overall financial responsibility for the club.
- Approves all club communications.
- Maintains regular contact with the Communities Team in Alumni Relations on club activities.
- Ensures the completion of the club annual report each year and submits it to Brookdale Community College by the stated deadline.
- Publicizes club activities through email, social media and the club website.
- Works closely with the Secretary to maintain records of correspondence.

### **Vice President**

- The vice president of a Brookdale Community College club plays a very important role in the life of the club. Typically, the vice president will succeed the current president therefore must be fully engaged in all aspects of club activities.
- Presides at meetings in the absence of the president.
- Plans, coordinates, and recruits' committees to manage a series of meetings and programs.
- Coordinates programs with the president and the executive committee and board of directors.
- Provides data on previous club events to allow the event chair to benefit from experience and suggestions for improvement.
- Provides timely and interesting advance information for newsletters, social media, and mailings.
- Provides or coordinates information on forthcoming events to the secretary for inclusion in meeting notices or newsletters.
- Ensures strong leadership succession by identifying and recruiting new club volunteers.
- Provides mentorship to new officers.

### **Secretary**

- Handles the correspondence of the club and keeps records of it.
- Maintains official records of meetings.
- Informs officers of deadlines for reports, mailings, future commitments.
- Coordinates mailing of notices/newsletters to area alumni.
- Maintains a roster of officers and other board members with current address, including email, and telephone information.
- Distributes this roster to board members, the Alumni Councilor, and the Communities Team.
- Informs the Office of Alumni Relations of plans and activities by forwarding copies of all mailings and special reports.
- Advises the Office of Alumni Relations of address changes of local alumni if received.
- Encourages alumni to update their personal information on the online alumni directory.
- Maintains complete and up-to-date copies of the club's bylaws and other organizational documents.

### **Treasurer**

- Oversees club finances, collects dues, and receives other monies, e.g., proceeds from tickets.
- Follows best financial practices as determined by the Communities Team.
- Completes and submits the annual financial report to the Communities Team each year by the stated deadline.
- Assists the president and other officers in preparing program budgets and financial controls.
- Maintains and supervises club bank accounts.
- Ensures that adequate budget and financial controls are maintained.
- Prepares and submits financial statements to the president and the executive committee and board of directors on a regular basis, i.e., all board meetings or at minimum quarterly.
- Pays all club bills on time.

### **Events Chair**

- Collaborates with other members of the executive committee and board of directors to create and execute exciting, interesting events for the club constituency.
- Ensures the fiscal viability of all events.
- Maintains a list of events and statistics throughout the year in the online club annual report form.
- Submits attendance list to the Communities Team for any event featuring a Brookdale Community College speaker, including faculty, coaches and senior administrators.
- Works closely with club secretary, communications chair and webmaster to promote upcoming events.
- Alerts Communities Team of upcoming events with details so the event may be placed on the College's "What's Happening" central calendar.

- Section 4      Should provide for filling of vacancies of executive officers. 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 will take place weekly. The Executive Board will also meet with the advisor once a month to discuss plans for the club in advance.
- Article VI     A 2/3 of registered members will make of the quorum for all regular meetings.
- 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 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 meeting and 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.