

Constitution of Portuguese Language and Culture Club of Brookdale Community College

Article I: The club will be called Portuguese Language and Culture.

Article II: The purpose of Portuguese Language and Culture Club is to develop the interest about the Portuguese culture, and its ex-colonies like Brazil, which has a great interest in Brookdale and its possible upcoming protocols. Because Portuguese language is now being taught in Brookdale, through social interaction Portuguese Language and Culture will enhance the experience of learning about the culture, roots and language.

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. Any student of Brookdale Community College can become a member if he/she expresses their interest in doing so to an Executive Committee member, and attends a meeting.

Article IV. The Executive Committee

Section 1: The Executive Committee will be made up of a President, Vice President, Secretary, and Treasurer. Students who serve in these leadership positions must be currently enrolled for a minimum of six college credits 9- active non audit status and must have an acceptable ratio of credits attempted to credits earned (as defined by the college catalog).

Section 2: The current Executive Committee will nominate members for the prospective Executive committee or any person who expresses an interest in forming part of the Executive Committee and has regularly attended meetings, participated in events, and maintains good academic standing will be decided three weeks prior to the end of the Spring semester. The new Executive Committee will be decided by a majority of votes. In order to be eligible to hold an office position in Portuguese Language and Culture, all members must maintain good academic standing and be an active member of the club.

Section 3: Executive Committee Responsibilities

1. President

- Preside over meetings
- Be the spokesman for the club
- Call and adjourn meetings
- Be generally responsible for the club
- Act in any other necessities of the club

2. Vice President

- Preside over meetings, in absence of the President
- Act as liaison to the Student Life Board
- Fulfill presidential duties in absence of the President
- Accomplish other tasks as delegated from the President

3. Secretary

- Keep meeting minutes of Executive Committee meetings

- Maintain records of the club

4. Treasurer

- Keep financial records of the club

Section 4: In the event that any office position is vacant, an election should be held two weeks following the vacancy of that position, in order to give possible candidates to announce their interest in running and preparing for the election.

Article V: Meetings

Section 1: General meetings are to be held once a week, Thursday from 11:45-1:00 in MAN 100, tentatively.

Section 2: Executive Committee Meetings are to be held at least twice a semester.

Article VI: A quorum for general meetings is to be half of the official membership.

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 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 IX: The advisor shall be a regular employee of the College. The duties of the faculty/staff 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 & Activities will appoint an advisor each April. Appointments begin July 1, and conclude July 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 Associated Students of Brookdale Community college. 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, by the State of New Jersey, and the Federal Government.

Article XI: 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 as 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 and Activities following procedure for recognition.