

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be Russian Club.

Section B: Purpose – The purpose of this club shall be:

1. To expose students to the history, culture, religion, education system, and lifestyle of the Russian people.
2. To allow students to experience Russian cuisine and to learn basic phrases in the language.
3. To invite guest speakers to share their experiences and knowledge and plan fun filled activities.
4. To create a fun and friendly environment welcoming anyone who is interested in joining.

ARTICLE II: MEMBERSHIP

Section A: Eligibility - Full time membership in this organization shall only be available to student of Brookdale Community College regardless of race, color, gender, sexual orientation, political, ethical or religious affiliation. Brookdale Community College cannot aid any agency in which it discriminates on the basis of any of the above. Rosters will be submitted when requesters to the Office of Student organizations.

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a President, Vice-President, Secretary, Treasurer, and Sergeant At Arms.

Section B: Eligibility – Officers must be full-time students to serve in these leadership positions, carrying at least 6 credits.

Section C: Election – The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

Section D: Term – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

Section E: Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election:

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – it shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the club
- Appoint committee chairpersons subject to the approval of the Executive Committee
- Serve as an member of all committees except the nominating committee
- Perform such other duties as ordinarily pertain to this office

Section B: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Serve as chairperson of the Program Committee
- Work closely with the president in defining and executing the goals of the club.

Section C: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Order or Prepare supplies

- Issue notices of meetings and conduct the general correspondence of the club

Section D: Treasurer – It shall be the duty of the Treasurer to:

- Receive all funds and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed
- Never Retain cash, keep club bank account in order

Section E: Sergeant at Arms -- It shall be the duty of the Sergeant to:

- Maintain order at all times and perform duties assigned by the advisor or president
- Assist secretary in displaying club banners and advertisements

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held by weekly during the regular school year.

Section B: Special Meeting – Special meetings may be called by the President with the approval of the Executive Committee.

Section C: Parliamentary Authority – Robert's Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VI: EXECUTIVE COMMITTEE

Section A: Responsibility – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section B: Membership – This committee shall consist of the officers as listed in Article III and the faculty advisor.

Section C: Meetings – This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

ARTICLE VII: ADVISOR

Section A: Selection – there shall be a faculty/staff advisor who shall be selected each year by the membership.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Student Life Office.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

ARTICLE VIII: COMMITTEES

Section A: Program Committee – A program committee composed of the Vice-President as chairperson and four other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan the overall program of the club.

Section B : Special Committees – The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

ARTICLE IX: AMENDMENTS

Section A: Selection – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]

Section C: Funds -- All money raised or funded through this organization shall be kept in a special account assigned by the Associated Students of Brookdale Community College and the Office of Student Life & Activities.