

# Berkeley City College Digital Art Club Constitution

## **Article I: Name**

The name of the organization will be the Berkeley City College Digital Art Club (hereafter called, BCCDAC). Berkeley City College shall be referred to as BCC.

## **Article I: Preamble**

**A.** The purpose of BCCDAC is to enhance the BCC mission of creating a balanced, intellectually rigorous, aesthetically interesting and community oriented milieu for students to explore and pursue their multimedia print-based art projects.

### **B. Goals of BCCDAC:**

To collectively organize site-specific art shows, art lectures/symposia, and cooperative efforts to improve the community's understanding and appreciation for the new field of digital art. To help organize the new Berkeley City College Art Collection—based initially on art to be donated from members of this club.

## **Article II: Membership**

Membership is open to all currently registered students of BCC who are interested in digital art.

In no aspect of its program shall there be any difference in treatment of persons because of race, national origin, creed, color, disability, age, gender, any consideration based on affectation, sexual, or associational preference, or any other classification which would deprive the person of considerations as an individual. The organization will guarantee that equal opportunity and access to membership, programming, facilities and benefits shall be open to all persons.

All members are voting members.

### **Article III: Officers**

The BCCDAC will elect officers to fill four positions: President, Vice-President, Secretary, and Treasurer.

Qualifications/Requirements of Officers:

- Must be a member of BCCDAC
- Must be a student at BCC
- Must be committed to goals of BCCDAC.

Officers will be elected according to procedures

outlined in **Article VI** of this document.

Officers who clearly violate BCC policies, who are excessively absent from meetings and activities of the club, misrepresent BCC are subject to removal from office at a special plenary session, in which removal will be contingent upon a two thirds vote members present.

President:

- Presides over formal meetings of BCCDAC
- Assures that BCCDAC goals and purposes are carried out in accordance with BCC ASL Club guidelines
- Organizes committees and oversees management of club activities and events
- Prepares the in-coming (elected) President
- Performs fiduciary responsibilities with Treasurer
- Manages BCCDAC in accordance with current BCCDAC Academic Policies

Vice-President:

- Serves as BCC ASL academic liaison for BCCDAC and contact person for club
- Receives financial reports from Treasurer and disperses accordingly
- Prepares the in-coming (elected) Vice-President
- Performs Presidents' duties in his/her absence

Secretary:

- Coordinates agenda and records meetings of

## BCCDAC

- Distributes minutes of BCCDAC meetings electronically to members and BCC ASL Club records in advance of each business session
- Maintains BCCDAC records
- Maintains membership roster (names, email, phone, BCC identification numbers) for Associated Students of Berkeley City College (ASBCC) within first two (2) weeks of fall and spring semesters, and in accordance with any significant (officers) membership change
- Functions as liaison with appropriate legislative bodies at BCC in the event of the following:
  - BCCASL Club constitution amendments
  - Membership or activities have been altered such that the club's classification may be affected in some manner
- Secures meetings rooms (monthly) at beginning of each semester
- Initiates contacting membership in the event of ad hoc meetings
- Prepares the in-coming (elected) Secretary

## Treasurer

- Manages BCCDAC finances in accordance with procedures regulating student organizations as outlined in current year's Academic Policies, including attending

mandatory financial information meetings, or assisting the President or Vice-President to find alternatives

- Maintains accurate financial records
- Produces financial reports at the end of fall and spring semesters
- Performs, with President and Vice-President, fiduciary responsibilities for BCCDAC (authorization of expenditures, allocation of moneys, etc.)
- Prepares the in-coming (elected) Secretary

#### **Article IV: Advisor**

The BCCDAC will enlist the support of at least one advisor, a member of the BCC multimedia arts faculty. The advisor should participate in the BCCDAC activities when possible, and be available for planning, project preparation, advising and assistance with constitutional or organizational changes. Advisor shall be approved on an annual basis by a simple majority vote of members present. Advisor has no term limits.

#### **Article V: Meetings**

**A.** Formal business meetings will be held monthly.

**B.** Informal meetings of BCCDAC committees will occur at the discretion of committees in charge of specific programs and events (in consultation with officers and advisor. Members will receive advance

notice of such informal gatherings.

**C.** Special business meeting may be called as situations arise requiring them. The Secretary is responsible for notifying members in the event of a special meeting.

**D.** Formal business meetings are suspended during semester interim, spring break and during the summer.

**E.** A quorum for routing business, including approval of advisors, consists of a simple majority of members present. When amending the club constitution, or voting to remove an officer, a 2/3 vote is required.

## **Article VI: Elections**

**A.** Regular elections will be held on the following schedule:

- Elections for all officers will be held once per academic year
- Elections for President and Vice-President will occur in mid-September
- Elections for Treasurer and Secretary will occur in mid-February

**B.** Special elections will be held as vacancies occur. Members will be notified at the next scheduled meeting as vacancies occur and the nomination for new

candidates will be accepted at that meeting. At the third meeting, following a resignation, candidates will state their platforms and a vote will be called.

## **Article VII: Finances**

Upon dissolution, state money and mandatory student fees revert back to the granting organization. Group fees should be divided as stated in the constitution. In the event of dissolution of the BCCDAC, group fees would be donated to a charity to be determined by the club membership, at the final meeting of the BCCDAC.

## **Article VIII: Amendments**

**A.** Amendments to this constitution will be made known to voting members through discussion at two consecutive meetings. Copies of the proposed amendment will also be available upon request from the BCCDAC Secretary.

**B.** When the amendment comes to a vote at the second of the two consecutive meetings, a 2/3 vote of members present is required for the approval.

**C.** All amendments or changes to the BCCDAC constitution must be submitted by the Secretary to the Associated Students of Berkeley City College (ASBCC) for approval to ensure that a current constitution is on

file at all times in the ASBCC office.

### **Article IX: DUES**

At this point, no dues are being requested.

### **Article X: RATIFICATION**

This constitution shall become official only after approval of the Associated Students of Berkeley City College (ASBCC) Student Government.