

Article I

The official name of the club is the “Brookdale Music Club”, which may be referred to internally and informally as the “Music Club”

Article II

The Brookdale Music Club aims to develop the musical community at Brookdale Community College, by providing members and students with informal musical education, a public forum for music discussion and networking, as well as knowledge and opportunities to engage with music on a more professional level. This includes opportunities for, but not limited to: live performances, production and recording, session performances, and collaborations with other creative industries.

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.

Upon joining this organization, the student remains an active member of the club until A: The student stops attending Brookdale Community College, B: The student does not renew their membership at the end of the academic year, C: The student rescinds their membership, or D: The student is removed from the club.

Students reserve the right to rescind membership at any time, with notice to the club leadership.

The Music Club will keep official rosters of active membership which, upon request, will be submitted to the Office of Student Life. Non-students may be guests of the organization, but have none of the rights and responsibilities of membership.

Article IV

Section I

The Executive Board shall consist of a President, Vice President, Secretary, Treasurer, and a Director of Marketing. 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 II

Club members may nominate themselves for a position, or be nominated by another. The general active membership elects the members of the Executive Board. Elections are held once per year, at the end of the spring semester.

Nominations should be made one month prior to the election, so as to provide adequate time for campaign efforts.

Should any elected member take leave of office, an emergency election shall be held in an attempt to replace the role. This election will have nominations occur only a week prior to the emergency election. If the role is unable to be filled, the responsibilities will fall on specified executives.

Section III

General Executive Responsibilities

- I. Watch over the club room during forum hours, according to a regular schedule decided mutually by the executive board, in accordance with the room availability provided by the scheduling department.
- II. Attend more than two-thirds of all executive meetings, failure to do so for more than 30 calendar days will result in the removal of executive from office unless otherwise given approval by majority vote of executive board, which must be documented in a statement signed by at least one advisor.

Special Responsibilities

1. President

- A. Shall determine the agenda and preside over all formal meetings within the club
 - B. Shall handle external affairs of the club
 - C. May delegate duties and functions to other members of club leadership if and when necessary
 - D. Will have signing authority for the club
2. Vice-President
- A. Will assist the president in their duties
 - B. Will assume all powers of the President, in the event of the President's absence or the President's delegation
 - C. Presides over special committees.
 - D. Will have signing authority for the club
3. Treasurer
- A. Shall keep a full record of all transactions of the club and maintain financial records for the club, which will be publicly available to view
 - B. Handles the payment of all bills
 - C. Shall prepare a budget/financial statement for the SLC when required
 - D. Will have signing authority for the club
4. Secretary
- A. Shall be responsible for drafting official documents of the club
 - B. Shall be responsible for maintaining records of meetings
 - C. Shall be responsible for writing official letters for the club
 - D. Handles all incoming mail for the club and respond to mail when necessary

- E. Maintains an accurate club roster, to be submitted to the SLC when requested
- 5. Director of Marketing
 - A. Shall be responsible for club promotional affairs
 - B. Shall maintain active club social media accounts and platforms
 - C. Responsible for creating/recruiting talent for the creation of promotional materials for the club
 - D. Shall be responsible for ensuring the success of all club merchandising efforts

Section IV

In the event that any singular executive position is vacant, the vice president will assume the duties and authorities of that position. In the event that multiple positions are vacant, the responsibilities of the vacant positions will be disbursed evenly to the remaining executives.

Article V

- A. There shall be a minimum of four general meetings per semester.
- B. Executive meetings will occur at a minimum bi-weekly frequency during the semester.

- C. All members of the executive board reserve the right to call emergency executive meetings, with a required 24 hour notice.
- D. The president reserves the sole right to call an emergency general meeting, in the event that it is needed.

Article VI

The size of the quorum should be three-fourths of the currently active executive board, except for in the case of elections or impeachment. Elections require a quorum of at least two-thirds of the active membership. Impeachment requires at least three-fourths of the membership to proceed with the hearing.

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

- A. Any member of the executive board may be impeached by the club, if it is deemed that they are either failing to comply with their duties and are unfit to hold the position, or they have committed an act that is directly harmful to the club, its members, and its goals.
- B. An impeachment hearing may be called upon by a majority vote of the members, where the case for impeachment is presented to the club membership. During the hearing, the executive in question will have an opportunity to defend themselves if they wish to do so.
- C. A two-thirds majority vote is required to impeach an executive.
- D. The hearing shall be presided over by the Vice-President, or, if the Vice-President is unable to do so, by an advisor of the club.
- E. Once impeached, the club member will no longer hold the executive position, and an emergency election will be held.

Article XII

Any club member can be removed from the club if they are found committing an act that violates the Brookdale rules and regulations while participating in official club activities, or representing the club in any way. This decision is decided on by a unanimous vote by the executive board, and with written approval by all active advisors. Any club member can submit a request for removal to the executive board, and the executive board shall be responsible for providing an anonymous method of doing so.

The music club will inform Brookdale Community College of any students removed in this manner, and will comply with any and all Brookdale policies.

Article XIII

The club will establish a public forum using the agreed upon club room, where members are permitted to socialize and network without need for any formal gathering. This forum will operate during designated forum hours, and will be supervised by at least one member of the executive board at all times. The advisor(s) is not required to attend during the forum hours, as there is no intent to accomplish any formal business.

Article XIV

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.