

Book Club

Adopted [date]

ARTICLE I - Organization Name

The name of this club will be Book Club. This is a student organization at Brookdale Community College.

ARTICLE II - Purpose

1. The purposes of this club include;
 - a. Create a safe space for people to come together and discuss various topics regarding literature.
 - b. To expand knowledge on numerous works of literature.
 - c. To socialize with like-minded students.

ARTICLE III- Membership

1. Full memberships 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.
2. This organization shall not limit any member in the enjoyment of any right or privilege, advantage or opportunity.
3. All members should actively participate in discussions and readings throughout the month when a book is chosen.

ARTICLE IV - Executive Board

1. This club will have 5 members on the executive board; President, Vice President, Secretary, Treasurer and Public Relations. Students who serve in the leadership positions must be enrolled at Brookdale Community College, no other requirements are necessary.
2. The active membership elects the members of the Executive Board. a. Nominations will be made at the meeting prior to the election. b. All nominations will be sent to all members prior to the election meeting. c. A nomination may only be re-opened by majority vote
3. The President will act as the overall official, call and preside over meetings, decide on the topic of the meeting and act as the spokesperson for the organization. The Vice President will head special committees, and act in place of the President, in their absence. The Secretary will keep the records of the meetings and formal business, write letters, and keep attendance. The Treasurer will keep the financial record and prepare the budget of

the organization. The Public Relations board will be in charge of social media and promotions.

4. In the event of a vacancy in any executive officer positions, the runner-up will take the position.

ARTICLE V - Frequency of Meetings

1. Meetings will be held bi-weekly on Thursday every month.
2. Prior to each meeting, announcements will be made via Canvas.

ARTICLE VI - Quorum

1. In order to conduct business, or elect new officers, a minimum of ten (10) members are required to attend a meeting.
2. If this requirement is not met, anything discussed in the meeting will not be official or on the record.

ARTICLE VII - Parliamentary Procedures

1. Any question of parliamentary procedure shall be decided by the organization.
2. If members are unable to make a decision, Robert's Rule of Order, the latest edition, will take precedent

ARTICLE VIII - Fund Handling

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 - Advisor Role

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 - Rules

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

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.