

# Brookdale Photography Club Constitution

- Article I                      This club will be called The Photography Club
- Article II                      The Photography Club's mission is to provide a robust and supportive environment in which those passionate about and interested in photography can thrive. This club will offer to its members the opportunity to engage in creative pursuits and collaborate with their fellow photographers. Involved students will be able to experience a variety of photography-related activities, from photo-walks and field trips, to museum and gallery visits. Artists will be invited to provide lectures and workshops. Collaboration with other clubs and departments will be a main focus, opening up opportunities for students to both build their portfolios, as well as providing a safe environment for peers to review their previous works.
- 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.
- Article IV                      The Photography Club will meet (at least) twice a month with the exception to special meetings and/or event planning. The club will have a hybrid in-person / online presence for the purpose of accommodating all.
- Article V                      Ten or more members should regularly attend club meetings. The entire e-committee must be present when decisions pertaining to elections, funds, and event planning are taking place.
- Article VI                      The club adheres strictly to the latest edition of *Robert's Rules of Order*.
- Article VII                      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 & 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 VIII                      The 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 on July 1, and conclude June 30 of the following year.
- Article IX                      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 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.

Article X With a 2/3's majority vote of the active membership, this constitution may be amended. The amendment should be submitted in writing at a previous meeting, and cannot be voted on the same week as it was presented. All amendments must be approved by the Student Life Board.

Article XI The President of the club is solely responsible for all club activities, club funds, and members representing the club. Therefore any club functions and all pertaining to the club must be notified to the president.

### **Elections**

Anyone who meets the prerequisites can run for office. Elections will be held once a semester. Terms will last a semester, but previous executive committee members will be allowed to run for reelection, so long as they are still attending the school. The Photography Club must have at least fifteen active members who also attend Brookdale in order to begin the election process. Those vying for the different positions will give a short speech at the election meeting, which is to be held the week after the club reaches the appropriate number of members. All officers must be able to be contacted throughout the week.

### **Prerequisites for Executive Committee Positions:**

Students who serve in these leadership positions must be currently enrolled for a minimum of six college credits 9 active-(not audit status) and must have an acceptable ratio of credits attempted to credits earned (as defined by the college catalog). Students must have a GPA of at least 2.0 in order to hold a leadership role. If a current e-committee member fails to meet one of these requirements, they will be asked to step down from their position.

## **Titles and Responsibilities**

### **President:**

Must be able to organize and structure meetings, act as a liaison to faculty, and keep the e-committee on track.

### **Vice-President:**

Must be able to assist in the organization and structuring of meetings, assist the Public Relations Officer by contacting Brookdale's Clubs and organizations for potential collaboration, and act as a secondary liaison.

If the President of the club is not available to attend meetings or manage the club at any period of time the Vice President will manage all club responsibilities and act as President on his/her behalf until the President can return in a timely manner. If an active President can not return as President in a timely manner the Vice President will receive the position as active President with the approval of the club advisor and student life advisor. If a club President wishes to withdraw from his Presidency the President has the right to relinquish the Presidency and all club duties to the active club Vice President until a vote for Presidency can be performed by the club at the beginning of each term.

### **Treasurer**

Must be competent when handling club finances. Fills out and submits all fund related request forms. In charge of keeping the club's roster up to date.

### **Secretary**

In charge of recording the club's meetings, as well as, making sure that all club paperwork is in order and up-to-date.

### **Parliamentarian/Public Relations (PR)**

Creating posters/marketing material, posting on social media regarding club events. Also tasked with frequently checking and responding to emails sent to the official club email, communicating with other students and clubs with any questions or collaborations.

## **Vacancies in Office**

During times of low active membership, the Photography Club will need to have a President and a Secretary. The President will take on the responsibilities of the Vice-President. The Secretary will take on the responsibilities of the Treasurer. The two will divide the responsibilities of the public relations office.